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Cover Photos (clockwise from top)

- Geoffrey Wilson teaches Theatre 3111 - Directing
- Kahla Tisdale, Ambre Shoneff and Zack Meyer in Ohio State Theatre’s production of The Coast of Illyria
- Josh Poston focusing lights in the Roy Bowen Theatre
1: OVERVIEW OF DEPARTMENT OF THEATRE GRADUATE STUDIES COMMITTEE

The Graduate Faculty of the Department of Theatre offers graduate degrees in three areas: acting (MFA), design (MFA), and performance/history/theory (MA & PhD). The Curriculum and Instruction committee, co-chaired by the Director of Undergraduate Studies and the Director of Graduate Studies, oversees and administers the graduate programs and is the Department of Theatre's liaison between the Graduate School and the Graduate Theatre Faculty. The Graduate Studies Committee is housed within the Curriculum and Instruction committee.

The policies and procedures outlined within this Graduate Handbook serve as the basis for graduate admissions, degree requirements, advising, the determination of satisfactory academic progress, the selection and evaluation of teaching associates, grievance procedures and academic standards. The Theatre Department Graduate Handbook may be accessed at: http://theatre.osu.edu/gradstudies/handbook

The rules, policies, and procedures established by the Graduate Theatre Faculty and outlined herein are subject to the rules, policies, and procedures outlined in The Ohio State University Graduate School Handbook: https://gradsch.osu.edu/handbook. All students should consult both handbooks for departmental and university policies.

The Graduate Faculty of the Department of Theatre has defined the responsibilities of the Curriculum and Instruction Committee (as it pertains to Graduate Studies) as follows:

1. The Curriculum and Instruction Committee is composed of one-half of the faculty within the Department of Theatre with representation from the Areas of Acting/Directing, Design/Tech, and Performance/History/Theory. It is co-chaired by the Director of Graduate Studies and the Director of Undergraduate Studies. It also includes the Graduate Studies Coordinator, the Undergraduate Studies Coordinator, two graduate student representatives (selected annually in a vote by the Graduate Syndicate) and two undergraduate student representatives (selected annually in a vote from the undergraduate student body). The Co-chairs establish, lead, and manage the agenda of the Committee. The Department Chair may attend meetings; the Chair serves on the Committee ex officio, and without vote.

2. The Curriculum and Instruction Committee is responsible for coordinating all departmental graduate studies business and for insuring that all departmental and University procedures and rules are followed. Its recommendations and decisions in these matters will be made to the Graduate Theatre Faculty.

3. The Director of Graduate Studies coordinates procedures and recommendations for graduate student admission, adviser assignment, financial awards and support, awards of degrees, academic probation, and academic dismissal. Faculty members within each of the three Areas are primarily responsible for advising and monitoring student progress toward the degree. The Area Committees coordinate and implement these responsibilities. The Areas also select students for admission and make recommendations to the Curriculum and Instruction Committee for Fellowships. Area heads are responsible for bringing any problems to the attention of the Committee.

4. The Committee recommends to the Graduate School the granting of Graduate Faculty Category Status for nominated faculty.

5. The Curriculum and Instruction Committee is the Graduate Curriculum Committee for the Department of Theatre and coordinates and processes all requests from graduate faculty for curriculum change.
6. The Committee is also responsible for nominating and ranking qualified graduate students for research awards, such as Presidential Fellowships.

7. The Director of Graduate Studies acts as an administrative agent and is responsible for the timely processing of graduate studies business. All actions taken on matters of graduate studies are processed through the Director of Graduate Studies. The Director's Office is the clearinghouse for all correspondence regarding graduate studies business. The Director is responsible for setting deadlines and agendas for the conduct of graduate studies business, and for informing the Graduate Faculty and the Department Chair of those deadlines and agendas.

8. Both the Curriculum and Instruction Committee and the Director of Graduate Studies are normally concerned with the procedural review of graduate business. Area faculty are responsible for the timely processing of any decisions, recommendations, and correspondence forwarded to the Curriculum and Instruction Committee.

9. The Curriculum and Instruction Committee is charged with reviewing and evaluating any grievances from (or involving) a graduate student. However, before a grievance comes before the Curriculum and Instruction Committee, the graduate student who has a grievance should first meet with his or her adviser. If, however, the grievance concerns a problem with a GTA assignment or a specific course, the student should first meet with the course supervisor or instructor in order to resolve the matter. Then, if necessary, the student should consult his or her adviser. If the grievance cannot be solved at this level, the student may request a meeting with the Area head. The Area head may put the grievance before the Area committee, if it so warrants review at this level. In turn, if necessary, the student may request a meeting with the Director of Graduate Studies, who may decide to put the grievance before the committee for review and decision. The results of the decision are reported to the student, the student's adviser, the Area head, and the Department Chair. If the matter requires a review by the full Curriculum and Instruction faculty, a meeting will be called by the Department Chair. Once a decision has been reached by the Curriculum and Instruction, the Department Chair will communicate these findings in writing to the person with the grievance.

10. The Director of Graduate Studies is charged with maintaining a current Graduate Handbook. All proposed changes from the graduate faculty should be submitted to the Director of Graduate Studies. The Director, in consultation with the Curriculum and Instruction Committee, shall consider those suggestions as well as any other proposed or required changes as presented by the college and university. During a spring semester meeting of the Curriculum and Instruction Committee, any proposed changes and revisions will be discussed. Whenever possible, the proposed revisions shall be distributed in advance to the graduate faculty.
2: GRADUATE PROGRAMS: DESCRIPTIONS, COURSES OF STUDY AND REQUIREMENTS FOR EACH PROGRAM

MFA ACTING

General Program Requirements for the MFA Acting Degree

- A minimum of 69 graduate credit hours must be completed for the MFA in Acting. The area requires the completion of specific classes. Please see the adviser for course requirements and schedule.

- Each entering student will be assigned an adviser (see Section 4).

- A minimum residence of three academic years (excluding summers) must be devoted to graduate work at The Ohio State University. Additionally, graduate students are required to attend the Royal Shakespeare Company training during June of their first year and they are required to enroll in a May Term class during their second year.

- Students holding Graduate Associateships are required by the Department of Theatre and the Graduate School to register for a minimum of eight (8) graduate credit hours per semester, excluding summers when a minimum of four (4) graduate credit hours is required if a fee waiver is utilized. The summer semester includes both the May term and the seven week summer session.

- Students holding Graduate Fellowships are required by the Graduate School to register for a minimum of twelve (12) graduate credit hours per semester (including the summer).

- Graduate associates and fellows must be enrolled full-time no later than 7 days before classes begin each semester in order to avoid late payment fees.

- Students who are enrolled at least half-time are required to carry health insurance as a condition of enrollment. The university provides a health subsidy for graduate and professional students with fellowship, traineeship, or with 50 percent or greater Associateship appointments paid through the Ohio State payroll system. Graduate students with 50 percent or greater Associateship appointments for autumn and spring semesters are entitled to a health subsidy for the immediately following summer session without being on appointment. To qualify, students must be registered for at least four hours during summer session. Post-candidacy students must be registered for at least three hours of credit.

- Degree Requirements in each departmental program may exceed these minimum credit hours per semester.

- All students must achieve a B or better in each core curriculum course. If they do not, they do not pass the course.

Additional Program Requirements for the MFA Acting Degree

- Each acting student will be eligible for casting in a creative project each semester during their three years of residency. Acting students are required to do the general acting audition each semester with a new monologue even if the casting does not require an audition.

- The Acting Area faculty will meet to review the progress of MFA Acting candidates in classes as well as their performance in departmental productions and independent projects. The reviews are explained in Chapter 5 of this handbook.
• Students must attend all department and acting area meetings including, but not limited to, yearly orientation meetings, and end of the year meetings and celebrations, through the end of finals week.

The Master of Fine Arts in Acting is designed as a terminal degree providing rigorous training in theatrical performance to students preparing for careers in the professional theatre. Extensive training in voice, movement, creation of new work and acting provide a foundation for student's development and specialization in the third year of training.

**MFA ACTING - Non-thesis Option Examination Procedure**

All MFA Acting candidates will complete the Non Thesis option. The MFA Acting candidate must pass a four hour written Comprehensive Examination during the spring semester of the third year of study. The exam questions will be drawn from the MFA reading list, material covered in classes and practicum/residency experiences. MFA actors will receive an initial reading list prior to their arrival in the first semester of the first year and will receive additions to that list in the spring semester of the first year and the spring semester of the second year of the program. The written Comprehensive Examination will be followed by an Exit Interview which is a time for summation where the student and Acting Area faculty reflect upon the student’s progress, achievements, future goals and plans.

**GRADFORMS.OSU.EDU**

The Graduate School’s forms for examinations, dissertations and theses, and graduation have been streamlined and transformed into online forms available at GRADFORMS.OSU.EDU.

- Forms are initiated by graduate students or result from a previous form submission (i.e. a Report on Final Exam produced for a master’s student after an application to graduate is approved).
- Approvals and form status are managed by the system and can be viewed at any time by students, coordinators, chairs, and committee members.
- Email confirmations and alerts are sent automatically at various points in the process including submission and final determination. Approvers will act on the submitted forms in their personal work list.
- Search Forms enables a search for forms under your control.
- Forms are supported on most mobile devices using current web browser versions. (Not compatible with Internet Explorer versions prior to version 10).

**MFA DESIGN**

**General Program Requirements for the MFA Design Degree**

- A minimum of 67 graduate credit hours must be completed for the MFA in Design. The area requires the completion of specific classes. Please see the adviser for course requirements and schedule.

- Each entering student will be assigned an adviser(s) (see Section 4).

- A minimum residence of three academic years (excluding summers) must be devoted to graduate work at The Ohio State University.

- Students holding Graduate Associateships are required by the Department of Theatre and the Graduate School to register for a minimum of eight (8) graduate credit hours per semester, excluding summers when a minimum of four (4) graduate credit hours is required if a fee waiver is utilized. The summer semester includes both the May term and the seven week summer session.

- Students holding Graduate Fellowships are required by the Graduate School to register for a minimum of twelve (12) graduate credit hours per semester (including the summer if the fellowship is used during the summer session)

- Graduate associates and fellows must be enrolled full-time no later than 7 days before classes begin each semester in order to avoid late payment fees.
• Students who are enrolled at least half-time are required to carry health insurance as a condition of enrollment. The university provides a health subsidy for graduate and professional students with fellowship, traineeship, or with 50 percent or greater associateship appointments paid through the Ohio State payroll system. Graduate students with 50 percent or greater associateship appointments for autumn and spring semesters are entitled to a health subsidy for the immediately following summer session without being on appointment. To qualify, students must be registered for at least four hours during summer session. Post-candidacy students must be registered for at least three hours of credit.

• Degree Requirements in each departmental program may exceed these minimum credit hours per semester.

Additional Program Requirements for the MFA Design degree

• Each design student must be involved in a creative project of the department each semester both during the second year and during the autumn and spring semesters of the third year of residency.

• Students are subject to formal reviews by the design faculty of performance in both the classroom and the production program. These reviews are explained in section 5 of this handbook.

• A comprehensive portfolio review is conducted at the end of the autumn semester in the second year of the program. After passing this review, the student must form a Thesis Committee and complete a thesis project consisting of the design of a major dramatic work, opera, or devised new work developed in consultation with the student's adviser and approved by the student's Thesis Committee. A student designer's thesis is part of a major, realized production.

The Master of Fine Arts in Design is offered as a terminal degree for a graduate student preparing for a professional career as a scenic, costume, or lighting designer in the theatre. In addition to selecting a primary area of design emphasis, upon program entry a student may select to study another area of design as a secondary emphasis. The rigorous three-year program places equal emphasis on classroom studies and production program activities. The program of study contains course work in all the areas of theatre and related fields that inform and enrich the area of design selected as an emphasis. Because of the equal importance given to academic and practical experiences within the program, a graduate is well suited for teaching in a college or university in addition to being an articulate and capable theatre artist.

MFA Design Thesis Requirement

All MFA-Design majors will complete the degree under Graduate Plan A. (Thesis.) All designers will produce their theses as part of major productions.

MFA Design Thesis Prospectus

Timing and Guidelines
All MFA design students participate in a comprehensive portfolio review at the end of the autumn semester in the second year of study. Upon successful completion of the review, a design thesis project is assigned in accordance with the upcoming production season.

Consult with your advisor, the Theatre Department Handbook, and the university Graduate School Handbook as you select the members of your committee and create proper format for submission of the title page, abstract, and chapter outline. Additional guidelines specific to individual expertise areas (costume, scenery, lighting) appear at the end of this document.

The thesis prospectus is due by the end of the third week of autumn semester in the third year. After you receive your advisor’s approval signature, provide a copy to the Graduate Studies Committee Chair.
**Thesis Prospectus**

The thesis prospectus indicates that you are ready to begin detailed work on a specific thesis project. It should be clearly written and focused on a well-defined topic or problem. Typically, the prospectus will be structured to include each of the following elements:

- **Abstract** Ranging in length anywhere from a single paragraph to a single page, the abstract provides a short summary of your proposed thesis and area of research.

- **Proposal** Typically ranging in length from two to four pages, the proposal describes the way that you intend to approach the design of the production. If you have received the director’s concept, the proposal should fully consider his/her approach as well as your design methodology.

- **Chapter Outline** Typically short and to the point, your chapter outline should still contain enough information to give the reader an indication of how you propose to structure your dissertation. See area sheet (costume, scenery, or lighting) for specifics.

- **Bibliography** Your prospectus should finish with a list of writings especially relevant to the thesis project, including other works created by the playwright/devisor, in the form of a standard bibliography.

**MFA Design Thesis Committee**

The Thesis Committee consists of three members of the Graduate Faculty: the student's adviser, another member of the Design/Technology faculty chosen by the student, and the director of the thesis production. If the director is not a member of the Graduate Faculty, the student chooses a third member from within the Graduate Faculty. After successful completion of the Comprehensive Portfolio Review (see Chapter 5), the design major consults with the adviser and the Design/Technology Area Committee regarding the selection of a thesis project and a Thesis Committee. The design major must notify the Graduate Studies Committee in writing of the approval of the thesis project by the Thesis Committee.

Thesis projects may be realized outside the department's program, but such outside projects must have prior approval of the Design/Technology Area Committee and the Graduate Studies Committee. Design students may elect to do a thesis project that includes the scene design and/or costume design and/or lighting design requirements and technical requirements.

The purpose of the thesis is to demonstrate professional competency in the area of specialization. All thesis projects will include a text documenting the creative project. The text must conform to the standard established in the guidelines below and according to Graduate School format standards. (See part III of The Ohio State University Graduate School Handbook—"Guidelines for Preparing Theses" – http://www.gradsch.ohio-state.edu/graduate-school-handbook1.html). The text will include a written design concept supported by relevant historical research, script analysis, and directorial concept.

There will be a two-hour oral Master's Examination conducted by the Thesis Committee over the materials investigated in the thesis. Completion deadlines for theses are published in the Graduate School’s Calendar of Events: (https://gradsch.osu.edu/). All written and related design materials must be completed prior to the oral comprehensive examination. A student must be registered for a minimum of three credit hours during the semester of completing the thesis and oral examination.

Successful completion of the United Scenic Artists entrance exams in the appropriate areas of specialization will satisfy the thesis requirement in the design programs.

The thesis must be prepared according to the standards set forth in The Ohio State University Graduate School Handbook: (https://gradsch.osu.edu/handbook). Students are required to submit an electronic thesis document. Graduation Services can answer any questions about this process.

Deadlines for the thesis and graduation are published in the Graduate School’s Calendar of Events (https://gradsch.osu.edu/).
The Graduate School’s forms for examinations, dissertations and theses, and graduation have been streamlined and transformed into online forms available at GRADFORMS.OSU.EDU.

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- Approvals and form status are managed by the system and can be viewed at any time by students, coordinators, chairs, and committee members.
- Email confirmations and alerts are sent automatically at various points in the process including submission and final determination. Approvers will act on the submitted forms in their personal work list.
- Search Forms enables a search for forms under your control.
- Forms are supported on most mobile devices using current web browser versions. (Not compatible with Internet Explorer versions prior to version 10).

**Scene Design Emphasis**

Written sections of the thesis will include:

An exploration of the script and the playwright that concisely expresses the essence of the piece, the life of the author, and places them both in their context.

A brief summary of the critical history of this work.

A discussion of how the design was conceived and developed. This section should focus on key areas of research, analysis, and collaboration with the director and other members of the artistic team. It should also include a discussion of design elements such as color, form, texture, etc., as well significant materials used in the design.

A critical analysis of the completion of the design through production and performance.

Scale reductions of all final drawings (including: floor plans, section and detail elevations).

Significant preliminary sketches and primary research.

Color images of final renderings, color models, white models and paint elevations.

Color images of significant production photos.

A bibliography of works consulted.

**Costume Design Emphasis**

Written sections of this thesis will include:

A brief summary of the critical history of this work.

A critical analysis of the completion of the design through production and performance.

A research notebook containing sketches and/or photocopies of historical primary source research material.

A costume plot denoting the number of male and female costumes needed for the production. This should be organized to clearly indicate the general quality of the costume needed for each scene in which the character appears.

An action chart denoting the characters that appear in each scene.
A costume budget chart illustrating the financial breakdown of the cost of the goods necessary to mount the production. This should be organized as line items per costume for each character.

Composite preliminary sketches of all the required costumes.

A minimum of thirty (30) separate costume renderings, which should include specifications and swatches. The minimum may be less if the Thesis Committee has approved a production with fewer than thirty (30) costumes.

A character plot briefly discussing the character traits of the principal characters based on script analysis and the director's interpretations.

Patterns in 1/8" scale with appropriate labels for a minimum of two (2) complete costumes. The adviser will select the costumes to be patterned.

Full or scaled enlargements of costume accessories or details. Accessories or details will be selected by the adviser and will be 2-5 in number.

Color images of costume renderings and significant production photos.

A bibliography of works consulted.

**Lighting Design Emphasis**

Written sections of the thesis will include:

A brief summary of the critical history of this work.

A critical analysis of the completion of the design through production and performance.

A detailed plot summary of the work, with particular emphasis to shifts in location and progression of time.

A discussion of how the design was conceived and developed. This section should focus on key areas of research, analysis, and collaboration with the director and other members of the artistic team. It should also include a discussion of design elements such as color, form, texture, etc., as well significant materials used in the design.

Lighting research materials in the form of light sketches, research images, and/or research images, demonstrating lighting environments for several scenes in the production.

A full lighting cue orchestration, including a visual description of the lighting at each particular moment in the production.

A channel hook-up, instrument schedule, and magic sheet.

A completed shop order from a standard rental house for producing the design.

A CAD-drafted light plot in a scale as appropriate for the theatre.

A CAD-drafted centerline section in a scale as appropriate for the theatre (typically 1/4”=1'-0”) on bond paper.

Additional CAD-drafted drawings as necessary for the project.

Color images of significant production photos.

A bibliography of works consulted.
MASTER OF ARTS (PERFORMANCE/HISTORY/THEORY)

Students in the Master of Arts program in Performance, History, and Theory work with an adviser to build a solid foundation that will prepare them for some forms of teaching, for more specialized study in a doctoral degree program, or for a professional career in an arts-related field.

Each student should meet with his or her adviser during the first semester to develop a plan. Because most courses are offered every other year, two-year planning is recommended.

A course in research methods for theatre studies (TH 6701), during fall semester of the first year, and three Core Seminar Courses (7701-7704) are required. Beyond these requirements, students may select, with the approval of their advisor, a wide range of courses to satisfy their requirements.

General Program Requirements for the MA Degree:

- A minimum of thirty-two (32) graduate credit hours must be completed, including four credit hours for the thesis. The program requires one course in Research Methods (TH 6701), three Core Seminar Courses (7701-7704). Eighty (80) percent of those required credit hours must be completed at this university over a period of at least two semesters. A student must be registered for at least three graduate credit hours the semester or summer term in which graduation is expected.

- Students are required to demonstrate a comprehensive reading proficiency in one foreign language. MA students are required to EITHER pass a language exam given by the language department of their choice OR take ONE SEMESTER of foreign language for reading at the graduate level.

- Each MA student will be assigned an interim academic adviser before the first semester of residency commences. The student is responsible for selecting a permanent adviser by the third Friday of spring semester; this adviser will serve as the thesis adviser. Accordingly, the faculty adviser must be willing to take on this assignment.

- A minimum residence of two academic semesters (excluding summers) devoted to graduate work at The Ohio State University is required.

- Students holding Graduate Associateships are required by the Department of Theatre to register for a minimum of eight (8) graduate credit hours per semester, excluding summers when a minimum of four (4) graduate credit hours is required if a fee waiver is utilized. The summer semester includes both the May term and the seven week summer session.

- Students holding Graduate Fellowships are required by the Graduate School to register for a minimum of twelve (12) graduate credit hours per semester (usually including the summer).

- Graduate associates and fellows must be enrolled full-time no later than 7 days before classes begin each semester in order to avoid late payment fees.

- Students who are enrolled at least half-time are required to carry health insurance as a condition of enrollment. The university provides a health subsidy for graduate and professional students with fellowship, traineeship, or with 50 percent or greater associateship appointments paid through the Ohio State payroll system. Graduate students with 50 percent or greater associateship appointments for autumn and spring semesters are entitled to a health subsidy for the immediately following summer session without being on appointment. To qualify, students must be registered for at least four hours during summer session. Post-candidacy students must be registered for at least three hours of credit.

Depending upon previous training and qualifications, MA students may have the opportunity to take introductory, intermediate, or advanced courses in acting, design, directing, dramaturgy, playwriting, or stage management. Since some courses have prerequisites or require auditions, students should check with instructors on the requirements.
Students also have the opportunity to audition for departmental productions and to apply for production assignments (e.g., dramaturging, stage managing, directing). In some cases, specific course work is required in order to qualify for an assignment.

In addition, students may take courses outside of the department to complement the MA program of study, including thesis preparation. Outside courses should be related to the student’s coherent program of study.

**MA Thesis Requirement**

All MA students in Theatre must complete a satisfactory research thesis that explores some aspect of theatre/performance in some depth. The thesis can explore almost any issue in theatre studies, as long as it is thoroughly researched, clearly written, and advances an original argument that engages with current scholarship in the field. Some students might choose to revise and submit their thesis to a scholarly journal for publication.

Students will be responsible for choosing a thesis adviser by the beginning of spring semester of their first academic year. The thesis is supervised by a committee chaired by the student's thesis adviser. By the fifth week of spring semester, the student should submit a written prospectus (normally 5-10 pages) to the adviser for approval. In addition, the prospectus should include a bibliography of relevant scholarship. Once the adviser accepts the prospectus, the graduate student and adviser will discuss possible faculty members to serve as the second reader of the thesis. This person should be selected by spring semester. It is the responsibility of the student to ask a faculty member if he or she is willing to serve on the committee. The committee can be comprised of two members, the advisor and a second faculty member. Yet additional faculty members may also serve as readers on the committee, if they so desire and the student and adviser seek their participation. Following Graduate School requirements, the thesis committee should be approved by the Graduate Committee. The student should therefore provide a copy of the prospectus to the Director of Graduate Studies, with a cover page that includes the signatures of the members of the committee. The copy of the prospectus is kept in the student’s departmental file.

The completed written thesis will be submitted by the student to the thesis committee and will be defended by the student in an oral thesis examination of one hour. Most MA theses are 50-75 pages long.

The thesis must be prepared according to the standards set forth in The Ohio State University Graduate School Handbook: (https://gradsch.osu.edu/handbook). Students are required to submit an electronic thesis document. Graduation Services can answer any questions about this process.

Deadlines for the thesis and graduation are published in the Graduate School’s Calendar of Events (https://gradsch.osu.edu/).

Following Graduate School rules, a student must be registered for a minimum of three graduate credits during the semester in which he or she will finish the thesis and take the oral examination.

**GRADFORMS.OSU.EDU**

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- Forms are initiated by graduate students or result from a previous form submission (i.e. a Report on Final Exam produced for a master’s student after an application to graduate is approved).
- Approvals and form status are managed by the system and can be viewed at any time by students, coordinators, chairs, and committee members.
- Email confirmations and alerts are sent automatically at various points in the process, including submission and final determination. Approvers will act on the submitted forms in their personal work list.
- Forms are supported on most mobile devices using current web browser versions. (Not compatible with Internet Explorer versions prior to version 10).
DOCTOR OF PHILOSOPHY in PERFORMANCE, HISTORY, and THEORY

Students in the PhD program work with an adviser to create a plan of study and theatre practice that will train them as scholars, teachers, and practitioners. Drawn from a wide variety of courses in performance, history, and theory the plan of study will include an area of intense specialization and at least two sub-areas of competence.

For training as theatre practitioners, each student will select one area of practice in which to participate: acting, design, directing, dramaturgy, playwriting, or stage management. Students may also take elective courses, from both inside and outside of the department.

Each student should meet with his or her adviser during the first semester to develop a plan. Because most courses are offered every other year, two-year planning is recommended.

A course in research methods for theatre studies (TH 6701), during fall semester of the first year, and three Core Seminar Courses (7701-7704) are required. Beyond these requirements, students may select, with the approval of their advisor, a wide range of courses to satisfy their requirements. A doctoral student should regularly take courses at the 7000 and 8000 level, including seminars.

General Program Requirements for the PhD Degree

- A minimum of 30 graduate credit hours beyond the MA degree must be completed (including at least six credit hours for the dissertation). No more than one-third of the required courses (10 credit hours) may be transferred from another institution.

- Prior to the Candidacy Examination, the student is required to demonstrate a comprehensive reading proficiency in one foreign language. PhD students are required to EITHER pass a language exam given by the language department of their choice OR take ONE SEMESTER of foreign language for reading at the graduate level.

- A minimum residency of three years (excluding summer) is required, with at least 8 credit hours per semester.

- Each doctoral candidate will be assigned an interim academic adviser before the commencement of the first semester of residency. The candidate is responsible for selecting a permanent adviser by spring semester of the second year, if not sooner. This adviser will serve as the dissertation adviser, so must have Category P status with the Graduate School and be willing to accept the assignment.

- Students holding 50% Graduate Associateships are required by the Department of Theatre to register for a minimum of eight (8) graduate credit hours per semester excluding summers when a minimum of four (4) credit hours is required if a fee waiver is utilized. The summer semester includes both the May term and the seven week summer session. All post-candidacy doctoral students must register for a MAXIMUM of three (3) credit hours per semester whether they are funded or self-funded; continuous academic year registration is required for post-candidacy doctoral students admitted autumn quarter 2008 or after; and summer semester registration will be optional starting in summer quarter 2009.

- Students holding Graduate Fellowships are required by the Graduate School to register for a minimum of twelve (12) graduate credit hours per semester (including the summer). Students holding summer teaching appointments are required to be registered as full time students.

- Graduate associates and fellows must be enrolled full-time no later than 7 days before classes begin each semester in order to avoid late payment fees.

- Students who are enrolled at least half-time are required to carry health insurance as a condition of enrollment. The university provides a health subsidy for graduate and professional students with fellowship, traineeship, or with 50 percent or greater associateship appointments paid through the Ohio State payroll system. Graduate students with 50 percent or greater associateship appointments for autumn and spring semesters are entitled to a health subsidy for the immediately following summer
session without being on appointment. To qualify, students must be registered for at least four hours during summer session. Post-candidacy students must be registered for at least three hours of credit.

Doctoral candidates are required to develop a supporting program in one of six areas of production: acting, design, directing, dramaturgy, playwriting, or theatre management. Students may take a graduate course in the production area of choice (e.g. students who have a directing focus should take Theatre 5111 Advanced Stage Directing). Students may also take a graduate practicum in order to complete an appropriate production project. In some cases, students may work on Mainstage productions; in other cases they may work on Lab Series productions. Yet neither opportunity is guaranteed. Students should consult with their advisers for specific guidelines and procedures for meeting the requirements for the production supporting program.

Any doctoral candidate who has fulfilled the production requirement for the doctoral degree and wishes to participate in any additional productions, on or off campus, must submit the Extra-Curricular Approval Request form to the Director of Graduate Studies for approval by the Curriculum & Instruction Committee. If such involvement possibly hinders progress toward the degree and/or the fulfillment of the GA assignment and responsibilities, the student may not take on this additional production work.

**PhD Candidacy Examination Committee**

The examining committee is selected by the student, with the approval of the student's program adviser, who normally serves as chairperson. Committee members must agree to serve.

The examination committee will consist of at least four members of the Graduate Faculty, at least two of whom must be in the Department of Theatre. Other examiners may represent cognate fields. According to the Graduate School Handbook, “Non-Graduate Faculty members may be appointed to the candidacy examination committee by approval of the Graduate Studies Committee in the student’s home program and by petition to the Graduate School. Non-Graduate Faculty are in addition to the required four current Ohio State Graduate Faculty members.”

Students wishing to have a Non-Graduate Faculty member serve on their committee must complete the Petition Form for Graduate Committee and Examinations form available on Gradforms.osu.edu.

Doctoral students preparing for their Candidacy Examinations will hold tutorials with the members of their committee during the semester of preparation for a total of nine credits. Pending course approval, beginning in the fall of 2016, three course numbers will be used for the tutorials: 8700.01 Candidacy Exam Preparation: Specialization (8700.01), Candidacy Exam Preparation: Cognate I (8700.02) and Candidacy Exam Preparation: Cognate 2 (8700.03).

The examination committee will assemble the examination from questions prepared by appropriate faculty in the various areas to be included in the examination. After the materials lists are approved by each of the three members of the committee, the student arranges individual tutorial meetings with the committee members in order to prepare for the Candidacy Examination. Each committee member will decide how many tutorial meetings are needed before the examination. The student and each member of the committee work together to review the material and establish possible questions, based upon the approved lists.

The application for candidacy exam form, available at [http://gradforms.osu.edu](http://gradforms.osu.edu), must be submitted to the Graduate School online no later than two weeks prior to the proposed date for the oral portion of the candidacy exam. A copy must be retained by the graduate studies committee chair. Section 7.4 in the Graduate School Handbook pertain to the candidacy examination.

**PhD Candidacy Examinations**

After the successful completion of 30 credit hours of course work beyond the Master’s Degree, the language, and the production requirements, Ph.D. students must pass written candidacy examinations in three areas of concentration: one field of intense specialization and two additional fields in which they demonstrate competence. Students will use the examination process to deepen their knowledge of theatre and performance, as well as to
demonstrate through their writing that they can synthesize, analyze, and contribute creatively to further production of knowledge.

Selected together with an advisor from within the Department of Theatre, the area of specialization will be one in which a student intends to develop expertise and national reputation, teach courses, deliver conference papers, and publish scholarly work. Moreover, it will be the area of focus for the dissertation. The list of materials to be read and viewed (books, articles, films, etc.) in preparation for the examination should extend to approximately 75-100 items. Formatted in MLA style, the list must be reviewed and approved by the adviser.

Areas of specialization often combine a topic, a historical time period, and a geographical area(s) of the world. Or, they may focus on developing a theoretical approach or reconceptualizing the work of a major figure, or figures, in Theatre History/Dramatic Literature.

Dramatic literature (play texts) should be heavily studied in at least one of the three areas. The supporting areas of specialization are ones in which the student will develop enough breadth and depth to be able to teach classes. Lists of materials for the supporting areas will not exceed 50 items. Formatted in MLA style, the lists must be reviewed and approved by both the advisor and an additional committee member.

The supporting areas may either buttress or diverge from the primary area of specialization. Yet taken as a whole, the three candidacy exam lists – along with the list of summer reading students receive before arrival on campus their first year – should support students’ efforts to master:

- A knowledge of representative plays and playwrights from a variety of epochs, cultures, and/or movements.
- A historical and cultural understanding of theatre production (including acting, directing, theatre architecture, theatre management and organization, and the visual elements of theatre production).
- An understanding of the function the theatre performs in today’s culture and of the functions it has performed in other periods and cultures.
- A knowledge of the major theories and cultural contexts that have informed theatre and performance throughout history.

Students will write take-home exams on five days over two successive weeks, either during the week or on weekends. The first week will be devoted to the field-of-specialization exam. The student will receive a list of questions by email at 9 am on the morning of the first day and is expected to select ONE on which to write a 20-page essay over three days, working approximately 8 hours per day. In order to pass, the essay must demonstrate the ability to synthesize the depth and breadth of knowledge of the topic as discussed so far by scholars in the field, as well as produce an original argument that could subsequently be developed for successful submission to a peer-reviewed journal. The essay will be due, by email, at 6 pm on the evening of the third day.

The second set of exams will be devoted to the two supporting fields. The student will write on one supporting field the first day and on the second supporting field the second day, for no more than 8 hours each day. The student will receive two lists of questions, one at 9 am on the first day and one at 9 am on the second day. Each day, the student will choose ONE question from each list on which to write. Responses will be due back by email no later than 7 pm of each day, and need be no longer than 10 pages.

After each set of exams, students will print out and make photocopies of their exam responses to give to each of their committee members. Photocopies may be made in the main office of the Department of Theatre.

While the exams are take-home, if a student chooses to complete the exam on campus, every effort will be made to find the student an office space in which to write the exam.

The Oral Examination

The oral portion of the Candidacy Examination normally is held within one month of the written examination. It must be scheduled with the Graduate School at least two weeks in advance (and more time is recommended).

Students should carefully review the procedures in the Graduate School Handbook:
The Ohio State University Graduate School Handbook includes deadlines, procedures, and required forms for setting up the Final Oral Examination and Draft Approval Form.
GRADFORMS.OSU.EDU

The Graduate School’s forms for examinations, dissertations and theses, and graduation have been streamlined and transformed into online forms available at GRADFORMS.OSU.EDU.

- Forms are initiated by graduate students or result from a previous form submission (i.e. a Report on Final Exam produced for a master’s student after an application to graduate is approved).
- Approvals and form status are managed by the system and can be viewed at any time by students, coordinators, chairs, and committee members.
- Email confirmations and alerts are sent automatically at various points in the process including submission and final determination. Approvers will act on the submitted forms in their personal work list.
- Forms are supported on most mobile devices using current web browser versions. (Not compatible with Internet Explorer versions prior to version 10).

Doctoral Student Procedures - Final Semester (From Graduate School Webpage)

Doctoral students must:

1. Submit application to graduate on http://gradforms.osu.edu by the third Friday of the semester.

2. There will be a $20 microfilming fee applied to your OSU account that all PHD/DMA students are required to pay online, in the semester it is charged, by the posted final submission deadline – whether they graduate that semester or not. The fee is charged only once and will not appear again.

3. Submit the completed Doctoral Draft Approval form to the Graduate School at least two weeks before the defense date. This form is available from the Graduate School website or the student's home program. At this time the student must also bring a complete, paper copy of the formatted dissertation/DMA document to the Graduate School for a format review. Guidelines for document formatting are available on the Graduate School website at Guidelines for Formatting Theses, Dissertations, and D.M.A. Documents. There is also a separate document that shows sample pages.

   When bringing a draft for a format check plan to arrive at least 30 minutes before the office closes (by 4:30 pm AU and SP, by 4:00 pm SU).

4. The Graduate School will assign a Graduate Faculty Representative to the defense. Students are notified of this assignment by email and must deliver a copy of the dissertation to the representative as soon as he or she is notified of the assignment. The Final Oral Examination Report form and the Final Approval form will be generated by the Graduate School and sent to the advisor once the representative is identified.

5. After the defense, the student must have the committee (including the Graduate Faculty Representative) sign the Final Oral Examination Report form. The student must deliver this form to the Graduate School within one working day after the final oral examination has been completed. The student must give a copy of the signed form to his or her program office.

6. Make corrections to the dissertation/DMA document. Once the committee approves the final copy, the student is ready to submit.

7. Convert the dissertation/DMA document to an embedded-font PDF. The fonts need to be embedded when converting to a PDF. Here are the steps to follow to create an embedded-font PDF for those using Word 2007 or 2010 for PC: With your document open on your screen:

   Select "Save As " Select "PDF or XPS/PDF " Click on "Options " Select "ISO 19005-1 compliant (PDF/A )" Select "okay " Continue save as usual

8. Submit the dissertation/DMA document to OhioLINK https://etdadmin.ohiolink.edu/
All students must submit the bibliographic information, abstract, and full text. The abstract submitted on OhioLINK is limited to 500 words or less. This requirement does not impact the length of the abstract in the actual document. In the section “Publication Information,” doctoral students must select the second option in the UMI section: "Upload my paper to UMI for the traditional publishing option."

**Note** After you have uploaded your document be sure to press the button “Submit my ETD” before exiting the OhioLINK website. **Complete your submission no later than 8:00 am on the deadline day to allow for technical difficulties and format correction requests. Documents are reviewed in the order in which they are received. The Graduate School cannot guarantee documents submitted after 8:00 am will be processed in time to meet the 5pm deadline (4:30pm during the summer).**

9. Look for an e-mail from the Graduate School about the submission of the document. Within a few hours of the document submission the Graduate School will either:

- Notify the student that the document has formatting problems that need to be corrected. If so, the student must make the corrections and upload the revised version to the OhioLINK site. **OR**
- Notify the student that the document has been accepted. If so, the student should follow Step 10.

10. Bring the following items to the Graduate School: • Final Approval form (signed by all members of the committee). • Certificate of Completion from Survey of Earned Doctorates http://survey.norc.uchicago.edu/doctorate
• Completion of the Ohio State Doctoral Exit Survey www.carmen.osu.edu
• Commencement Absence form (if applicable). • Request for Delay of Publication
** (if applicable). This form is available on the Graduate School web site.

**It is possible to request a delay of the publication of the dissertation with OhioLINK. This should be done when the electronic accessibility of the dissertation would be a hindrance to the student in publishing his or her work with a journal or if the student is waiting on a patent. Students must talk to their advisor about this option. If a student wants to request a delay, a Request to Delay Dissemination form must be completed and submitted to the Graduate School with the approval form. A separate form, the UMI Publishing Agreement, must be completed and e-mailed directly to UMI/ProQuest to request a delay of publication on the Proquest Dissertation Publishing database.

If a doctoral candidate does not complete the dissertation and the oral examination within the required five years after the Candidacy Examination, as specified by the Ohio State Graduate School, he or she must reapply for candidacy by taking the Candidacy Examination in full, both written (18 hours) and oral (2 hours). The faculty member who served on the first examination can be asked to continue, if in fact they are available and agree to serve. Otherwise, a new committee should be established. For the procedures of the examination, review the requirements for the “PhD Candidacy Examination” and the “PhD Candidacy Examination Committee” in this section. The written examination will normally occur on The Ohio State University campus, unless sufficient provisions are made for a fully monitored examination elsewhere. Any off-campus examination will require the approval of the Graduate Studies Committee in the Department of Theatre. The oral examination must occur on campus.

Upon passing the examination, the student is readmitted to candidacy. If the dissertation topic has not changed and the previous adviser is willing or able to continue to serve in that capacity, there may be no need to write a new prospectus. However, this matter is at the discretion of the adviser. If a new adviser agrees to direct the dissertation, a new prospectus must be written and approved. And if any new committee members are added to the committee, they must approve the prospectus. The selection and approval of committee members is the responsibility of the adviser, but the candidate is then responsible for asking people to serve. Review the section on “Dissertation” in this Handbook. OSU Graduate School rules and procedures apply during candidacy (please review the latest edition of the OSU Graduate School Handbook https://gradsch.osu.edu/handbook). The dissertation must be completed within two years. Also, as per Graduate School requirements, a student must be registered for at least three graduate credit hours during the semesters when the Candidacy and Final Oral Examinations are taken and during the semester in which graduation is expected.

The dissertation must be prepared following the standards set forth in The Ohio State University Graduate School Handbook. As found on the Graduate School website: Doctoral students (Ph.D. and D.M.A.) should consult with a
Graduate School Graduation Services staff member at least once during the preparation of their documents to receive format advice and guidance. Graduation Services can also answer any questions doctoral students may have about the electronic submission of doctoral dissertations.

Completion deadlines for the dissertation are announced by the Graduate School in their Calendar of Events (https://gradsch.osu.edu/).
The Graduate Minor in Cinema/Video production allows graduate students to explore creative and expressive possibilities of single-camera electronic cinematography and provide them with an understanding of the aesthetic issues involved with cinema/video production. The minor emphasizes the practice of moving image art-making through creative projects. This program provides a comprehensive study of the varieties of Cinema/Video expression and the dramatic structures underlining the practice of this art.

Program Advisor: Janet Parrott
614-292-8171
parrott.1@osu.edu

The minor requires a minimum of four courses and no less than 15 hours. A grade of B or better (or S when applicable) is required in each course comprising the minor.

Electives:
Theatre 5321 Video Production 1 (3)
Theatre 5323 Video Production 2 (3)
Theatre 5331 Screenwriting (3)
Theatre 5341 Studies in the Documentary (3)
Theatre 5189 Field Work (1-3)
Theatre 5193 Individual Studies (1-3)
Theatre 7189 Field Work in Theatre, Cinema, Video (1-12)
Theatre 7311 Advanced Moving Image Art (5)
Theatre 7312 Screen Media (3)
Theatre 8000.03 Advanced Studies: Video (1-5)
Theatre 8193 Individual Studies (1-5)

Process

1. In conjunction with their advisors, graduate students should determine the appropriateness of pursuing a graduate interdisciplinary specialization or graduate minor and how best to incorporate it into their program of study.

2. Graduate students must complete the appropriate form, including obtaining the advisor's signature. This form serves as the application to enroll. The student submits the form to the Department of Theatre's Director of Graduate Studies.

3. Once approved, the Director of Graduate Studies sends a copy of the completed program form to the Graduate School and the graduate studies committee chair of the student's primary graduate program. The Department of Theatre keeps the original.

4. The Department of Theatre will send the student an acknowledgment indicating whether or not the request is approved. The Department of Theatre will send a copy to the Graduate School and the student's primary graduate studies committee.

5. The student must adhere to the curriculum of the GIS or graduate minor program as indicated on the appropriate program form. If changes in the approved curriculum are necessary, the student must complete a new program form following the steps above. Departures from the approved GIS or graduate minor program could result in the specialization not appearing on the student's transcript.

6. Upon completion of the GIS or graduate minor program, the student must submit the GIS or graduate minor transcript designation form to the Director of Graduate Studies in the Department of Theatre.

Department of Theatre
1089 Drake Center
1849 Cannon Drive
http://theatre.osu.edu

Revised 07/15/15
## Graduate Minor in Theatre and Performance – Semester Advising Template

The Minor in Theatre and Performance allows students in various fields in the arts and humanities to develop a supporting program in the Department of Theatre that will complement their graduate study. This concentration serves students who are investigating the heritage of drama and theatre in any of the literature and language fields. Likewise, some students who work in the interdisciplinary areas of Medieval and Renaissance Studies, Comparative Studies, Folklore Studies, and African and African American Studies benefit from a concentration in theatre and performance.

The minor requires a minimum of four courses and no less than 15 hours with no more than two 5000 level courses. A grade of B or better (or S when applicable) is required in each course comprising the minor. Students can select from courses offered by the graduate faculty in the Department of Theatre with a concentration on dramatic literature, theatre history and historiography, film and video studies, and the theories and criticism of drama and performance. These courses provide each student with a critical foundation in the scholarly methodologies that underlie research and analysis in the interconnected fields of theatre studies and performance studies.

### Required course:
Students must take Theatre 6701: Research Methods (3) if an equivalent course is not required in the student's major.

### Electives:
Students should complete the remaining credit hours to total 15 hours for the minor from the Electives listed below. No more than two courses at the 5000 level can be counted for the minor.

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Theatre 5771.01 The History and Practice of Devising Theatre (3)</td>
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<tr>
<td>Theatre 5771.02 Theatre for Social Change (3)</td>
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<tr>
<td>Theatre 5771.03 Out There Alone: The History of Solo Performance (3)</td>
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<tr>
<td>Theatre 5771.04 American Voices (3)</td>
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<tr>
<td>Theatre 5771.05 All Singing, All Dancing: The History of Musical Theatre (3)</td>
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<td>Theatre 5771.06 International Theatre and Performance (3)</td>
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<tr>
<td>Theatre 5771.07 Crimes, Curmudgeons, and Living Treasures: Theatre and Aging (3)</td>
</tr>
<tr>
<td>Theatre 5771.08 The Practice of Theatre and Aging (3)</td>
</tr>
<tr>
<td>Theatre 5771.09 Performance in Media: Film, Video and Digital (3)</td>
</tr>
<tr>
<td>Theatre 8194 Group Studies (1-3)</td>
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<tr>
<td>Theatre 7189 Field Work in Theatre, Cinema, or Video (1-12)</td>
</tr>
<tr>
<td>Theatre 7701 Greek, Roman and Medieval Theatre and Performance: History, Literature and Theory (4)</td>
</tr>
<tr>
<td>Theatre 7702 Early Modern to the Enlightenment: Theatre, Performance, Theory, Text (4)</td>
</tr>
<tr>
<td>Theatre 7703 Mass Entertainment, Modernism and the Rise of Realism (4)</td>
</tr>
<tr>
<td>Theatre 7704 Contemporary Theatre and Performance: Experimentation and New Media (4)</td>
</tr>
<tr>
<td>Theatre 7899.01 Criticism and Theory (2-4)</td>
</tr>
<tr>
<td>Theatre 7899.02 New Media and Performance (2-4)</td>
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<tr>
<td>Theatre 7899.03 Dramatic Literature (2-4)</td>
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<tr>
<td>Theatre 7899.04 Performance Studies (2-4)</td>
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<td>Theatre 7899.05 Physical and Devised Theatre (2-4)</td>
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<tr>
<td>Theatre 7899.06 Playwriting (2-4)</td>
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<tr>
<td>Theatre 8000.06 History (2-4)</td>
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<tr>
<td>Theatre 8000.08 Advanced Studies: Video (1-5)</td>
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<td>Theatre 8000.07 Advanced Studies: Dramaturgy (1-5)</td>
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<tr>
<td>Theatre 8000.09 Advanced Studies: General (1-5)</td>
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<tr>
<td>Theatre 8000.10 Advanced Studies: Criticism (1-5)</td>
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<tr>
<td>Theatre 8000.11 Advanced Studies: Directing (1-5)</td>
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<tr>
<td>Theatre 8000.27 Advanced Studies: Theory (1-5)</td>
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<tr>
<td>Theatre 8000.37 Advanced Studies: History (1-5)</td>
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<tr>
<td>Theatre 8000.47 Advanced Studies: Playwriting (1-5)</td>
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<tr>
<td>Theatre 8193 Individual Studies (1-3)</td>
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<tr>
<td>Theatre 8798.01 Study Tour: Domestic (1-12)</td>
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<tr>
<td>Theatre 8798.02 Study Tour: International (1-12)</td>
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<tr>
<td>Theatre 8899 Workshops (1-12)</td>
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<tr>
<td>Theatre 8890 Directed Teaching Experience in Theatre (1-3)</td>
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<tr>
<td>Theatre 8895 Proseminar (1-3)</td>
</tr>
</tbody>
</table>

### Process
1. In conjunction with their advisors, graduate students should determine the appropriateness of pursuing a graduate interdisciplinary specialization or graduate minor and how best to incorporate it into their program of study.

2. Graduate students must complete the appropriate form, including obtaining the advisor's signature. This form serves as the application to enroll. The student submits the form to the Department of Theatre's Director of Graduate Studies.

3. Once approved, the Director of Graduate Studies sends a copy of the completed program form to the Graduate School and the graduate studies committee chair of the student's primary graduate program. The Department of Theatre keeps the original.

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5. The student must adhere to the curriculum of the GIS or graduate minor program as indicated on the appropriate program form. If changes in the approved curriculum are necessary, the student must complete a new program form following the steps above. Departures from the approved GIS or graduate minor program could result in the specialization not appearing on the student's transcript.

6. Upon completion of the GIS or graduate minor program, the student must submit the GIS or graduate minor transcript designation form to the Director of Graduate Studies in the Department of Theatre.

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Department of Theatre  
1089 Drake Center  
1649 Cannon Drive  
[http://theatre.osu.edu](http://theatre.osu.edu)  
Revised 05/01/11
The Graduate Interdisciplinary Specialization in Fine Arts (GISFA)

The graduate interdisciplinary specialization in fine arts (GISFA) makes it possible for students who want to pursue a broad-based art education or a close focus in a second art field, beyond their major program of study, to do so. A programmatic approach to interdisciplinarity among artists pursuing their graduate degrees at the Ohio State University, the GISFA program offers such students a well-rounded, pedagogically founded sequence of courses (even as the program has enough flexibility to be tailored to fit any single student’s particular needs), providing a template for what will essentially constitute a “graduate minor” in the making of art that cuts across all arts disciplines, earned concurrently with the M.F.A. (or the equivalent degree in other fields—e.g., the M.M. or D.M.A. in Music) in the student’s own discipline.

The GISFA Program is open to graduate students in creative writing, music composition and performance, dance, theatre, and all fields of visual art, including design. There is no admissions process; any graduate student whose admission to OSU was based on a portfolio submission and/or audition is automatically eligible to pursue the GISFA. A student’s own faculty advisor in his or her field can help plan GISFA elective courses, along with Professor Michelle Herman, who administers the GISFA program and will provide advising oversight.

Contact Professor Herman as early as possible in your graduate education if you are interested in the GISFA. Upon completion of the program, your application to graduate from Ohio State will be accompanied by a Graduate Interdisciplinary Specialization Transcript Designation Form.

The forms necessary for undertaking, and graduating with, the Graduate Interdisciplinary Specialization in Fine Arts can be accessed on gradforms.osu.edu.

More information about the GISFA is available here: http://gisfa.osu.edu/index.cfm.

3: ADMISSIONS REQUIREMENTS, PROCEDURES, AND DEADLINES FOR APPLICANTS TO GRADUATE THEATRE PROGRAMS

GENERAL ADMISSIONS REQUIREMENTS (by Program)

Master of Fine Arts, Acting
The applicant must meet the requirements for admission to the Graduate School of The Ohio State University. All acting candidates must demonstrate their potential by auditioning, either through the University/Regional Theatre Association (representatives usually attend at least two of the three national final auditions in New York, Chicago, and San Francisco) or they may make an appointment through the Graduate Coordinator to audition before the Acting/Directing Faculty on campus. In both cases, an interview will be part of the audition. Applicants should be prepared to present an audition according to the U/RTA Guidelines for Acting Auditions: it must consist of two contrasting pieces with an introduction not to exceed four minutes total time. Furthermore, applicants should be prepared to demonstrate additional skills upon request and to respond to direction.

Master of Fine Arts, Design
The applicant must meet the requirements for admission to the Graduate School of The Ohio State University. All candidates must demonstrate a potential for growth in design through a portfolio presentation and interview. Unless an interview has been completed by faculty representatives at U/RTA auditions or elsewhere, a request for an interview on campus should be made, including suggested dates. The on-campus interview will not be scheduled until all application materials, including a portfolio, have been reviewed. The portfolio may include samples of work from realized theatre productions and class projects. Samples of research material, organizational paperwork, and production photographs/slides are recommended for the applicant's proposed area of design emphasis: scenery, costume, or lighting design. Depending on a student's proposed area of design emphasis, the portfolio may contain
sketches, full color renderings, floor plans, elevations, drafting, pattern drafts, lighting plots, lighting sections, or instrument schedules. Submission of work that demonstrates the designer's process as well as the final product is encouraged. In addition to theatre design work, an applicant is encouraged to include any work, which demonstrates creativity and design skills – such as photography, sculpture, paintings, needlework, and collage.

**Master of Arts (Performance/History/Theory)**
The MA applicant must meet the requirements for admission to the Graduate School of The Ohio State University, have substantial undergraduate work in theatre or related fields (preferably an undergraduate degree in theatre), show interest and achievement in theatre production, present evidence of scholarly promise, and demonstrate a high degree of competence with respect to research, analysis, and expository writing.

**Doctor of Philosophy (Performance/History/Theory)**
The PhD applicant must meet the requirements for admission to the Graduate School of The Ohio State University, have substantial undergraduate work in theatre or related fields (preferably an undergraduate major in theatre), hold an MA or MFA degree in theatre, performance studies or a closely-related field, show interest and achievement in theatre production, present evidence of scholarly promise, and demonstrate a high degree of competence with respect to research, analysis, and expository writing.

**APPLICATION PROCEDURES AND DEADLINES (for Applicants to all Graduate Programs)**
The application process for all graduate programs in the Department of Theatre requires applicants to submit their materials to two different university offices: the Office of Graduate Admissions and the Department of Theatre. Applications cannot be reviewed unless they have met all the requirements of both offices in accordance with the deadlines listed below.

- November 30th is the deadline for MA and PhD applicants and all other applicants who wish to be considered for a University Fellowship
- March 1st is the deadline for financial aid applications (FAFSA). These are not required, but are strongly recommended.
- March 15th is the suggested deadline for MFA applicants interested in Graduate Associateships. Funding priority is given to admitted applicants who meet the March 15th deadline, though applications will be accepted after that date.

Note: MFA Acting applicants should not submit required materials until after they have auditioned.

**Applying to the Graduate School (via the Office of Graduate Admissions)**


Application Instructions: [http://admissions.osu.edu/apps/pdfs/g-info.pdf](http://admissions.osu.edu/apps/pdfs/g-info.pdf).

**Sending Scores and Transcripts**
The following materials should be sent directly to the Office of Graduate Admissions, The Ohio State University, PO Box 182004, Columbus, OH 43218-2004:

- Transcripts. Send one official copy from every institution you attended where you earned college credit.
- Official GRE Scores. Required for all MA and PhD applicants, and for MFA applicants whose combined GPA falls below 3.0.
- Official TOEFL, IELTS or MELAB scores. Required for all international applicants and for US applicants whose native language is not English.

**Completing the Online Application**
The Ohio State University requires all graduate applicants to complete the online application available at [http://gpadmissions.osu.edu](http://gpadmissions.osu.edu). No paper or downloadable applications are available. Please do not include your
statement of purpose, portfolio, CV, resume, or letters of recommendation in your online application to the Graduate School.

Once you have completed the Graduate School application, you will receive an e-mail from the Department of Theatre with instructions for uploading your Electronic Portfolio and/or your Supplemental Materials.

Potential Sources of Funding

*University Fellowship*
To be considered for a University Fellowship you must check the appropriate box in the financial aid section of the Graduate School Admission Application form. Nominations for Fellowships are made by the Graduate Faculty of the department. The department must receive all application material for those it wishes to nominate for a University Fellowship by **November 30**. Details can be found at: http://www.gradsch.osu.edu/Depo/PDF/UF.pdf.

*Graduate Associateships*
The department has a limited number of Graduate Associateships available. The deadline for applicants interested in Graduate Associateships is **November 30** for all MA and PhD applicants and **March 15** for all MFA applicants. Area Faculty will make Associateship recommendations after applicants have been recommended for admission. Final decisions concerning Associateships are made by the Department Chair on or about **March 15**. For information about Graduate Associateships see https://theatre.osu.edu/gradstudies/associateships. For information about other forms of financial assistance, contact the Graduate School.

Applying to the Department of Theatre
Once you have completed your Graduate School application, you will receive an e-mail from the Department of Theatre with instructions for uploading your Electronic Portfolio and/or Supplementary Materials.

Required Materials (Applicants to All Programs)
- A statement concerning your scholarly and/or artistic interests, your reasons for wanting to undertake graduate study, and your future professional goals (1-2 pages).
- A current CV or resume.
- Three letters of recommendation from professionals who are acquainted with your recent academic and artistic work.
- A copy of an official transcript (or record of marks) from each institution you attended where you earned college credit. Include English translations of any foreign-language documents.

Additional Required Materials (By Program)

*MA/PhD Applicants*
Submit a critical writing sample (published or unpublished) that demonstrates your abilities with respect to research, analysis and expository writing.

*MFA Design Applicants*
Submit an electronic design portfolio that demonstrates a formative and coherent body of work. Submit 15-20 images of design drawings and realized production photos. Images can be labeled and ordered after they are uploaded into our Electronic Portfolio system. Arrange images in chronological order starting with your most recent work. Each work sample must be labeled with the following information: title of production, producing organization, date of production and your role on the production.

*MFA Acting Applicants*
You are required to be seen at an audition. We participate in the U/RTA auditions: http://www.urta.com/. We also hold on-site auditions for those who can't attend U/RTAs. Please do submit materials to the Graduate School or to the Department of Theatre until after you have auditioned for the program.
ASSIGNING AND CHANGING ADVISERS WITHIN EACH PROGRAM

ALL PROGRAMS

It is imperative that the student and the adviser meet during the first semester to map out an overall plan of study based upon the degree requirements and options. This plan may be modified because of specific developments in the student's course work, needs, and plans, but it will provide a guide for the student to the degree program. Then each semester, the student should meet with his or her adviser not only to select elective and required courses, but also to assess the student's progress toward completion of the degree.

A change of adviser may be initiated by the student or by the adviser. The student must secure agreement concerning the change from the proposed new adviser before informing the Director of Graduate Studies. The Director of Graduate Studies will review this change of adviser for procedural compliance with both departmental and Graduate School rules and guidelines. If the change is not in compliance, the Director of Graduate Studies will refer the matter back to the student’s Graduate Faculty Area faculty for review.

MASTER OF FINE ARTS ACTING

The Area Head of Acting/Directing will serve as academic adviser for all students in their first semester of residence. After the first semester, students will select an academic adviser from among the Acting/Directing faculty.

MASTER OF FINE ARTS DESIGN

A student's adviser will be the principal instructor in the student's area of design emphasis. The Area Head of Design/Technology will identify those principal instructors. In areas with more than one principal instructor, academic and production advising may be shared or alternating.

MASTER OF ARTS (Performance/History/Theory)

Each MA student will be assigned an interim academic adviser before the first semester of residency commences. The candidate is responsible for choosing a permanent adviser from the PHT Graduate Faculty by the third Friday of spring semester of the first academic year. This permanent adviser will serve as the student's thesis adviser. The student and the thesis adviser will then consider possible faculty members to serve on the Thesis Committee. It is the responsibility of the student to ask a faculty member if he or she is willing to serve on the Thesis Committee. The decision belongs to the faculty member. Normally, the two committee members will be Department of Theatre Graduate Faculty, but special topics may require special committees. Consult with the adviser and see Graduate School guidelines.

DOCTOR OF PHILOSOPHY (Performance/History/Theory)

Each PhD student will be assigned an interim academic adviser before the first semester of residency commences. The student is responsible for choosing a permanent adviser from the PHT Graduate Faculty by the third Friday of Spring semester of their second academic year. This permanent adviser will normally serve as the adviser for both the candidacy examination and the dissertation. This adviser must have a Category P status and be willing to accept the assignment. The student and the adviser will then select three faculty members to serve on the Candidacy Examination Committee and subsequently they will select together the faculty members of the Dissertation Committee. It is the responsibility of the student to ask a faculty member if he or she is willing to serve on the two committees. The decision belongs to the faculty member. Normally, at least two committee
members (on each committee) will be Department of Theatre Graduate Faculty, but special topics may require special committees. Consult with the adviser and see Graduate School guidelines.

5: ACADEMIC STANDARDS: ANNUAL REVIEW PROCEDURES, REVIEW CRITERIA WITHIN PROGRAMS, AND TIME LIMITS

ALL PROGRAMS

Graduate students in all programs are required to have an up-to-date CV or resume on file in the Department of Theatre’s Main Office. Updated CVs and resumes are due annually by October 1.

Graduate students in all programs are required to attend meetings during every year of study. This includes but is not limited to: orientation meetings one week before autumn semester classes begin; GTA-specific training sessions and meetings throughout the academic year; program-specific meetings, seminars and symposia; general department meetings. Students must stay in town and be available for meetings through the last day of finals week.

ANNUAL ACADEMIC REVIEW

The Director of Graduate Studies monitors the annual reviews of all graduate students. It is the responsibility, however, of faculty advisers in the three departmental areas to conduct annual reviews. Graduate Faculty Area members in turn, consider these annual reviews in order to determine whether or not students are making reasonable progress towards their desired degrees. A student who does not maintain reasonable progress towards the degree or does not fulfill other Graduate School and departmental requirements may be denied funding support and/or denied further registration in the program. Departmental and Graduate School procedures apply in all cases. All students must maintain a 3.00 or better grade point average. Annual review recommendations are forwarded to the Director of Graduate Studies for review. In a timely manner, the Director of Graduate Studies informs the Chair of the results of each student’s annual review.

Reasonable progress toward a degree is defined as the timely completion of the requirements of the student's graduate degree program. The timetable for the completion of requirements is established by the department and by general university standards. The department defines timely completion of the MFA as completion of all coursework and the thesis project within three years following commencement of graduate studies. The department also defines timely completion of the MA degree as the completion of coursework and the MA thesis within two years. While the university sets a maximum of six years for the completion of graduate studies, the department defines timely completion of the Ph.D. degree as the completion of all requirements, including coursework, qualifying exams, the dissertation, and the production requirement, within four years. In accordance with university guidelines, the department recommends that the candidacy examination be taken no later than fall semester of the third year, and that the dissertation should be completed during the fourth year. The Graduate School requires the dissertation to be completed within five years following the passage of the Candidacy Examination.

Each supervisor of a Graduate Associate must provide a written review of his or her associate to the student’s adviser by February 15. Each adviser must provide a written review of his or her advisees, which incorporates the supervisors’ reports of GA assignments, to the student’s Graduate Faculty Area Head by March 1. The annual review of each advisee should briefly describe and evaluate the student's academic progress, achievements, and departmental GA assignments. It should include recommendations for commendation or necessary actions to address areas of concern. It must also include the student's signature, attesting that the adviser and student have read and discussed the review.

Following each annual review, the Director of Graduate Studies will make one of the following recommendations as to the student's progress in the program: Proceed in Program, First Warning, Second Warning, Denial of Further Registration. In addition, if the student’s GPA falls below a 3.0 average, the Graduate School will place the student on Probation, with the possibility of removal from graduate study if
coursework does not improve (see the Graduate School Handbook). Recommendations may be made for any or all of the following reasons in each category. The student has the right to be informed of the recommendation. The adviser will provide the student with a written explanation of the overall recommendation, which reflects the evaluation of the adviser and the assessment of the members of the student’s Graduate Faculty Area. Recommendations are based on academic and artistic progress as demonstrated in oral and written performance and participation in the classroom and laboratory. The four types of recommendations are defined below:

1. **Proceed**

   The student's performance meets or exceeds the criteria established within the degree area. The student is making satisfactory progress towards the degree. The student is also meeting the requirements of the GA assignment.

2. **First Warning**

   One Semester First Warning Status: the student will be placed under observation for a semester by the Graduate Faculty Area and the Director of Graduate Studies to determine progress toward meeting the review criteria. The student will be provided with specific written reasons for the First Warning and will be given suggested corrective actions. The Director of Graduate Studies will oversee the process, in coordination with the Graduate Faculty Area Head and the student’s adviser, and will keep the Graduate School informed, as needed. The Graduate Faculty Area Head and/or the student’s adviser will notify the Director of Graduate Studies at the end of the semester, if and when the First Warning status is to be lifted.

3. **Final Warning**

   One Semester Second Warning Status: the student will be placed under observation for a semester by the Graduate Faculty Area and the Director of Graduate Studies to determine progress toward meeting the review criteria. The student will be provided with specific written reasons for the Second Warning and will be given suggested corrective actions. The Director of Graduate Studies will oversee the process, in coordination with the Graduate Faculty Area Head and the student’s adviser, and will keep the Graduate School informed, as needed. The Graduate Faculty Area Head and/or the student’s adviser will notify the Director of Graduate Studies at the end of the semester, if and when the Second warning status is to be lifted. Without sufficient improvement, the student may be removed from the graduate program.

4. **Academic Probation**

   One Semester Probation Status: the Graduate School imposes probation if the student’s GPA falls below a 3.0 average. A student may be dismissed from graduate study if the GPA fails to rise to 3.0 or better. See the Graduate School Handbook for procedures and rules. The student will be under observation by the Graduate Faculty Area and the Director of Graduate Studies to determine progress toward meeting review criteria. The student will be provided with specific written reasons for probation and given suggested corrective actions. The Director of Graduate Studies and the Graduate School will be officially notified of the recommended probation status by the Graduate Faculty Area Head. The Graduate Faculty Area Head will notify the Director of Graduate Studies at the end of the semester when probation status is to be lifted. Consult the OSU Graduate School Handbook for more details.

5. **Denial of Further Registration**

   When the student has not satisfactorily addressed the areas in need of improvement cited in the Second Warning, the student will be denied further registration in the degree program upon approval of and notification by the Director of Graduate Studies and the Graduate School.
MASTER OF FINE ARTS ACTING

Annual Review Criteria for MFA Acting

MFA Acting students must adhere to the following standards of classroom achievement, performance and conduct.

Classwork, Workshops and Residencies
- Maintain a GPA of 3.0 or better.
- Completion and passing of written work and exams according to the requirements set by the instructor.
- Completion of assignments by the date and time specified by the instructor.
- Performance of scenes, assignments and exercises as required by the instructor.
- Consistent and committed effort to all studio and class assignments projects and exercises.
- Development and application of skills.
- Respectful engagement with classmates, faculty, guest artists and staff.

Performance
- The quality of truthfulness in a performance by which an audience recognizes the character's actions to be genuine and consistent within the context of the play.
- The ability to connect emotionally and intellectually with an audience in the exploration of the ideas and emotions set out in the performance.
- Full investment in the moment-to-moment action where the actor is fully engaged in a sequence of actions, discoveries and responses that combine to create a varied and compelling performance.
- Commitment to and application of detailed text analysis.
- Meeting the physical demands of the role in terms of characterization, presence and execution.
- Meeting the vocal demands of the role in terms of characterization, vocal freedom and expressiveness, audibility, clarity and dialect.
- Meeting the emotional demands of the role in terms of characterization, stakes of the action/given circumstances and openness.
- Ability to take direction and engage in meaningful collaboration.
- Meeting deadlines for memorization and retaining blocking and stage business.
- Evidence of a consistent effort to develop both skills and process.
- Bring work from the studio classes into rehearsal and productions.
- Strong work ethic as an ensemble member: working well with their cohort, director, designers and crew.

Comportment

Attendance
- Students are allowed two unexcused absences for classes meeting three times a week, and one unexcused absence for classes meeting two times a week per semester. The student’s grade will be lowered by 1/3 (A to A-) for each absence beyond those allowed. Arriving late to class two times equals one absence. Exceptions may be granted on a case by case basis, at the discretion of the instructor. If you anticipate attendance problems, you should discuss them in advance with the instructor.
- Attendance at mandatory performances, residencies, master classes, departmental meetings, area meetings and other events as specified by the faculty.
- Arriving on time for classes, meetings, rehearsals, events and GTA assignments.
- Chronic lateness can result in dismissal from the program.
- Completion and submission of Request for Leave forms. (All requests to be absent for a day or longer must be submitted to the Acting area faculty in writing. See Area Head for a Request for Leave Form.)

Preparation
- Wearing appropriate attire.
- Being mentally and physically ready to begin class, rehearsal, workshop, residency and performance.
- Being responsible for adequate vocal and physical preparation to meet the assignment, exercise or performance.

Contribution to the Classroom Community
- Maintaining cleanliness and order of rehearsal, classroom and theatre spaces.
- Showing respect for work of colleagues in class and production.
- Developing the ability to collaborate.
• Using descriptive rather than prescriptive language in critiquing work.
• Making constructive use of conflict rather than allowing it to be divisive.
• Learning to give and receive criticism in the knowledge that feedback is a key to improvement.
• Willingness to engage in respectful and dynamic exchange of ideas with professors, colleagues, staff and guest artists.

Self-management
• Caring for personal health, hygiene and well-being.
• Following all procedures in graduate handbook.
• Bringing a professional attitude and rigorous work ethic to all aspects of the program.

Procedures and Deadlines for MFA Acting
Acting/Directing area faculty will meet to review the progress of first and second year MFA Acting candidates in classes as well as their performance in departmental productions and independent projects. In the third year MFA Acting candidates will meet with area faculty for an Exit Interview after passing the Comprehensive Exam.

MFA Acting candidates will be reviewed according to the following schedule:

First Year
First Review: end of autumn semester
Identification of strengths/weaknesses
Recommendation: Proceed, First Warning and/or Academic Probation
GTA evaluations and written results of review forwarded to Graduate Studies Director by early in spring semester.

Second Review: end of spring semester
Assessment of Progress Recommendation: Proceed, First Warning, Final Warning and/or Academic Probation

Second Year
Third Review: end of autumn semester
Assessment of Progress Recommendation: Proceed, First Warning, Final Warning and/or Academic Probation

Fourth Review: end of spring semester (Leads to decision on plan for completion of degree)
GTA evaluations and written results of review forwarded to Graduate Studies Director

Third Year:
Spring semester: Written Comprehensive Exam and Exit Interview (Exit interview is a time for summation where the student and Acting Area faculty reflect upon the student’s progress, achievements, future goals and plans.)

Procedure
Following an Acting area meeting, in which the Acting faculty discusses the progress of each acting student, each student's academic adviser will compile a written evaluation and recommendations of the area faculty together with a summary statement and place these in the student's academic file. The student will also receive a copy.

Each student will meet with the Acting faculty to discuss the review and recommendations of the faculty. After the review, the Area Head will notify the Director of Graduate Studies, and include a statement about the student's continuance in the program. This notification, along with the individual evaluation sheets, will be placed in the student's academic file.

MASTER OF FINE ARTS DESIGN

Program Review Guidelines for MFA Design Majors

Each student's portfolio will be reviewed formally four times by the Design/Tech Faculty during the course of study for the MFA degree in Design. The Design/Technology faculty and the Associate Chair normally participate in the review. Ongoing informal reviews take place through regular advising sessions.

The student should make a presentation of and be prepared to discuss and evaluate his or her work to-date accompanied by proper documentation (papers, drawing, renderings, projects). Students should consult their
academic advisers regarding any questions they may have about the review. The review committee will make written individual critiques of the student's work, which are then placed in the student's file. For each review, the student must update and make available his or her digital portfolio and five printed copies of his or her resume, each incorporating feedback from previous reviews.

**First Review:** The first review occurs at the end of autumn semester of the first year of study. This provides an opportunity for review of a student's entrance portfolio and all work in other theatre courses (papers, projects, and research activities). The review notes areas of strength and/or weakness that should be addressed during the course of study.

**Second Review:** At the end of spring semester of the first year of study, a second portfolio review takes place. It will be a presentation of all theatre course work, project work, and realized designs completed during the first year of study (entrance portfolio materials are no longer required). It may also include any outside work completed during this time. As in the first review, areas of strength and/or weakness are addressed in detail for future course planning.

**Third Review:** At the end of autumn semester of the second year of study, the comprehensive portfolio review occurs. All completed course work, papers, projects, research materials, and realized designs are included in a digital format. The evaluation also encompasses the growth of professional design skills and the performance of the responsibilities as a member of a production team. Successful completion of a third review is required before a student is permitted to begin his or her thesis project.

**Fourth Review/Reception:** This review takes place at the end of spring semester of the third year of study and following the submission of the thesis document and examination forms. Each graduating MFA design student will present his or her final digital portfolio and printed resumes that show a complete and professional representation of the body of their work.

**Portfolio Standards and Overall Content:**

**All Design Areas:**

1. All designs are to be neatly and clearly labeled. The name of the show, character, or scene (if applicable), the date of the design, and the designer's name should be identified for each production.

2. Visual materials will suggest an understanding of a range of periods and styles assembled in a method appropriate to the given text, music, and/or performance.

3. Visual materials must demonstrate the ability to conduct research, and present findings in a method that communicates the design approach.

4. For realized designs and project design assignments, a clear and concise written concept statement will be made available.

5. Visual documentation (photographs or digital images) of all realized designs will be included.

6. All drafting necessary for the creation and execution of the design: ground plans, sections, elevations, perspective drawings, light plots, and pattern drafting will be included.

7. All organizational paperwork necessary for the implementation of the design, including but not limited to, budget statements, crew assignments, costume analysis, lighting paperwork, etc. will be made available.

8. Demonstration of related graphic abilities in the arts (including painting, drawing, and sketching) will be included.
Scenery

Please include all:
1. models (or photographs of models)
2. painters' elevations
3. design drafting, construction elevations, representative projects (props, rigging, welding, effects, etc.)

Costumes

Please include all:
1. color plates, demonstrating a knowledge of historical costume and basic costume construction
2. production designs, fully swatched
3. costume crafts and construction projects

Lighting

Please include all:
1. light plots demonstrating a range of staging configurations, such as thrust, black box, and proscenium spaces
2. lighting paperwork such as: shop orders, channel hook-ups, instrument schedules, magic sheets, cue orchestration sheets
3. electrical projects (Production Electrician notebook and paperwork, wiring projects, etc.)

MFA Design Follow-up Interview

Each student will make an appointment with his or her adviser to discuss the review and recommendation of the faculty based upon the evaluation committee's critiques. After the review, the Area Chair will notify the Director of Graduate Studies, and include a statement about the student's continuance in the program. This notification, along with the individual evaluation sheets, will be placed in the student's academic file.

Change in Program Emphasis

Any student wishing to change the area of design emphasis should make a formal request in writing to the Design/Technology Area Committee Chair after consulting the principal instructors of both areas of design emphasis. If the request does not coincide with a regularly scheduled portfolio review, a special portfolio review may be conducted by the design faculty. If the request is granted but additional enrollment beyond the three academic years is necessary, the student should be aware that GTA funding is not guaranteed.

MASTER OF ARTS (Performance/History/Theory)

Each graduate student currently enrolled in the MA program is reviewed annually (early Spring semester) by his or her adviser for academic progress and achievement. In addition, if the student has a Graduate Associate assignment, this review should include an evaluation from each faculty supervisor who oversees the student's work during the academic year. The results of the annual review are forwarded to the Graduate Faculty Area Head and, in turn, to the Director of Graduate Studies, who makes recommendations to the Chair of the department. The annual review is a key measure of a student's degree progress, and it helps to determine whether or not a student should continue in the degree program. The review guides decisions for or against renewal of a Graduate Associate appointment for the following academic year. It also serves as one factor in recommendations for appropriate kinds of GA assignments.
The following guidelines are intended to help the adviser and the student measure the student's progress towards the degree at the time of each year's annual review.

**First Year**

**Coursework.** The student has successfully completed TH6701 (Research Methods) and other Autumn semester elective courses. The student has successfully completed (or is in the process of completing) one or two of three required core seminars (chosen from TH7701-7704) as well as other Spring semester elective courses. The student is maintaining an average GPA of 3.0 or better.

**Thesis Prospectus.** In addition to choosing a thesis adviser from among the Graduate Faculty (most often the student’s faculty adviser), the student has identified and obtained the consent of a second member of the Graduate Faculty to serve on the Thesis Committee as a second reader. The student has submitted a first draft of the prospectus to the thesis adviser and second reader and is on track to submit a final version by the final week of the Spring semester.

**Graduate Associateship Assignments.** The student has fulfilled his or her Autumn semester GA assignment, and is on track to fulfill his or her Spring semester GA assignment. The student has at least one GA evaluation on file, and has met all obligations to attend meetings and seminars associated with GA assignments. These guidelines do not apply to self-funded students or to students receiving fellowship funding.

**Other Annual Review Expectations.** In discussions with his or her adviser, the student has determined how the language requirement will be fulfilled. The student has demonstrated satisfactory participation in PHT seminars and colloquia as well as departmental events.

**Second Year**

**Coursework.** The student has successfully completed two or three core seminars and other Autumn semester elective courses. The student is on track to successfully complete a third core seminar (if not already completed) and other Spring semester elective courses. The student is maintaining an average GPA of 3.0 or better.

**Thesis Progress.** The student has completed a full draft of the thesis and is scheduled to defend by the final week of the Spring semester.

**Graduate Associateship Assignments.** The student has fulfilled his or her Autumn semester GA assignment, and is on track to fulfill his or her Spring semester GA assignment. The student has at least two GA evaluations on file, and has met all obligations to attend meetings and seminars associated with GA assignments. These guidelines do not apply to self-funded students or to students receiving fellowship funding.

**Other Annual Review Expectations.** The student has fulfilled the language requirement (or has a plan to do so) by the end of the Spring semester. The student has demonstrated satisfactory participation in PHT seminars and colloquia as well as departmental events.

**DOCTOR OF PHILOSOPHY (Performance/History/Theory)**

Each graduate student currently enrolled in the PhD program is reviewed annually (early Spring semester) by his or her adviser for academic progress and achievement. In addition, if the student has a Graduate Associate assignment, this review should include an evaluation from each faculty supervisor who oversees the student's work during the academic year. The results of the annual review are forwarded to the Graduate Faculty Area Head and, in turn, to the Director of Graduate Studies, who makes recommendations to the Chair of the department. The annual review is a key measure of a student's degree progress, and it helps to determine whether or not a student should continue in the degree program. The review guides decisions for or against renewal of a Graduate Associate appointment for the following academic year. It also serves as one factor in recommendations for appropriate kinds of GA assignments. The following guidelines are intended to help the adviser and the student measure the student's progress towards the degree at the time of each year's annual review.
First Year

**Coursework.** The student has successfully completed TH6701 (Research Methods), one of four core seminars (TH7701-TH7704) and other Autumn semester elective courses. The student is on track to successfully complete the second of four core seminars and other Spring semester elective courses. The student is maintaining an average GPA of 3.0 or better.

**Graduate Associateship Assignments.** The student has fulfilled his or her Autumn semester GA assignment, and is on track to fulfill his or her Spring semester GA assignment. The student has at least one GA evaluation on file, and has met all obligations to attend meetings and seminars associated with GA assignments. These guidelines do not apply to students receiving fellowship funding.

**Other Annual Review Expectations.** In discussions with his or her adviser, the student has demonstrated increasing clarity concerning the focus of his or her dissertation research and has determined how the production and language requirements will be fulfilled. The student has demonstrated satisfactory participation in PHT seminars and colloquia as well as departmental events.

Second Year

**Coursework.** The student has successfully completed the third of four core seminars and other Autumn semester elective courses. The student is on track to successfully complete the fourth of four core seminars and additional Spring semester elective courses. The student is maintaining an average GPA of 3.0 or better.

**Candidacy Examination Preparation.** In consultation with his or her adviser, the student has determined the three fields of study (one Specialty Field and two Supporting Fields) in which he or she plans to be examined during the Autumn semester of the third year. The student has identified and obtained the consent of three members of the Graduate Faculty with whom he or she will take tutorials during the Autumn semester of the third year and who will serve on the Candidacy Examination Committee. The student is on track to finalize the three examination reading lists by the final week of the Spring semester so that he or she is able to complete a substantial portion of the reading during the summer months.

**Graduate Associateship Assignments.** If not receiving fellowship funding, the student has fulfilled his or her Autumn semester GA assignment, and is on track to fulfill his or her Spring semester GA assignment. The student has at least two GA evaluations on file, and has met all obligations to attend meetings and seminars associated with GA assignments. These guidelines do not apply to self-funded students or to students receiving fellowship funding.

**Other Annual Review Expectations.** In discussions with his or her adviser, the student has demonstrated increasing clarity concerning the focus of his or her dissertation research. The student has fulfilled the language requirement (or has a plan to do so) by the end of the Spring semester. The student has fulfilled the production requirement (or has a plan to do so) by the end of the following academic year. The student has demonstrated satisfactory participation in PHT seminars and colloquia as well as departmental events. Ideally, the student has begun to present research at national conferences and to apply for internal research grants.

Third Year

**Candidacy Examination.** The student has passed the written and oral portions of the Candidacy Examination by the end of the Autumn semester.

**Dissertation Prospectus.** The candidate has identified and obtained the consent of three members of the Graduate Faculty members who will serve on the Dissertation Committee. The candidate is on track to submit a final version of a prospectus by the final week of the Spring semester.

**Graduate Associateship Assignments.** The candidate has fulfilled his or her Autumn semester GA assignment, and is on track to fulfill his or her Spring semester GA assignment. The candidate has at least three GA evaluations on file, and has met all obligations to attend meetings and seminars associated with GA assignments. These guidelines do not apply to self-funded students or to students receiving fellowship funding.
**Other Annual Review Expectations.** The candidate has fulfilled the production requirement (or has a plan to do so) before the end of the Spring semester. The candidate has demonstrated satisfactory participation in PHT seminars and colloquia as well as departmental events. Ideally, the candidate has submitted (or is preparing to submit) a book or performance review for a peer-reviewed journal.

**Fourth Year**

**Dissertation Progress.** The candidate has completed a minimum of two chapters and is on track to complete the remaining chapters by the end of the summer, at the latest.

**Graduate Associateship Assignments.** The candidate has fulfilled his or her Autumn semester GA assignment, and is on track to fulfill his or her Spring semester GA assignment. The candidate has at least four GA evaluations on file, and has met all obligations to attend meetings and seminars associated with GA assignments. These guidelines do not apply to self-funded students or to students receiving fellowship funding.

**Other Annual Review Expectations.** The candidate has demonstrated satisfactory participation in PHT seminars and colloquia as well as departmental events. Ideally, the candidate has submitted (or is preparing to submit) an article to a peer-reviewed journal and has applied for both internal and external grants and fellowships to support research and writing.

**Beyond the Fourth Year**

If the dissertation requires additional time, the student should make arrangements to seek additional funding for a fifth year, either from outside grants or departmental GA assignments. GA assignments are not guaranteed for the fifth year.

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### 6: ACADEMIC PETITION PROCEDURES

**ALL PROGRAMS**

Petitions for changes to a graduate student's plan of study must have the approval of the student's adviser. These recommendations will be forwarded to the graduate faculty of the area affected. This petition should take the form of a letter drafted by the adviser requesting specific changes to the program of study. This letter will bear the signature of the student and the adviser. This petition is forwarded to the area faculty for action.

If approved, recommendations for changes to a plan of study will then be submitted by the program area head to the Director of Graduate Studies. The Director of Graduate Studies will determine whether the area recommendation is in compliance with departmental and university standards. Should problems arise with compliance of the recommendations to these standards, the Director of Graduate Studies will refer the recommendations to the Graduate Studies Committee, which will make its decision in compliance with departmental and university guidelines and requirements.
General Application Deadline Information

Applications for awards and scholarships must be submitted in a timely manner. This means that students should complete applications for awards and scholarships which require the action of the Curriculum and Instruction Committee, and/or the Graduate School, no later than four weeks before any published department, college, or university deadline. Such applications or materials will be reviewed by the appropriate departmental committees and recommendations will be forwarded to the Director of Graduate Studies no later than ten days prior to the published deadline. Failure to meet the above deadlines will result in non-consideration of award or scholarship recommendations and application by the Director of Graduate Studies.

The Department of Theatre awards the following Graduate scholarships, fellowships and Associateships:

John C. Morrow Fund (Graduate Scholarship)

Established in 1980 in memory of Dr. John C. Morrow, Professor of Theatre from 1963 until his death in 1979, the Morrow Memorial Fund provides small grants for Graduate student research with preference to projects that require travel overseas. Grants are also made to support research trips in North America and to attend national academic and professional conferences if a student is selected to participate in the meeting. Applications for grants may be made at any time during the academic year, but must be submitted to the Curriculum and Instruction Committee well in advance of the research opportunity. Applications should first be discussed with the faculty advisor, obtaining his or her approval.

Please apply online at http://theatre.osu.edu/gradstudies/research. Incomplete applications will not be considered.

All recipients of grants from the Morrow Memorial Fund are required to secure a Travel Number (T-number) from the Departmental Fiscal Officer before making any travel, housing, etc. arrangements, or they will not be reimbursed for expenses. As well, all recipients of grants from the Morrow Memorial Fund are required to submit a report and photo of the results of their travel grants to the Director of Graduate Studies and the Graduate Studies Coordinator within one semester of completion of the travel, and may be requested to make a public presentation based upon work undertaken with the support of the Fund.

Aida Cannarsa Snow Endowment Fund in the College of the Arts

Established February 7, 2003, The Aida Cannarsa Snow Endowment Fund was established to provide need-based scholarships to students interested in the arts (specifically in Art Education, Art, History of Art, Theatre, and Dance). Applications for grants may be made at any time during the academic year, but must be submitted to the Curriculum and Instruction Committee well in advance of the research opportunity. Applications should first be discussed with the faculty advisor, obtaining his or her approval.

Please apply online at http://theatre.osu.edu/gradstudies/research. Incomplete applications will not be considered.

All recipients of grants from the The Aida Cannarsa Snow Endowment Fund are required to secure a Travel Number (T-number) from the Departmental Fiscal Officer before making any travel, housing, etc. arrangements, or they will not be reimbursed for expenses.

The William Case Kramer Theatre Research Fellowship

The William Case Kramer Theatre Research Fellowship, funded by a bequest from Dr. Kramer, is designed to enrich the graduate theatre student experience with an emphasis on the international theatre perspective. Dr. Kramer, whose research involved international travel and culminated in his dissertation “Gordon Craig: Uber-Director, Major Influences on Craig's Theory and Practice", received his Ph.D. from the department in 1974. Funds support a
research fellowship to be awarded annually to a graduate student in theatre for work at the Jerome Lawrence and
Robert E. Lee Theatre Research Institute. The fellowship will provide an archival work experience supervised by
one of the Curators in consultation with the Director that results in a project or product and is expected to include an
international travel component. William Case Kramer Theatre Research Fellowship application and selection
procedure:

1. A committee consisting of the Curators and Director of the Theatre Research Institute and the Director of
Graduate Studies in the Department of Theatre will receive and review applications for funding from the
William Case Kramer Theatre Research Fellowship and will make a recommendation to the Chair of the
Department of Theatre.

2. The committee, in consultation with the Chair, will determine the approximate amount of funding available
for award in the next fiscal year.

3. The committee will divide funding into portions for the TRI fellowship and for foreign travel; the funding
total will not exceed the department-level GTA stipend and the actual cost of travel.

4. Should income in a fiscal year be inadequate to provide a .5 FTE stipend for one academic semester plus
travel funds, the committee may recommend to the Chair that income be accrued until it is sufficient for
funding or that income in that fiscal year be used to enrich the graduate student experience by bringing
internationally recognized professionals to campus to speak and interact with students.

5. By November 2 annually the committee will announce a call for proposals to Theatre graduate students.

6. Applications are due by the first Friday of spring semester. Proposals should describe 1) the applicant's
overall research agenda, 2) the applicant's research interests in relation to TRI holdings that will prepare the
student for research travel abroad, and 3) the proposed research travel. A preliminary draft budget for
international travel must be submitted. The committee may request personal interviews with applicants.

7. Applications are reviewed by committee. Selection criteria will include 1) the quality of the proposal, 2) the
relationship of the proposal to TRI holdings, 3) the relevance of the proposal to the applicant's overall
research agenda, 4) the extent to which the proposed research requires foreign travel.

8. The committee will make a recommendation to the Chair by the end of January.

9. The applicant selected for the fellowship is announced by mid-February.

University Fellowships

Each year the Area Faculty nominates highly qualified new applicants for a number of University Fellowships to the
Director of Graduate Studies. Fellows must pursue a full-time schedule of courses, research, or both, totaling 12
credit hours per semester. Applications from students applying for fellowships must be completed by January 7 of
the academic year preceding the award. Minority students may request materials on special opportunities and awards
from the Graduate School, 250 University Hall, 230 North Oval Mall, Columbus, Ohio 43210.

Presidential Fellowships

The Curriculum and Instruction Committee nominates qualified students for Presidential Fellowships. Nominations
must come from student advisors and Area committees, not individual students. Competitions are held autumn and
spring semesters. Nominations are due by 5:00 p.m. on the third Friday of October for autumn semesters and third
Friday of April for the spring semester competition. MFA Acting, MFA Design students, and
Performance/History/Theory PhD students will be invited by their advisors to submit a five page proposal, in line
with Presidential Fellowship application materials, to their area committee so that they may come to consensus
around ONE student who will be supported by the Area for application. Guidelines are available at
https://gradsch.osu.edu/pursuing-your-degree/graduate-fellows/presidential-fellowship.
Additional information regarding fellowships and other forms of financial assistance may be found on the Graduate School webpage. Students currently enrolled are not eligible for nomination for University Fellowships.

**Undergraduate / Graduate Excellence Awards Department of Theatre Guidelines**

**Criteria**

This award will be presented to outstanding students who demonstrate excellence in the areas of service, research and/or creative activity. Students must be in good academic standing with a GPA of 3.0 or above, be good citizens of the Department of Theatre and abide by the student code of conduct.

**Nominations**

Faculty and staff members of the Department of Theatre may nominate students in the form of a letter of recommendation. The letter should be 550 words or less highlighting the activities and accomplishments that support the student nominee. Please include a brief citation of 75 words or less highlighting the reasons for the nomination that can appear in the program. A completed Excellence Award form must accompany the letter. The student’s advisor and supervisor, if different then the nominator should sign this form before going to the area for the first round of approval.

**Selection Process**

- Faculty/staff nominates student by writing a letter of recommendation
- Excellence Award form filled out and signed by nominator, advisor, supervisor
- Area review for approval
- C&I review for approval
- Chair approval – final decision

**Deadline**

Deadline to the Director of Graduate Studies – March 8
Please submit all application materials electronically via email to the Director of Graduate Studies.

**Other Awards**

Within the annual constraints of the departmental budget, there may be limited funds available for student travel to national theatre conferences (e.g., ASTR, ATHE, USITT, LDI), if the student is invited to deliver a paper, or participate significantly in a project. Students should consult their advisers and their area head in order to identify possible funding sources and procedures for applications. All applications must be before the event. Funds are quite limited, unfortunately. Beyond the Theatre Department’s resources, students are encouraged to seek funding from resources noted on the Graduate School’s website: [https://gradsch.osu.edu/funding](https://gradsch.osu.edu/funding).

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**8. GRADUATE ASSOCIATESHIPS**

Each academic year the Department of Theatre appoints approximately 30 Graduate Associate (at 50% full time equivalent) appointments to perform staff duties in teaching, production, research, and administration. Some work in the Theatre Research Institute. Some teach small-group recitation sections in conjunction with large service courses (principally Theatre 2100 [Introduction to Theatre] and Theatre 2100 Online. Some teach independent sections of Theatre 2110 [Script Analysis], Theatre 2811 [Acting], Theatre 2367.01 [Self Images: America on Stage, 1830 to the Present], Theatre 3111 [Directing], Theatre 3597 [Censorship and Performance], Theatre 3831 [Movement and Voice], Theatre 3921S [InterACT: Creation of Outreach Theatre]. Others serve as laboratory assistants in design
and technical production. Preference for departmental appointments is given to returning students and to applicants whose admission is completed by **November 30** for PHT applicants and **March 15** for MFA applicants.

Graduate Associates receive stipend checks on the last working day of the month from August through May. GAs on a nine-month appointment will receive one-half a month’s paycheck in August and one-half in May. Additional increments may be added upon renewal of appointment for proven excellence of achievement and/or a higher level of responsibility. In addition to the stipend, Graduate Associates receive remission of general and instructional fees and, as applicable, resident or non-resident tuition for each semester of registration. Summer appointments are made separately from the regular academic year.

Area faculty recommend students for graduate associateships based on student experience, abilities, and interests. Recommendations for new students are based on admission materials. Recommendations for continuing students are based on annual reviews. Graduate Associate assignments are based upon the needs of the department and upon an educational philosophy that graduate students should have experience in a range of theatre activities. Graduate Associate (50% appointment) assignments are for an average of 20 hours per week throughout the semester. Specific assignments may vary from week to week, semester to semester, during the academic year.

The 20 hours are not assigned for work on any individual research or production assignment that the Graduate Associate may be given as partial fulfillment of the degree requirements. Those individual assignments should receive specific credit under 7000-level practicum courses. Graduate Associate assignments are made each semester by the Chair of the Department in consultation with the Area faculty and the Director of Graduate Studies. Once the assignments are announced for the upcoming semester, the Graduate Associate must make an appointment with the faculty supervisor of the assigned course or area to establish the precise work schedule for the upcoming semester. Specific assignments may vary within a semester due to unforeseen departmental needs.

If a student is assigned to teach a class other than 2100 or 2811, he or she, will need discuss the syllabus and the textbook order with the course supervisor. Once the syllabus is approved and a textbook selection is made, the student will place the book order for the course. In order to get copies of the books as the instructor, the student will contact the publisher for desk copies and, if needed, get permission from the Fiscal Officer of the department to purchase copies. Books cannot be purchased or refunded without getting this permission and paperwork confirmation in advance.

Course Supervisors are responsible for mentoring and managing GTAs teaching courses under them, assessment requirements as determined by the University, and observation/feedback for GTAs.

GAs must register for 1 credit hour of Theatre 8990: Directed Teaching with the faculty supervising their teaching every semester. GAs will have their teaching observed and responded to by their Course Supervisor at least twice during their first semester teaching a course, and once per semester thereafter. GAs will also meet with their Course Supervisor regularly for assistance in lesson planning and teaching strategies.

Outside of their GA assignment, graduate students may also request the option of observing or assisting in a course for experience and course credit. These “Directed Teaching” assignments are made at the discretion of pertinent faculty and with the consent of the student’s advisor. If a “Directed Teaching” arrangement is struck, students should enroll with the faculty member they will be observing or assisting in Theatre 8990: Directed Teaching for 1-3 credit hours. Their responsibilities may range from pure observation to periodically leading instruction, in concert with the faculty member in question.

The 3rd semester and all future semesters teaching the same course GTAs must register for 1 credit of Theatre 8995: Proseminar with the faculty member supervising the course. Theatre 2100, Theatre 2110 and Theatre 2811 GTAs must register for Theatre 8995: Proseminar with the faculty member supervising the course following their first semester at the university.

ALL GTAs (EXCEPT MFA Design Students) MUST be enrolled in EITHER Theatre 8990 or 8995 EVERY semester!
**Outside Employment/Extra-Curricular Activity**

A Graduate Associate (50%) who is considering additional employment or teaching outside the Department of Theatre OR performance activities outside of their assigned mainstage duties (i.e. in local or regional theatres, the Lab Series, and the like) must petition for permission to participate in the opportunity. Petition forms are available online and must be discussed with and approved by the student’s academic advisor. Issues of impact on the student’s academic program, teaching responsibilities, and other departmental matters will be considered. Requests for such authorization must be made two weeks prior to the start of any activity.

**Early Departure**

It is expected that all theatre students will remain on campus, attend classes, and complete all course work for each semester. All teaching and non-teaching assignments held by graduate students run until each is released by completion of both coursework and their GA / GTA contract (if applicable) or by approval through the procedure that follows. Requests for early departure must be made well in advance, preferably no later than the semester preceding the departure request. GA/GTA and Fellowship students are required to stay through the end of finals.

**Outside Employment/Extra-Curricular Activity and Early Departure Application Procedures**

The student should discuss the opportunity first with the work supervisor and academic advisor. Following that discussion, the student submits an Extra-Curricular Project Approval Request Form detailing the specifics of the employment / other opportunity, including:

- a description of the opportunity and rationale for involvement
- impact on course work, including exams and projects
- a statement verifying that for each class you are currently enrolled in, you have discussed the opportunity with the professor and clearly understand the make-up work policy
- impacts on your GA / GTA assignment
- proposed departure and return dates
- a current OSU advising report

The form must be completed online at [http://theatre.osu.edu/gradstudies/extra-curricular](http://theatre.osu.edu/gradstudies/extra-curricular).

The academic adviser brings the request to the Curriculum and Instruction Committee for evaluation and approval. This process is in support of Best Practices in Graduate Advising (see page 49) to make sure informed communication is occurring between students and advisers.

**Religious Holidays**

Students who miss classes because of the observance of religious holidays should not be penalized on this account and should be given ample opportunity to make up the missed work. Faculty should not schedule examinations in their courses on the designated religious holidays or on the calendar day following the designated holidays. Designated Holidays are Rosh Hashanah (2 days), Yom Kippur, Good Friday and Easter Sunday.

**Illness**

Each professor sets his/her own policy regarding absence from class. Generally this is very restricted. Illness is not acceptable as an excuse unless the individual has a certified note from health officials. Please refer to Appendix E of the Graduate School Handbook for guidelines for short-term absences and leave of absence for graduate students appointed as graduate associates, fellows and trainees.

**Summer Appointments**

Summer appointments are separate from the regular academic year appointments and positions to be available are announced in the spring semester. Students should contact the Department Chair regarding the availability of these
positions. The Department Chair will invite applications for summer appointments once funding has been secured. Selection of graduate associates for the summer term will be made by the Department Chair in consultation with area faculty and the Director of Graduate Studies.

8A: GRADUATE ASSOCIATESHIPS: STATEMENT OF DUTIES AND RESPONSIBILITIES

Duties and responsibilities for each Graduate Associate assignment are given below. Responsibility and authority for defining and clarifying job duties lie with the supervisor. All Graduate Associates should consult their supervisors for duties and responsibilities. Classroom Teaching Associates register for Directed Teaching (TH 8990) to reflect credit hours in support of their training as a teacher.

CLASS ROOM AREAS
JOB TITLE: CLASSROOM/LECTURE AND TEACHING ASSOCIATE

Duties
The Graduate Teaching Associate (GTA), working with the supervisor, prepares for the teaching assignment by meeting all the professional demands of the course. General duties for teaching include, but are not limited to, the following:

- Working with the teaching supervisor to develop effective teaching practices.
- Learning and preparing for the course procedures and aims.
- Doing the class preparation before class meetings.
- Conducting classroom discussions, presentations and lectures.
- Attending meetings with teaching supervisor and Graduate Associates
- Setting and maintaining reliable office hours for students
- Attending of workshops for the improvement of teaching.
- Clerical duties such as the copying and preparation of auxiliary classroom teaching materials and teaching aids.
- Grading: The GTA should provide fair and consistent grading of the students, according to the procedures and course requirements, as worked out with the supervisor.
- Book Orders: If this responsibility is assigned to the GTA, the book orders should be placed in time so that the course does not experience the late arrival of books or the cancellation of book orders.
- Student Evaluation: All courses require student evaluations. The GTA, in consultation with the supervisor, should make sure that the evaluations are administered at the end of the semester.

Skills
- Teaching skills: in instruction, demonstration, and evaluation.
- Success in meeting course objectives.
- Organization and class preparation skills.
- Ability to create an effective and congenial classroom environment.
- Effectiveness of communication with students, colleagues and supervisors.
- Theoretical and practical knowledge.
- Problem-solving: the ability to identify problems and apply logic to seek an appropriate solution.
- Completion of clerical tasks with timeliness and accuracy.

Time
Graduate Associates are required to work an average of 20 hours per week. Specific times correspond to the needs of the course and are determined in conference with the faculty supervisor.

Office Hours
The GTA should set and maintain reliable office hours for students.

Supervisor
Course Supervisor is the person with whom the GTA consults on the course aims and procedures, and on teaching requirements and assessment. The supervisor observes the teaching of the GTA and writes an annual evaluation.
STUDIO AREAS
JOB TITLE: STUDIO ASSOCIATE

Duties
• As a member of the production team for the season's productions, associates will make a major contribution to the successful execution of the scenery, costumes, lights, sound, or properties.
• Associates will instruct and supervise undergraduate crews.
• Associates will assist the Studio Supervisor and area head with administrative duties.
• Associates will assist in the maintenance and cleaning of equipment, work areas, and storage areas, which are part of each studio.
• Associates will attend all staff meetings as assigned by the Studio Supervisor.
• Associates will attend and assist at rehearsals and strikes as assigned by the Studio Supervisor.
• Associates will abide by and maintain the operating and safety policies of each studio.

Skills
• A basic knowledge of and practical experience in the technology of the studio is desirable but not absolutely necessary.
• The ability to work well with others and to communicate effectively.
• The ability and willingness to learn and apply new skills.

Schedule
Studio work schedules are arranged by the Studio Supervisor and the Area Head. Associates will be consulted but the efficiency of the studio is the priority. Generally hours will be scheduled afternoons, five days a week. Academic schedules may necessitate special consideration.

Supervisor
Studio Supervisor and Adviser
LAWRENCE AND LEE THEATRE RESEARCH INSTITUTE
JOB TITLE: ARCHIVAL ASSISTANT

Duties
- Archives manuscripts, work including processing, preservation, inventorying, creating and inputting computer database records, creating paper finding aids.
- Office work including telephone duty, filing, word-processing, photocopying.
- Patron assistance including reading room duty, assisting patrons in use of collection materials and equipment and use of OSCAR catalogue, monitoring use of collection materials, responding to telephone and mail research requests.
- Exhibit preparation and mounting.
- Supervising undergraduate student employees; conducting and transcribing oral history interviews.
- Assisting with special events.
- Responsible for security and use of library in the absence of curator and director.
- Other duties are requested by curator or director.

Skills
- Knowledge of theatre, historical and contemporary; knowledge of library resources for theatre research.
- Ability to work well with others and to communicate effectively; ability and willingness to learn and apply new skills.
- Reading knowledge of a foreign language, particularly French, Italian, German, or Russian helpful.

Time
280 hours per semester with a schedule of 20 hours per week (or less, depending on contractually established parameters) set at the beginning of the semester and maintained throughout the semester. Regular hours are not scheduled during finals week or breaks; however, any missed hours may be made up during finals and breaks. All missed hours should be excused in advance by the curator or director, and makeup scheduled between 8:00 am – 5:00 pm Monday through Friday. Occasional after-hours events may require evening and weekend work. Graduate Associates will be notified in advance of such needs and may deduct those hours from the regular schedule in consultation with the curator or director.

Office Hours
N/A. Library hours are established each semester and are dependent on staffing.

Special Policies
- Each GA maintains an activity log, which is turned in to the curator at the end of each semester.
- All employees, interns, and volunteers must abide by the TRI Policies and Procedures manual.

Supervisor
Curator and Director
SCHOOL TOURS
JOB TITLE: TOUR MANAGER

Duties
The Graduate Associate (GA), working with the Box Office Manager, manages the School Tour.

School Tour:
- Supervising all tour personnel
- Securing and driving University cargo van, transporting actors, stage manager and/or set/costumes/props for all school tour performances.
- Coordinating all tour logistics with Stage Manager and appropriate school officials.
- Assisting Stage Manager with prop acquisition.
- Assisting Box Office Manager with scheduling of tour bookings.
- Managing time on tour, including during workshops (if scheduled)
- Creating Study Guide for teachers (if not completed by a Dramaturg), to be approved by Producer, Director, and Chair.

Skills
- A basic knowledge of and practical experience in tour management or supervision desirable but not essential.
- Strong customer service skills.
- The ability to work well with others and to communicate effectively.
- The ability to work independently.
- The ability and willingness to learn and apply new skills.
- Problem-solving: the ability to identify problems and apply logic to seek an appropriate solution.

Time
Graduate Associates are required to work an average of 20 hours per week or 280 hours per semester. Specific times will fluctuate each semester and correspond to the needs of the School Tour. School tours hours are Tuesday and Thursday, approximately 8am – 1pm, with some requiring transportation to begin earlier in the morning. The School Tour GA must be available during the School Tour performance hours and cannot schedule a class during this time.
**OUTREACH**

**JOB TITLE: Outreach and Engagement Assistant**

**Duties**
The Graduate Associate working with the Supervisor, assists in the daily operation of the outreach program. General duties include, but are not limited to, the following:

- Instructing and assisting outreach and engagement students.
- Coordinating outreach events logistics with directors and performers.
- Assisting faculty and staff with the administrative duties of outreach and engagement.
- Assisting with script creations, rehearsals, presentations.
- Adapting presentations/workshops to the specific needs of each audience.

**Skills**

- A basic knowledge of and practical experience in outreach and engagement performances and workshops.
- The ability to work well with others and communicate effectively.
- The ability and willingness to learn and apply new skills.
- Problem-solving: the ability to identify problems and apply logic to seek an appropriate solution.
- Strong organizational skills
- The ability to engage audiences in feedback sessions.

**Time**
The Outreach Assistant position is typically a “+10”, meaning that an average of 10 hours per week are required.

**Supervisors**
Faculty Coordinator of Outreach and Engagement

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**8B: PROCEDURES AND CRITERIA FOR EVALUATION AND REPORTING GA and ACADEMIC PERFORMANCE**

Supervisor’s reports for funded students should address how the student has met the established expectations for specific duties related to their job assignment. A progress check on contact hours (xx/200 for the semester) may be noted.

**Expectations by Area**

- **Formal Classroom Teaching** includes teaching duties as demonstrated in the classroom and documented by an in-class visit by the supervisor. Course name, number, and date of visit should be noted.
- **Studio Areas** includes supervision and construction skills, documented by observation by the supervisor.
- **Theatre Research Institute** includes supervision and archival skills, documented by observation by the supervisor.
- **School Tour** includes supervision and customer service skills, documented by observation by the supervisor.
- **Outreach and Engagement** includes teaching and leadership skills, documented by observation by the supervisor.
The schedule is as follows:

- Each supervisor submits an annual review of each Graduate Associate to the student's academic advisor by February 15. This applies to all GAs working for the Department of Theatre: in a teaching capacity, as a studio supervisor, at TRI, in the Box Office, etc. Address the student’s strengths/weaknesses as per the Academic Standards as set forth in Section 5 of the Department of Theatre Graduate Handbook.

**GA Supervisor Report Guidelines - for all students**

For each GA assignment, the GA should work closely with the GA supervisor to determine the specific aims and procedures for the course or assignment. In turn, the supervisor will work out with the GA an acceptable procedure for observing the GA's job performance during the academic year, at least once before the beginning of spring semester.

The following are general criteria for the evaluation of a GA's effectiveness:

- **Responsibility**: The GA and the supervisor work out the specific responsibilities of the course or assignment, and then the GA should meet those responsibilities. The GA should be reliable and self-sufficient in the performance of regular tasks. The supervisor, having spelled out and clarified the procedures and aims of the assignment, should be able to depend upon the GA to fulfill those procedures and aims.

- **Cooperation**: The GA should cooperate with the supervisor, making meetings, planning course work, overseeing shared responsibilities.

- **Effectiveness of communication**: The GA should communicate effectively with students, colleagues, patrons and supervisors.

- **Theoretical and practical knowledge**: The GA should demonstrate knowledge of the assigned duties and have a firm understanding of the theoretical and practical requirements of the discipline.

- **Problem-solving**: The GA should be able to identify problems and apply logic to seek an appropriate solution.

- **Clerical tasks**: Completion of clerical tasks with timeliness and accuracy.

**Classroom Lecturer and Teaching Assignments**

In addition to the above general criteria, supervisors of Graduate Associates with classroom lecture and teaching assignments will use the following criteria to evaluate Graduate Associate performance and duties:

- **Teaching skills**: in instruction, demonstration, and evaluation.

- **Success in meeting course objectives**.

- **Organization and class preparation skills**: The GTA, working with the supervisor, prepares for the teaching assignment by meeting all the professional demands of the course: Learning and preparing for the course procedures and aims, doing the class preparation before class meetings, helping to run or oversee classes, preparing lectures and discussion meetings, overseeing examinations, evaluating student work, grading, and meeting with students as required.

- **Grading**: The GTA should provide fair and consistent grading of the students, according to the procedures and course requirements, as worked out with the supervisor.

- **Office Hours**: The GTA should set and maintain reliable office hours for students.
- Book Orders: If this responsibility is assigned to the GTA, the book orders should be placed in time so that the course does not experience the late arrival of books or the cancellation of book orders.

- Student Evaluation: All courses require student evaluations. The GTA, in consultation with the supervisor, should make sure that the evaluations are administered at the end of the semester.

- Creation of an effective and congenial classroom environment.

**Studio Areas**

In addition to the above general criteria, supervisors of Graduate Associates in the Design/Technology area will use the following special criteria to evaluate Graduate Associate performance and duties:

- Job Knowledge: specialized knowledge, skills, and abilities to work in studios
- Supervision: aptitude in training, motivating, and overseeing
- Cooperation with others: effectiveness in maintaining harmonious working relationships

**Lawrence and Lee Theatre Research Institute**

In addition to the above general criteria, supervisors of Graduate Associates in the Lawrence and Lee Theatre Research Institute will use the following criteria to evaluate Graduate Associate performance:

- Initiative and judgment in processing archival materials.
- Ability to accomplish assigned tasks expeditiously
- Willingness to adjust work schedule as needed.

**Academic Advisor Report Guidelines – for all students**

The academic advisor report addresses academic progress. The student’s GPA should be noted, as well as an assessment of the student’s progress towards the completion of the degree. Degree requirements vary by programs; see section 2 of this handbook for a specific timetable regarding each program.

Any significant research projects may be cited. For example, if the student has participated in an academic conference, his/her contribution should be noted, with title of the paper delivered, and/or conference session / roundtable participation, etc.

The advisor report comments on the student’s creative activity. This may include production participation as a performer, designer, director, dramaturg, etc. for productions produced by the department, and/or locally, and/or regionally.

The advisor report cites three strategic indicators that relate to the student, in the form of notable accomplishments to the department, community, university, and/or to the student’s growing area of expertise. The strategic indicators may also include accomplishments as cited by the supervisor’s report, which is to be attached to the advisor’s report.

The advisor report may include a section that addresses noted areas for improvement.
The report concludes with a statement that addresses continuance in the program, and recommends an action selected from the following options:

- proceed (all is well)
- first warning – observation for a semester
- second warning – observation for a second semester
- probation (if the student falls below 3.0; imposed by the graduate school)
- denial of further registration

Finally, the advisor’s report includes the student’s signature and date, as well as the advisor signature and date, indicating that the advisor has met with the student and discussed the report.

- The student’s advisor submits a written evaluation to the Area head by **March 1**. The advisor's written evaluation, which summarizes the evaluation of the GA supervisor, may include commendations or warnings regarding lack of progress, and must also include the student's signature, attesting that the advisor and student have discussed the report. This report will be included with the other reports from the Area, along with a summative statement from the Area head, and forwarded to the Director of Graduate Studies.

- The Director of Graduate Studies checks for procedural compliance and forwards the recommendations to the Department Chair by **March 15**.
ALL PROGRAMS

It is the policy of the Department of Theatre that Graduate Associate appointments will be awarded according to enrollment in particular programs. Continued departmental support is not assured and is dependent upon annual reappointment. Funding depends on satisfactory progress toward the degree, as well as on satisfactory completion of previous GA duties, and is not guaranteed.

MASTER OF FINE ARTS – ACTING

GA appointments will be renewed for no longer than three (3) academic years, six (6) semesters (preferably consecutive) not including summers.

MASTER OF FINE ARTS – DESIGN

GA appointments will be renewed for no longer than three (3) academic years, six (6) semesters (preferably consecutive) not including summers.

MASTER OF ARTS (PERFORMANCE/HISTORY/THEORY)

Students may receive a maximum of two years funding (four semesters).

DOCTOR OF PHILOSOPHY (PERFORMANCE/HISTORY/THEORY)

Students who enter the doctoral program with a MA or MFA degree from another university may receive up to a maximum of four years funding (eight semesters, not including summer). Students who receive a MA degree in Theatre at The Ohio State University may receive up to a maximum of three additional years funding (six semesters) not including summer. Students who complete the MFA – Acting degree at The Ohio State University and are admitted into the PhD program may be awarded up to a total of six (6) academic years, twelve (12) semesters, not including summers. The department Chair will make every effort to inform students of any changes in availability of GA/GTA funding at least one semester before the change takes place.

8D: GRADUATE ASSOCIATESHIPS: CRITERIA AND PROCEDURES FOR ENDING GTA APPOINTMENTS

If, after formal review, the faculty GA supervisor should find that the Graduate Associate is (a) not satisfactorily performing the assigned duties, or (b) guilty of professional misconduct, as determined by an appropriate review of such action, the faculty supervisor should inform the GA that a recommendation may be made to the Curriculum and Instruction Committee for termination of contract at the end of the semester then current. The GA and the GA’s academic advisor must be informed of this decision no later than the seventh week of that semester.

If the GA wishes to appeal this decision, written petition may be made within a week of submission of recommendation, for a review before the Curriculum and Instruction Committee.
STUDENT DIRECTORS

Graduate students seeking an opportunity to direct a production in the Department of Theatre must abide by the following procedures, requirements, and guidelines:

1. Talk with your adviser about your interests and reasons for wanting to direct a production. Your adviser, who oversees your progress towards the degree and your annual review, must agree that you could take on this additional responsibility.
2. Respond by the announced deadline to the call for directing proposals from the Chair of the Department of Theatre. Usually this announcement is distributed during late autumn or early spring semester.
3. Provide a written proposal (1-2 pages) to the department chair/producer that conveys your request for a directing position and your reasons for seeking this assignment. Attach a copy of your CV or resume, including any information about your previous directing experience.
4. In order to qualify to direct, you must meet the following prerequisites by the time you would direct:
   a. Take TH5111 (Advanced Directing), which usually is offered each spring semester or have demonstrated professional experience.
   b. Serve as stage manager, dramaturg, assistant stage manager, or assistant director for one of the department’s mainstage productions or you must direct a Lab Series production.
5. Upon a set date, meet with the Chair and select faculty members to discuss your application. This meeting will likely occur during spring semester, and the announcement of directors will be made when the full season is announced (usually during spring semester).
6. If selected to direct, you must follow the guidelines spelled out the department’s Production Handbook. Review this book carefully; it should answer most of your question about production procedures and rules.
7. During the semester of your production, you must register for three credits under 7000.18 (Practicum for Directors). You must continue to be enrolled full-time, as per your GA assignment and your progress toward the degree.
8. Meet with the faculty member who is assigned as mentor, evaluator and consultant for your production. Your grade for your directing project will be coordinated by this person, in consultation with the production team and the Chair.
9. Waivers for any of the above requirements must be sought at the time you respond to the call for proposals and should not be issued once production meetings for the relevant production have begun. You must first put your waiver request in writing so that it may be reviewed by faculty in your area of study. After it has been approved by faculty in your area of study, the Director of Graduate Studies must review and approve the request. Finally, the Production Committee for the relevant production and the Chair must agree to the waiver request. Otherwise, the above-listed requirements, rules, and guidelines apply for all directing projects.

STUDENT ACTORS (other than those in the MFA Acting Program)

Any graduate student who seeks an opportunity to act in a production in the Department of Theatre must follow the following procedures, requirements, and guidelines:

1. Talk with your adviser about your interests and reasons for wanting to act. Your adviser, who oversees your progress towards the degree and your annual review, must agree that you could take on this additional responsibility. Complete the extracurricular request form at http://theatre.osu.edu/gradstudies/extracurricular.
2. Sign up for auditions, and prepare according to the instructions posted on the audition notice board.
10: STUDENT DRAMATURGS

A. A dramaturg is a theatre practitioner integral to the creative process of staging a theatrical work who nevertheless maintains a critical distance in order to serve as an outside eye on the production. Through various production responsibilities, the dramaturg may inform or support the choices taken by the director, actors, and stage designers. While a dramaturg’s production responsibilities may vary widely in the professional world, in the OSU Department of Theatre, dramaturgs are expected to be prepared to collaborate on:

1. **Research and Development** – after reading the play and consulting with the director, compile a production notebook that usually includes a production history, reviews, academic studies, popular press articles, reproductions of images, and any other material that addresses both the culture in which the play was written and the historical/political/cultural circumstances addressed within the work. The notebook should inform and inspire the director, actors, and designers;

2. **New Play Dramaturgy** – support the playwright with written or verbal responses to and questions about the play that fuel his/her creative process. Consider organizing a reading, when possible. Consider translating a play from a foreign language, if you are competent in one, and proposing it for a reading or production;

3. **Production Dramaturgy** – make available the production history of the play, explore and present the world of the play to the production team, provide an overview of the critical reception of the play, assist the director in editing the script if needed, assist director in casting, attend an agreed-upon number of rehearsals and offer notes to the director;

4. **Arts in Education Dramaturgy** – write and edit program material in consultation with the director, create a lobby display, organize and lead post-performance discussions, organize or participate in seminars or symposia related to the production, help create exhibits in the Thompson Library together with the curators of the Jerome Lawrence and Robert E. Lee Theatre Research Institute, prepare high school or college-level study guides;

B. Once appointed, the student will have preliminary meetings with each of the following:

1. Faculty Dramaturgy Coordinator - determines credit hours and will serve as instructor of record for the appropriate practicum course.

2. Director of the production – determines the particular dramaturgical needs of the production and discusses his/her ideas for a production concept with the dramaturg.

3. Director, Curator or Associate Curator of the Jerome Lawrence and Robert E. Lee Theatre Research Institute - assists the dramaturg in finding the appropriate resources.

C. While the contributions of the dramaturg will vary from production to production, the following is a list of the minimum requirements for successful completion of the dramaturgy assignment:

1. The dramaturg collaborates on the entire production process. To meet this requirement dramaturgs
should:

a. attend production meetings; be prepared to share findings of ongoing research; keep track of deadlines and rehearsal schedules
b. attend rehearsals as agreed upon and attend run-throughs as agreed on, serving as another "eye" for the director with regards to how his/her vision might best be realized
c. keep track of the working script; facilitate textual editing, cuts, or revisions; identify translations and versions, as well as their strengths/weaknesses
d. facilitate contextual/background research when needed; may include producing a resource guide for the production team; may include providing images, music, videos, internet sites, or reading materials for rehearsals; may include researching specific references in the play

2. The dramaturg moderates post-show discussions.

These "talkbacks" occur after the second Thursday night performance. The talkback will be announced in the program and at the performance. The dramaturg reconvenes the audience members who stay for the discussion, introduces a guest respondent selected by the dramaturg in consultation with the producer and director (giving a brief bio of the respondent’s accomplishments), and then facilitates the discussion.

3. The dramaturg creates a lobby display for the production.

The display is mounted on one of the bulletin boards in the Drake Performance and Event Center hallway, and should appear at least 24 days prior to opening. The display concept must be approved by the faculty dramaturgy coordinator.

D. In addition to the above standard requirements, the dramaturg also may be asked to assist in the following:

1. A program note. If the director requests a program note, the dramaturg should offer his/her own ideas for the essay but accept that the director has final approval over the content of the note. Typically, notes might introduce the production concept and/or provide background about the play or playwright. Program notes must be approved by both the director and the dramaturgy coordinator before publication. The dramaturg must meet the production deadline for development of program materials.

2. A study guide. The need for a study guide will be determined by the producer in consultation with the box office manager. Study guides often include analysis of plot, character, and setting, as well as discussions of key themes and images. Information about the playwright and details about the production process may also be included. Keeping in mind the level of the intended student audience, dramaturgs may also offer lesson plans and discussion questions to help teachers organize a class centered on the play. A list of further readings and videos may also be included. Images can make the study guide more lively and timelines may help clarify historical events, either events in the world of the play or in the biography of the playwright.
I. Overview
Graduate advising is best understood as a relationship between graduate student and faculty advisor where both parties can expect that the other party will follow best practices in fulfilling his or her responsibilities as graduate student or advisor.

The relationship between a graduate student and advisor is one that can have a great impact on the academic achievements and life of a graduate student. This relationship can greatly encourage the academic pursuits of the graduate student, proving to be one of the most influential interactions of the scholar’s life. A relationship in which mutual expectations are not understood, however, may diminish a graduate student’s potential.

This document outlines the minimum expectations for best practices in graduate advising at The Ohio State University. It is meant to be a spring board for each graduate program to discuss, develop, or reevaluate its local advising expectations and practices. This document was created in 2012 by the Council of Graduate Students in consultation with the Graduate School and approved by the Graduate Council.

II. Communication and graduate advising
Regular and clear communication is essential to good graduate advising. It is recommended that as much communication as possible occur in person or over the phone to enhance clarity, reduce ambiguity and misunderstanding, and to resolve conflict. Written communication, e.g. via mail and e-mail, is appropriate, especially to document situations and potentially contentious issues. Problems that arise should be addressed immediately and clearly so that both parties can work to remedy issues in an expedient manner. Graduate students and advisors should recognize that social media can blur the line between professional and personal lives and should be used only if deemed appropriate by both parties.

III. Graduate Student Responsibilities
- Conduct academic pursuits in an ethical manner and develop professionally
  - uphold Ohio State’s Code of Student Conduct
  - pursue opportunities that advance career as a graduate student and beyond
- Take ownership of academic progress
  - devote significant and productive time toward degree completion
  - stay abreast of requirements for degree completion through active and regular discussions with advisor
  - communicate career goals and concerns related to academic progress clearly
  - initiate communication with the advisor
- Respect the responsibilities of the advisor
  - maintain open communication with advisor
  - allow sufficient time for the advisor to provide feedback in advance of deadlines
  - maintain professionalism by keeping up with graduate student responsibilities even when advisor is not present

IV. Graduate Advisor Responsibilities
- Conduct advising in an ethical manner, including when recruiting advisees
  - Communicate clear intentions, expectations, and requirements to potential and current advisees, including how long the advisor expects to stay in his or her current position and the amount of funding support available to advisees
  - Address problems immediately so both parties can remedy issues expediently
  - Maintain communication and interact with graduate students in a professional manner
  - Communicate clear expectations for time to degree completion and publication expectations
- Provide periodic and regular evaluations of progress toward degree
- Provide timely written feedback on advisee’s professional writing (article drafts, dissertation chapter drafts, etc.)
- Give students appropriate credit for their work, e.g. as reflected in author strings in journal articles or books
- Aid in preparing students to be the best professional they can be
  - Initiate conversations about academic progress and stay current about degree requirements and procedures
  - Initiate conversations with advisee about career goals
  - Support traditional and non-traditional career goals
  - Help graduate students develop professional skills that will make them competitive for employment in their given field
  - Encourage students to take part in activities that will enrich their academic development, e.g. by participating in professional conferences and other networking activities
- Respect advisees’ academic and non-academic commitments and responsibilities
  - Provide prompt and honest feedback on student’s work
  - Allow reasonable time for students to prepare requested materials
  - Do not require that a student continue to provide a service (e.g. teaching, laboratory management, mentoring of other students, etc.) under terms that can hinder a student’s degree completion

V. Graduate Program Responsibilities
- Establish graduate advising best practices that pertain specifically to the local graduate program and its graduate degrees
- Maintain a graduate program handbook, including the steps and processes for students to complete degree requirements and grievance procedures for graduate students and advisors
- Create and maintain an easily accessible online list of information for graduate students that contains links to the Graduate School Handbook and other relevant university resources
- Provide yearly written review of performance for graduate students and advisors
- Maintain clear communication with students and advisors
- Hold a yearly orientation to familiarize new students and faculty with the graduate program and the university

VI. Recommended Reading and Acknowledgements
Graduate School Guidelines: Advising and Mentoring Graduate Students (rev. 2011)
We recognize and appreciate all of the work by the following organizations and institutions that laid the groundwork for this document: University of Oregon Graduate Council, University of California Davis Graduate School, University of Arizona Graduate College and Graduate Council, University of Southern California Office of Graduate Studies, North Carolina State University Graduate School, University of Washington Graduate School, University of Missouri Columbia Graduate School, the University of Nebraska Lincoln, and an ad hoc committee of The Ohio State University Graduate School’s Council.
MINIMUM WRITING THRESHOLD

The “Minimum Threshold Policy” (called, darkly, the “Fatal Error Policy”) was first implemented by the Southern Illinois University-Edwardsville’s Business School. It refers to technical errors of form in written English that impede clear communication. Because graduate students must practice professional standards in all writing, we are beginning from a belief that your high school and undergraduate study has already provided you with a basic writing skill set upon which we can further build. Therefore: all written assignments MUST meet a “Minimum Threshold,” or baseline, of writing standards to be acceptable. These standards address not only spelling, punctuation, format, and grammar, but also the key rules and expectations of clear argumentative writing.

How you prevent or correct “Minimum Threshold” errors in your work is up to you: graduate school is not the place for teaching basic writing competency. You may make use of peer readers. You may also contact OSU’s Writing Center at cstw.osu.edu/writing-center. But the graduate faculty in the Department of Theatre want you to know, at the outset of your study with us, that we expect quality writing from our graduate students in every assignment, from your first moment in the program all the way through to your candidacy exams (for MFA Acting/Directing students and PhD students), your theses (for MFA Designers and MA students), and your dissertations (for PhD students).

MINIMUM THRESHOLD MECHANICS

No written work turned in to instructors should present any of the following problems:

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<th>Problem</th>
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<td>Sentence lacks a subject or a verb</td>
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<td>Sentence does not begin with a capital letter</td>
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<td>Sentence fragment (especially beginning with a relative pronoun such as Which, Who, That, Where, or When)</td>
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<td>Pronoun lacks clear antecedent (it, he, she, or they does not have an obvious link to a noun)</td>
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<td>Pronoun or verb fail to agree with antecedent in number</td>
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<td>Sentence runs-on or uses a comma splice</td>
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<td>Error in punctuation that obscures meaning</td>
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<td>Spelling error</td>
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<td>Incorrect or inconsistent citation style</td>
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<td>Incorrect or inconsistent footnote style</td>
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No written work turned in to instructors should achieve less than a "3" in all areas of the following OSU-sanctioned rubric.
The minor requires a minimum of four courses and no less than 15 hours. A grade of B or better (or S when applicable) is required in each course comprising the minor.

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Signature of Cinema/Video Minor Adviser
Name of Cinema/Video Minor Adviser
Date

Your application received on __________ was reviewed on __________. As a result of that review your application was:

**Approved**
Conditions:__________________________________________
Instructions:________________________________________

**Denied**
Distribution, one copy to:
  ____Minor Faculty Adviser
  ____Student

7/16/2015
The minor requires a minimum of four courses and no less than 15 hours with no more than two 5000 level courses.

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Name of Theatre/Performance Studies Adviser: ________________________________

Signature: ____________________________  Date: ____________________________

Your application received on _____________ was reviewed on _____________. As a result of that review your application was:

Approved

Conditions: ____________________________  Instructions: ____________________________

Denied

Name of Theatre Graduate Studies Committee Chair: ____________________________

Signature: ____________________________  Date: ____________________________

Distribution, one copy to:

___ Minor Faculty Adviser

___ Student

7/20/2015
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<th>Day</th>
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<tr>
<td>Tuesday, August 16</td>
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<td></td>
<td>All Faculty, Lecturers and Staff</td>
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<td></td>
<td>8:30</td>
<td>Ohio Union</td>
<td>Welcome Back Picnic by the Olentangi River.</td>
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<td></td>
<td>a.m.</td>
<td></td>
<td>Meet with advisors and orientation to grad offices/classrooms from Rachel Barnes.</td>
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<td></td>
<td>9:00</td>
<td>Drake 2038</td>
<td>Graduate student funding procedures.</td>
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<td>a.m.</td>
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<td>Orientation to 2100 Online.</td>
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<td>11:00</td>
<td>Drake 1089 (Main Office)</td>
<td>Canvas for 2100.</td>
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<td>All GTAs except 2100 and 2811 Encouraged to Attend.</td>
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<td>12:00</td>
<td>Enarson Classrooms Building</td>
<td>New graduate students photographed for directory.</td>
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<td>Jennifer Schlueter, Associate Chair; Janet Parrott, Chair.</td>
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<td>Independence Hall</td>
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<td>2016 Teaching and Learning Overview*</td>
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<td>All faculty, lecturers and staff.</td>
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<td>All first year GTAs.</td>
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<td>All grad students, all undergraduate students, all new BA students, BA mentors, Director of Undergraduate Studies, Undergraduate Studies.</td>
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</table>
Rachel Barnes.209
Department Manager (HR/Fiscal)

Administrative Support
Promotion & Tenure
Public Record Requests (Sunshine Law)

Financials
Administrative, Seasonal and Production Budgets
Distribution of Procurement Cards
Grant Management

Personnel (Human Resources)
Contact Information
Hiring, Payroll & Time Keeping Set-up

Travel
Pre-Authorization and Airline Accommodations
Reimbursement of Approved Expenses

Carolyn Jakubczak.1
Ticket Office Manager

Theatre Ticket Office Operations
All Department cash and credit card sales/handling
House Management
School Tour Bookings & Logistics
Ticketing Operations for Dance & Music
Ticketing Liaison: Wexner Center, CAPA, CATCO, Available

Light Theatre

Financial/HR Back Up
Timekeeping
Travel Reimbursement of Approved Expenses

The Box Office is open Monday through Friday from 10AM to 4PM
and 90 minutes before each performance. Methods of payment
include cash, check, Visa, MasterCard, Discover, American Express,
and Buck-ID.

Sheree Greco.73
Production Manager

Productions
Production Budgets
Production Calendars
Stage Management
Virtual Callboard Administration
Buckeye Box Administration
Rentals

Chris Zikon.3
Resident Technical Director

Productions
Facility Access
Manage all production aspects
Theatrical Safety Standards

Carmen Support
ASC Tech (688-4447 / asctech@osu.edu)
Carmen@osu.edu

Andrew Trimmer.31
Undergraduate Studies Coordinator

General Operations
Computer Lab Entry Access
“Customer” Service Support (Afternoons)
Departmental Email Announcements (Notes & News)
Facility Maintenance & Scheduling
Office Graduate Assistant & Work Study Supervision
Script Sign-Out

Curriculum Coordinator
Book Order Coordination
Curriculum and Course Scheduling
(includes Carmen Access)
Narrative Evaluations

Undergraduate Studies
Advising
Contact Information
Course Permissions & Scheduling
Deadlines and Program Requirements
Display/Directory Boards
Student Files

Damian Bowerman.11
Graduate Studies and Publicity Coordinator

General Operations
“Customer” Service Support (Mornings)

Graduate Studies
Contact Information
Course Permissions
Deadlines, University & Departmental
Graduate School Liaison
Program Requirements & Graduate Handbook
Recruitment & Admissions
Student Files

Public Relations
Development Contact Information & Correspondence
Encore
Guest Artist Publicity
Promotional Events
Publicity - Deadlines, Creation & Distribution
Theatre Roundtable Representative

Website Maintenance
What the office staff are NOT responsible for

Computer/technical support
For questions relating to your email, computer and software, computer lab, printers and smart classrooms contact ASC Technology Services at 614-688-4447 or asctech@osu.edu.
For questions relating to email or your OSU username and password, contact the Office of Information Technology at 688-HELP.

The Office of Continuing Education offers non-credit training courses for many software programs. Visit http://www.continuinged.ohio-state.edu/CED_noncreditComp.html for more information.

Creating Electronic Course Packets
We encourage the use of scanned articles and texts as a supplement to your required text. Unfortunately, the main office is not staffed to support the conversion of documents into an electronic format. We will, however, be happy to provide you with instructions on how to make these conversions using the equipment available in the department. (See Department Copy Policy for more details.)

Placing Book Orders
All book orders should be placed by the instructor of record through The Ohio State University Bookstore. Visit http://ohiostate.bncollege.com/ and click on Faculty to place your book order.

Printing class rosters or posting grades
Only the instructor of record for a course can access the course roster and post grades via the internet.

Providing office supplies
We keep a basic stock of items (stapler, white out, paper clips, tape, pens, scissors, etc.) that are available for use in the main office only. Unfortunately due to the restricted budget we cannot supply these items for all faculty, staff, or student offices.

Supplying directory information
We have information for faculty, staff, and students within the department. For information on other departments, we suggest you try OSU’s web directory (http://www.osu.edu/findpeople.php), or the Office of Human Resources (292-2707). For information on organizations outside of OSU, you could start with an internet search engine.

Department of Theatre Copier Policy

- Faculty and staff members are each allocated 750 copies per semester to support their teaching, research and service.
- Whenever possible, reduce font size and layout to keep syllabi to two duplexed pages.
- Photocopied handouts for classes should be kept to a minimum. For a class that frequently utilizes handouts, please compile a course packet that your students can purchase at UniPrint or place on Carmen for the student to download.
- All graduate teaching associates who are teaching and preparing syllabi for courses or recitations, must have their syllabi approved by their supervising faculty member prior to duplication. Only the supervising faculty member can authorize duplication of syllabi. GTA’s may only use their copy code for their teaching responsibilities. All other copies (including coursework and student productions) must be made by a member of the office staff and paid for at the current rate of $0.10 per sheet of paper (regardless of size or duplexing).
- Prior to and at the beginning of each semester, please send syllabi to Andrew Trimmer.31 for duplication, allowing a minimum of 2 business days for completion. Centralizing the duplication of syllabi decreases the number of wasted copies (quantity will be based on enrollment plus a few extras) and reduces the line at the copier during the first week of the semester. Syllabi that have been submitted for duplication will automatically be put on file – you will not need to submit a hardcopy for the file.

Helpful Links

http://buckeyelink.osu.edu/ - Courses, students, advising, deadlines, etc.
http://hr.osu.edu/ - Office of Human Resources
http://epayroll.theworknumber.com/osu/ - Paycheck and W2 information
http://www.gradsch.ohio-state.edu/ - Graduate School
<table>
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<tr>
<th>Name</th>
<th>Area Adviser</th>
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<th>Year of Study</th>
<th>Assignment 1</th>
<th>Assignment 2</th>
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<td>Bond.288, Linnea</td>
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<td>Melissa Lee</td>
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Changes to these assignments may be made through the first day of classes. Assignments and pass/fail options are subject to change.
Account & ID Management Services
Identity Management (Ohio State Username)
Back to the Knowledge Base

my.osu.edu: E-mail Delivery Forwarding
Article: KB01404  Published: 2012-06-08  Last modified: 2013-03-07

Most official e-mail from the university (including university offices, faculty, etc.) is addressed to your OSU e-mail address in the form lastname.#@osu.edu. If you prefer to receive e-mail at a different address, e-mail forwarding is an option.

To change your e-mail delivery address during or after your account activation, open your browser and go to the Self-Service site at my.osu.edu and log in.

Follow the instructions below:

Click Change E-Mail Delivery in the left navigation column.

Note where your e-mail is currently being delivered.

Faculty/staff:

1. Be aware of your college or department's preferred e-mail delivery method and policies.
2. Select one of the two options listed: Deliver my e-mail to the university's e-mail service or Deliver my e-mail to the following address.
3. If you selected the second option, type the e-mail address in the space provided. You should be aware if you choose a delivery address other than the university's e-mail service, it will result in hindered global calendar and address list functionality. However, any calendar and e-mail information already stored on the university Exchange e-mail service will remain and will be available via web access. Be aware changing your osu.edu e-mail address to a different forwarding address and then clicking Submit will cause your e-mail to be routed via the university's Exchange e-mail service to your new forwarding address.
4. Click Submit.

-OR-

Students:

1. Select one of the two options listed: Deliver my e-mail to Buckeye Mail, the university's e-mail service or Deliver my e-mail to the following address.
2. If you selected the second option, type the e-mail address in the space provided.
3. Click Submit.

-OR-

Applicants or Lifetime E-Mail Forwarding Service (LEFS) Users:

1. You must select the option Deliver my e-mail to the following address.
2. Type a non-OSU e-mail address (e.g., Gmail, Yahoo, etc.) in the space provided.
3. Click Submit.

Review the requested change and then click OK.

Verify a message indicating the change was successful appears. The e-mail forwarding should be effective in about 15 minutes.
Notes: After you change your forwarding address, send a test message to verify your e-mail is being delivered properly. If you have spam filtering activated, be aware it could prevent any e-mail that looks like spam from being received. If you're forwarding to a departmental or non-OSU commercial account, refer to your departmental IT for further instructions on how to check your e-mail from here.

Also, graduating students do not need to select a forwarding option after graduating if you are using Buckeyemail. Your Buckeyemail account can be used permanently after graduation.

Feedback:

Was this helpful?
- Yes
- No
- Not rated

Sources for Graduate Funding

Are you in search of funds for thesis or dissertation research, travel, or professional development? Here are some helpful links:

- **The Graduate School's Funding Resources Web Site**
  
  This site contains information on: [https://gradsch.osu.edu/funding](https://gradsch.osu.edu/funding)

  **Funding Resources**
  A collection of links to useful fellowship and financial aid pages

  **Presidential Fellowships**
  The Presidential Fellowship recognizes the outstanding scholarly accomplishments and potential of graduate students entering the final phase of their dissertation research or terminal degree project. This fellowship provides financial support so that the student may devote one year of full-time study to the completion of the dissertation or degree project unimpeded by other duties.

  Local graduate program funding
  Decisions about most graduate student funding other than Graduate School fellowships are made at the local graduate program and college level. Graduate students with questions about funding and funding availability are encouraged to inquire at the local level first.

  - First-Year Fellowships
  - Graduate School Matching Tuition and Fee Award
  - Multiple-Year Fellowships
  - J. Parker and Kathryn Webb Dinius Fellowship
  - Presidential Fellowships
  - Summer Research Opportunities Program Graduate School Fellowships

  **Other Funding Opportunities**
  - CIC/Smithsonian Institution Fellowship
  - Fulbright-Hays Doctoral Dissertation Research Abroad Program
  - Howard Hughes Medical Institute (HHMI) Fellowship Program
  - NIH Mentored Clinical Research Training Program
  - The Woodrow Wilson Ohio Teaching Fellowship Program
  - Pelotonia Graduate Fellowship
  - Bell Fellows Program
  - Office of Diversity and Inclusion
  - Office of Sponsored Programs
  - Funding Opportunities (Office of Research)
  - Office of Student Financial Aid

  **External Fellowships**
  A list of fellowship programs sponsored by organizations other than Ohio State University. [https://gradsch.osu.edu/funding](https://gradsch.osu.edu/funding).

  - Mellon/ACLS Dissertation Completion Fellowships
    - Stipend: $25,000, plus funds for research costs of up to $3,000 and for university fees of up to $5,000
    - Tenure: one year beginning summer semester. Completed applications must be submitted through the ACLS Online Fellowship Application system (ofa.acls.org)
    - Notifications will be sent in late March 2015.

  **Graduate School Matching Tuition and Fee Award**
  The Graduate School may be able to provide matching support for grants and other external funds that support graduate students. - [https://gradsch.osu.edu/faculty-staff-resources/matching-tuition](https://gradsch.osu.edu/faculty-staff-resources/matching-tuition)

  **Alumni Grants for Graduate Research and Scholarship**
  [https://gradsch.osu.edu/funding/grants/alumni-grants-graduate-research-and-scholarship](https://gradsch.osu.edu/funding/grants/alumni-grants-graduate-research-and-scholarship)

  The Alumni Grants for Graduate Research and Scholarship (AGGRS) provide up to $2000 for dissertation research support to doctoral candidates without any other research support from their department or advisor due to lack of
funds. Other eligible candidates include those pursuing a comparable graduate degree requiring a thesis. Although eligibility is based on financial need, awards are based on merit.

**Council for Graduate Students** [http://www.cgs.osu.edu/funding-opportunities/](http://www.cgs.osu.edu/funding-opportunities/)

- CGS has always strived to support graduate students in pursuing their goals. To this end, CGS supports three funding sources: the **Edward F. Hayes Graduate Research Forum**, the **Edward J. Ray Travel Award for Scholarship and Service** as well as the **Career Development Grant** program.
- The **Edward F. Hayes Graduate Research Forum** aims to help graduate students share their research with others and recognizes the truly outstanding students at the University.
- The **Edward J. Ray Travel Award for Scholarship and Service** helps graduate students to pursue their scholarly goals across the globe by financially aiding them when attending distant conferences and presentations.
- The **Career Development Grant** program encourages graduate students to prepare for placement into their chosen field and provides an opportunity to defray associated costs.
- The **Global Gateway Graduate Student Research Abroad Grant** encourages and promotes the professional and academic development of graduate researchers at OSU by providing financial support that allows graduate students to undertake research abroad.

**Graduate Associate Teaching Award**
The Graduate Associate Teaching Award (GATA) is the university’s highest recognition of the exceptional teaching provided by graduate students at Ohio State. A $1500 award is given to the ten GATA recipients along with a plaque and a letter of recognition from the Dean of the Graduate School.

- **Critical Difference for Women** [http://criticaldifference.osu.edu/](http://criticaldifference.osu.edu/)
  A variety of grants available for thesis/dissertation research on women, and professional development for women.

- **Office of International Affairs** [http://oia.osu.edu/grants-and-scholarships/graduates.html](http://oia.osu.edu/grants-and-scholarships/graduates.html)

  The Ohio State Office of International Affairs provides scholarships and grants for graduate students. Visit the links below to learn more about the International Affairs Grant, the Sonkin-Bergman-Wasserman Families’ Scholarship for International Understanding and Peace, the Phyllis Krumm Scholarship, the Fulbright-Hays Doctoral Dissertation Research Abroad, the FLAS Fellowships, and the Mershon Center Graduate Student Grants.

  Additional grant and scholarship opportunities in [Japan](http://www.japanexchange.org/), Korea and China are available from the [East Asian Studies Center](http://www.eastasianstudies.org/).

- **Arts & Humanities Graduate Research Small Grants Program**

  **Program Description:** The Graduate Research Small Grants Program is designed to enhance opportunities for graduate students in Arts & Humanities to conduct research by offering supplemental financial support of up to $500 on a competitive basis. Applications may be submitted at any time, but they should be received by the Arts & Humanities office at least six weeks before the date when the funds are to be used.

  For more information, visit: [https://artsandsciences.osu.edu/academics/graduate-students/funding-resources](https://artsandsciences.osu.edu/academics/graduate-students/funding-resources)

  Other Arts and Sciences Funding Sources: [https://artsandsciences.osu.edu/academics/graduate-students/funding-resources](https://artsandsciences.osu.edu/academics/graduate-students/funding-resources)
  - Arts & Humanities Chu Memorial Scholarship
  - Arts & Humanities G. Micheal Riley International Academic Fund
  - Arts & Humanities International Awards for Visual/Performing Arts
  - Fergus Memorial Scholarship

- **Robert L. and Phyllis J. Iles Award for Graduate Study of Myth**
The **Robert L. and Phyllis J. Iles Award for Graduate Study of Myth**, which is administrated by the Ohio State Center for the Study of Religion, has been established to make an annual award of up to $2000 each spring to a graduate student in the Division of the Arts and Humanities in support of that student’s research on myth. The award
shall be supplemented by $1000 from the Division of the Arts and Humanities and by up to $1000 from the student’s home department, for a possible total of up to $4000. Visit [http://religion.osu.edu/awards](http://religion.osu.edu/awards) for more information.

- **Columbus Schweitzer Fellows Program**
  We are proud to announce the College of Arts and Sciences participation in the Columbus Schweitzer Fellows Program, serving Central and Southeast Ohio. The Schweitzer Fellows Program is a one-year interdisciplinary, mentored fellowship program focused on health-related community service and leadership development. Information about the Schweitzer Fellows Program, including application instructions and the link to apply, can be found at: [http://www.schweitzerfellowship.org/chapters/columbus/application/](http://www.schweitzerfellowship.org/chapters/columbus/application/). You may also contact Dr. Sebastian Knowles at knowles.1@osu.edu, who is the coordinator of the Columbus Schweitzer Fellows Program in Arts and Sciences.

- **Funding option for Latin American and Caribbean Students**
  The General Secretariat of the Organization of American States (the OAS) offers both scholarships and interest-free loans to Latin American and Caribbean students to help finance their education, research or training at universities in the United States. The interest-free student loans are administered by the Leo S. Rowe Fund program (the Rowe Fund), which provides funding of up to $15,000. Given the supplementary nature of the program, beneficiaries need to secure additional resources to successfully finance their studies. For more information, visit: [www.oas.org/en/rowefund](http://www.oas.org/en/rowefund) or e-mail: rowefund@oas.org

**John C. Morrow Fund (Graduate Scholarship)**

Established in 1980 in memory of Dr. John C. Morrow, Professor of Theatre from 1963 until his death in 1979, the Morrow Memorial Fund provides small grants for Graduate student research with preference to projects that require travel overseas. Grants are also made to support research trips in North America and to attend national academic and professional conferences if a student is selected to participate in the meeting. Applications for grants may be made at any time during the academic year, but must be submitted to the Graduate Studies Committee well in advance of the research opportunity. Applications should first be discussed with the faculty advisor, and must include the following materials:

- a brief description of the research project
- a brief statement indicating the need for travel
- a budget showing projected expenses
- sources of matching funds through other grants or in-kind support
- a current CV or Resume
- a letter of recommendation from the faculty advisor

Please apply online at [http://theatre.osu.edu/gradstudies/research](http://theatre.osu.edu/gradstudies/research). Incomplete applications will not be considered.

All recipients of grants from the Morrow Memorial Fund are required to secure a Travel Number (T-number) from the Departmental Fiscal Officer before making any travel, housing, etc. arrangements, or they will not be reimbursed for expenses. As well, all recipients of grants from the Morrow Memorial Fund are required to submit a report of the results of their travel grants to the Graduate Studies Committee within one semester of completion of the travel, and may be requested to make a public presentation based upon work undertaken with the support of the Fund.

**Aida Cannarsa Snow Endowment Fund in the College of the Arts**

Established February 7, 2003, The Aida Cannarsa Snow Endowment Fund was established to provide need-based scholarships to students interested in the arts (specifically in Art Education, Art, History of Art, Theatre, and Dance). Applications for grants may be made at any time during the academic year, but must be submitted to the Graduate Studies Committee well in advance of the research opportunity. Applications should first be discussed with the faculty advisor, and must include the following materials:

- a brief description of the research project
- a brief statement indicating the need for travel
- a budget showing projected expenses
- sources of matching funds through other grants or in-kind support
- a current CV or Resume
- a letter of recommendation from the faculty advisor

Please apply online at [http://theatre.osu.edu/gradstudies/research](http://theatre.osu.edu/gradstudies/research). Incomplete applications will not be considered.
All recipients of grants from the Aida Cannarsa Snow Endowment Fund are required to secure a Travel Number (T-number) from the Departmental Fiscal Officer before making any travel, housing, etc. arrangements, or they will not be reimbursed for expenses.

**The William Case Kramer Theatre Research Fellowship**

The William Case Kramer Theatre Research Fellowship, funded by a bequest from Dr. Kramer, is designed to enrich the graduate theatre student experience with an emphasis on the international theatre perspective. Dr. Kramer, whose research involved international travel and culminated in his dissertation “Gordon Craig: Uber-Director, Major Influences on Craig's Theory and Practice”, received his Ph.D. from the department in 1974. Funds support a research fellowship to be awarded annually to a graduate student in theatre for work at the Jerome Lawrence and Robert E. Lee Theatre Research Institute. The fellowship will provide an archival work experience supervised by one of the Curators in consultation with the Director that results in a project or product and is expected to include an international travel component. William Case Kramer Theatre Research Fellowship application and selection procedure:

1. A committee consisting of the Curators and Director of the Theatre Research Institute and the Director of Graduate Studies in the Department of Theatre will receive and review applications for funding from the William Case Kramer Theatre Research Fellowship and will make a recommendation to the Chair of the Department of Theatre.

2. The committee, in consultation with the Chair, will determine the approximate amount of funding available for award in the next fiscal year.

3. The committee will divide funding into portions for the TRI fellowship and for foreign travel; the funding total will not exceed the department-level GTA stipend and the actual cost of travel.

4. Should income in a fiscal year be inadequate to provide a .5 FTE stipend for one academic semester plus travel funds, the committee may recommend to the Chair that income be accrued until it is sufficient for funding or that income in that fiscal year be used to enrich the graduate student experience by bringing internationally recognized professionals to campus to speak and interact with students.

5. By November 2 annually the committee will announce a call for proposals to Theatre graduate students.

6. Applications are due by the first Friday of spring semester. Proposals should describe 1) the applicant's overall research agenda, 2) the applicant's research interests in relation to TRI holdings that will prepare the student for research travel abroad, and 3) the proposed research travel. A preliminary draft budget for international travel must be submitted. The committee may request personal interviews with applicants.

7. Applications are reviewed by committee. Selection criteria will include 1) the quality of the proposal, 2) the relationship of the proposal to TRI holdings, 3) the relevance of the proposal to the applicant's overall research agenda, 4) the extent to which the proposed research requires foreign travel.

8. The committee will make a recommendation to the Chair by the end of January.

9. The applicant selected for the fellowship is announced by mid-February.

**Application for Special Scholarships**

This application collects student information to help Student Financial Aid award scholarships which have specific criteria. Freshmen and enrolled undergraduate and graduate students are encouraged to apply for consideration of all Special Scholarships. Please note that priority consideration will be given to student applications submitted by the posted priority date.

Should funds still be available, applications submitted after the priority deadline may then be considered.

Please Note: After you submit your application, Student Financial Aid will link your application with verified data (such as your major, GPA, rank, etc.) from the Student Information System to use when reviewing applications and making award decisions.

APPLY NOW>> [http://www.sfa.osu.edu/graduate-students/apply-for-aid/important-dates](http://www.sfa.osu.edu/graduate-students/apply-for-aid/important-dates)
Calendars of Events (Department of Theatre Events of Public Interest)
- звучание Event Calendar
- Arts and Sciences Events Calendar

Additional Calendars:
- Performance Space Calendars
- Production Calendars
- Classroom Calendars
- Departmental Calendars

Performance Space Calendars:
- Need space for a recital, workshop, or other arts event? Check out the Performance Space Calendar for details.
- Performance Space space is available to the public for a fee.

Production Calendars (2015-2016):
- The master production calendar for the years and the calendar of events for each of this year's productions.

Classroom Calendars:
- Classroom space is available for classes and public events as well as the classroom exam calendar.

Departmental Calendars:
- Additional calendars for other departments and events.
## Theatre ####: Course Title
### SYLLABUS

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### COURSE DESCRIPTION:
Description.

### LEARNING OBJECTIVES:
Objectives.

### TEACHING METHOD:
Lecture/Discussion.

### REQUIRED TEXTS:
Include where students can purchase texts.

- AUTHOR. TITLE. CITY, ST: PUBLISHER, YEAR.
- AUTHOR. TITLE. CITY, ST: PUBLISHER, YEAR.
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### RECOMMENDED TEXTS:
Include where students can purchase texts.

- AUTHOR. TITLE. CITY, ST: PUBLISHER, YEAR.
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### ASSIGNMENTS:
Assignment breakdown; information about the length and format of all papers, homework, laboratory assignments, and examinations; and information about the scheduling of examinations and due dates for assignments.

Research paper guidelines.

### GRADING:
Grading statement followed by breakdown:

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### Grading Scale:

- 93 - 100.0 A
- 90 - 92.9 A-
- 87 - 89.9 B+
- 83 - 86.9 B
- 80 - 82.9 B-
- 77 - 79.9 C+
- 73 - 76.9 C
- 70 - 72.9 C-
- 67 - 69.9 D+
- 60 - 66.9 D
- 0 - 59.9 E
**ATTENDANCE:** A class attendance policy.

**ACADEMIC MISCONDUCT:** It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct (http://studentlife.osu.edu/csc/).

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**FOR YOUR SAFETY,** the OSU Student Safety/Escort Service is available after 7 p.m. by dialing 292-3322.

**COURSE SCHEDULE**
(Readings should be completed prior to class meeting)
University calendar: [http://registrar.osu.edu/staff/bigcalsem.asp](http://registrar.osu.edu/staff/bigcalsem.asp)

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LEVEL: U
CLASS TIME: Tuesdays & Thursdays, 3:55-5:15PM
LOCATION: Drake 2068

INSTRUCTOR: First Last
OFFICE: Drake ####
OFFICE EMAIL: last.#@osu.edu
OFFICE PHONE: (614) ####-####
OFFICE HOURS: Mon & Wed 9:30-11:30AM

COURSE DESCRIPTION: Description.

LEARNING OBJECTIVES: Objectives.

GENERAL EDUCATION: [Instructor – Remove the categories for which this course has not been approved.]

Writing and Communication 2 [Theatre 2367.xx]
GOALS: Students are skilled in written communication and expression, reading, critical thinking, oral expression and visual expression.

Expected Learning Outcomes:
1. Through critical analysis, discussion, and writing, students extend the ability to read carefully and express ideas effectively.
2. Students apply written, oral, and visual communication skills and conventions of academic discourse to the challenges of a specific discipline.
3. Students access and use information critically and analytically.

Visual and Performing Arts [Theatre 2100, 2341 and 2811]
GOALS: Students evaluate significant works of art in order to develop capacities for aesthetic and historical response and judgment; interpretation and evaluation; critical listening, reading, seeing, thinking, and writing; and experiencing the arts and reflecting on that experience.

Expected Learning Outcomes:
1. Students analyze, appreciate, and interpret significant works of art.
2. Students engage in informed observation and/or active participation in a discipline within the visual, spatial, and performing arts.

Social Diversity in the United States [Theatre 2100 and 2367.xx]
GOALS: Students understand the pluralistic nature of institutions, society, and culture in the United States and across the world in order to become educated, productive, and principled citizens.
Expected Learning Outcomes:
1. Students describe and evaluate the roles of such categories as race, gender and sexuality, disability, class, ethnicity and religion in the pluralistic institutions and cultures of the United States.
2. Students recognize the role of social diversity in shaping their own attitudes and values regarding appreciation, tolerance, and equality of others.

Cross-Disciplinary Seminar [Theatre 3597]
GOALS: Students demonstrate an understanding of a topic of interest through scholarly activities that draw upon multiple disciplines and through their interactions with students from different majors.

Expected Learning Outcomes:
1. Students understand the benefits and limitations of different disciplinary perspectives.
2. Students understand the benefits of synthesizing multiple disciplinary perspectives.
3. Students synthesize and apply knowledge from diverse disciplines to a topic of interest.

Service-Learning [Theatre 3921 and 4921]
GOALS: Students gain and apply academic knowledge through civic engagement with communities.

Expected Learning Outcomes:
1. Students make connections between concepts and skills learned in an academic setting and community-based work.
2. Students demonstrate an understanding of the issues, resources, assets, and cultures of the community in which they are working.
3. Students evaluate the impacts of the service learning activity.

TEACHING METHOD: Lecture/Discussion.

REQUIRED TEXTS:
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AUTHOR. TITLE. CITY, ST: PUBLISHER, YEAR.
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Ohio State Theatre Ticket Office
Helpful Hints 2016-2017

Changes to Note: We’ve had a title change! We are now the Ohio State Theatre Ticket Office, please keep this in mind when referencing the office in any documentation or to patrons. There has also been a change of management – Rachel Barnes has moved into the main office as Fiscal Manager for the Department. Carolyn Jakubczak has taken over as Ticket Office Manager, please direct ticketing questions her way!

The Ticket Office is open: Monday – Friday, 10am – 4pm
Phone Number: 614-292-2295
Email: theatre-tix@osu.edu
Ticket Office info on-line http://theatre.osu.edu/boxoffice
Usher Sign Up http://usher.signupsheet.com/ (link on above website too)
Carolyn’s contact information: jakubczak.1@osu.edu or 614-292-7258

On days we have performances, we are also open for 90 minutes before the performance:
Monday – Sunday Evenings: 6pm – 7:30pm                 Weekend Matinees: 1:30pm – 3pm

Intermission? YES. We stay open through the end of intermission
Intermission? NO. Late seating? YES. We stay open 30 minutes into the performance
Intermission? NO. Late seating? NO. We stay open 15 minutes into the performance

We accept: Cash, Check, Visa, MasterCard, Discover, and American Express and BUCK ID.

➔ You must present a student ID to get the student discount. You can get unlimited tickets with one student ID. Student is anyone at OSU, another college/university, high school or younger. If there is a different discount for K-12 students it will be noted.

You can purchase tickets in person –OR- over the phone.
• In person – no service fee.
• Over the phone - $1 per ticket ordered.
• If a student purchases on-line via Ticketmaster the only price available is the ADULT price and the students will pay all the Ticketmaster service fees.
• Ticketmaster is the only direct internet purchasing; however, we do have an online request system. Anyone can go on-line and enter a ticket request (show date, # of tickets, etc.). It will send the box office an email and we then contact the patron to get credit card information to complete the sale.

There are NO REFUNDS/EXCHANGES on ticket purchases.
However, we will take tickets and attempt to re-sell them on the patron’s behalf. We make no
guarantees. We are most successful re-selling a ticket if we have it at least **24 hours** before the performance begins.

**Shows sell-out.**
Do NOT wait until the last minute to purchase tickets - especially opening night, Sunday matinees and closing performance of each show. Expect that most all shows in the Bowen Theatre, given that it has a smaller capacity, **will sell out.**

If you are buying your tickets at the door, give yourself at least ½ hour. Do NOT wait until 7:20pm to show up to buy tickets for the 7:30pm show. If there is a line, you may not be seated before the doors are closed. This is important because...

Our theatres all have a **NO LATE SEATING** policy. At times, exceptions MIGHT be made in the Thurber Theatre. Because of the theatre layout, they are **NEVER** made for shows in the Bowen Theatre. Once the doors are closed, you will not be seated until after intermission. If there is no intermission, you've missed the show. And remember: no refunds/no exchanges.

**Complimentary tickets for students are available APPROXIMATELY the 13th class day of the semester.**
- Department of Theatre **Graduate** students each receive **ONE** complimentary ticket for each show.
- **Undergraduate** Theatre Majors and Minors who are **DECLARED** (registered in the Main Office) prior to the **10th day** of the semester, receive 1 complimentary ticket for specific shows. If you become a major or minor after the 10th day, your status as a major will go into effect the next semester.
- For 2016-2017 undergraduate complimentary tickets will be available for: *Romeo and Juliet*, *One Man, Two Guvnors*, *Forbidden Zones: The Great War*, *Heathers: The Musical*, and *Macbeth.* (Availability of student comps for *7 Ways to Say I Love You* is TBD.)
- If you are in the cast or a part of the production team for a production, you receive **TWO** complimentary tickets. **TWO** total. Not one for being a student and two for being in the show.

Anyone can **USHER** for a performance and see the show for FREE. Ushers are asked to arrive 45 minutes prior to the show time and stay 15-20 minutes after the show is over. There are no usher spots for performances that are not in Drake (IE *Macbeth* at the Lincoln). There is a limit of 8 ushers per performance at Drake. We utilize an on-line sign up process that was very well received, but slots fill up fast!

**Season Subscriptions:** We offer season packages at a discount to students, faculty/staff, and the general public. Each season voucher is good for six tickets to our mainstage productions, to be used at your discretion, throughout the season. Consider this option for yourself, family, or friends if you’re planning on seeing more than one show this year! Contact the ticket office for more information!

**School of Music & Department of Dance**
Our box office is also the primary box office for the School of Music & Department of Dance events. This year Music is trying out a FREE, NO TICKETS NEEDED approach. This will NOT be the case for the Marching Band Concert, the Contemporary Music Festival, the Celebration Concert and Drums Downtown. There will be a student discount for those events. Dance also
offers a student discount, and now that they are fully moved into Sullivant Hall, the have more performances!

**CATCO/CAPA/Broadway Series.** Occasionally, we are a Secondary Box Office for events that happen in CAPA theatres, including CATCO and Broadway series performances. This means we can sell the events service fee free and accept credit cards and Buck ID, as if it were an Ohio State Theatre event. Ticket prices vary for events and sometimes they offer student discounts, usually on Wednesday and Thursday nights and Sunday matinees. Watch your email and Notes & News for these opportunities.

**WEXNER CENTER:** The Wexner Center has its own ticketing system. We can only sell tickets for Wexner Center shows that are in the Drake or a CAPA theatre (Lincoln, Riffe Center, etc.). Occasionally, we will purchase tickets on behalf of the Department and then make them available to students to purchase, thus eliminating a trip to the other side of the world (High Street). **Watch your e-mail and Notes and News**—there are usually specific and strict deadlines if you want to take advantage of these opportunities.
About Us and Our Services

We provide counseling and consultation to currently enrolled undergraduate, graduate and professional students. We also work with spouses/partners of students who are covered by the Comprehensive Student Health Insurance.

Our Comprehensive Services Include:

- Individual Counseling
- Group Counseling
- Psychiatry
- Nutritional Counseling
- Couple's Counseling
- Mandatory Assessments
- Outreach
- Psychological Testing
- Workshops
- Crisis debriefing
- Consultation for faculty, staff, and loved ones.
- Community Referral

Call 614.292.5766 to get started today!

Our staff represents diversity in terms of professional background and specializations. Find out more about our staff.

What we can help with:

- Stress Management
- Anxiety
- Depression
Drop In Workshops

Need Immediate Assistance?
Psychiatric Services
CCS/CESP Satellite Clinic
Eating Disorder Treatment Team

Making an Appointment

What languages do CCS therapists speak fluently?

Due to the wonderful diversity of the Counseling & Consultation Service staff, we offer therapy in the following languages:

- Cantonese
- English
- Hindi
- Korean
- Mandarin
- Spanish
- Turkish

Please note: Our website email address is for general questions. If you need to cancel or reschedule an appointment, please contact our office by phone. We do our best to respond to emails within 48 hours - Monday through Friday. This email address is not monitored over the weekends or holidays.

The Care Manager position at CCS works to:
1) Support students hospitalized for mental health reasons
2) Refer to services and assist with linkage
3) Connect and collaborate with community providers
Graduate/Professional Students

The Career Counseling and Support Services web site lists relevant, on and off campus, career resources to assist graduate students in their career decision making processes.

The links on the left have been organized to attend your career related needs wherever you are in the career development process. Additionally, the link "job/internship search strategies" offers resources for those graduate students who are identifying job opportunities in academia as well as for those who want general information or are considering a non-academic career.

Graduate Students
Location and Hours

**ASC Tech Service Desk**

**Hours:** 8:00 am - 5:00 pm M - F

455 Hagerty Hall  
1775 College Road  
Columbus, Ohio 43210  
**Phone:** 614-688-4447  
**Email:** asctech@osu.edu

**Digital Media Services**

**Hours:** 10:00 am - 4:00 pm M - F

142 Hagerty Hall  
1775 College Road  
Columbus, Ohio 43210  
**Phone:** 614-247-7056  
**Email:** dmshelp@osu.edu

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http://asctech.osu.edu/contact

8/16/2012
Mentoring

The SAWH is committed to mentorship and professional support and is pleased to offer this Mentoring Toolkit for its members and friends. We have selected a range of topics of interest to graduate students, young professionals, and even veteran historians. For topics that are particularly rich or complex, such as minority faculty experiences and job searching, we have included multiple entries to reflect different perspectives. We hope to phase in new topics over time and welcome suggestions and feedback, which can be send to the chair of the Mentoring Committee or to sawheditors@gmail.com. The SAWH is indebted to our contributors and past Toolkit editor Antoinette van Zelm.

All files open as pdf.

Conferences: Suggestions on conference presentations, networking, and organizing.

- "Conference Presentations" by Kelly Kennington

Finance and Funding: Fellowships, grants and other funding opportunities.

- "Fellowships, Scholarships, and Assistantships" by Kirsten E. Wood
- "Grants and Fellowships" by Carole Bucy

General: General advice on history and the academy.

- "Becoming A Historian" by Karen L. Cox
- "Higher-Education Teaching Venues and Culture" by Melissa Walker
- "Participating Effectively in [Male-Dominated] Discussions" by Amy Feely Morsman
- "Sexual Harrassment" by Glenda Gilmore and Margaret Nunnelley Olsen

Graduate Students: Advice for surviving graduate school.

- "Selecting a Graduate School" by Danielle L. McGuire
- "Completing Your Dissertation" by Shannon Frystak
- "Getting the Best From Your Teaching Assistantship" by Jean Stuntz
- "Graduate School Survival Guide" by Heidi Scott Giusto and Elizabeth Gritter

http://thesawh.org/mentoring-toolkit/
- “How to be a Successful Teaching Assistant” by Jessica Brannon-Wranosky
- “Preparing for Comprehensive Exams” by Rhonda Ragsdale
- “Time Management Tips for Dissertation Writing” by Elizabeth Gritter
- “You’re ABD, Now What?” by Heidi Scott Giusto
- “Your Advisor is Leaving!” by Darren J. Pierson

**Life: Strategies for the rest of your life.**

- “Dual Career Couples” by Rebecca Sharpless
- “Juggling Family and Career” by Carolyn Dupont
- “Just Say No, Or How to Manage Your Life Outside the Classroom” by Glenda Elizabeth Gilmore

**Mentors and Mentoring: How to find, and keep, a mentor or mentee.**

- “Mentors: How to Find Mentors” by Antoinette G. van Zelm
- “Mentoring/Mentee Suggestions From Experience” by Alisa Harrison

**Professional Development: Career advice, the job market, and publishing.**

- “Alternatives to the Academic Job Market: Archival Work” by Jennifer Davis McDaid
- “Applying for an Academic Teaching Job” by Mary Carroll Johansen
- “Minority Faculty Experiences” by Yvonne Davis Frear
- “Minority Faculty Experiences, Questions, Questions, Questions” by Elsa Barkley Brown
- “Navigating the Job Search” by Megan Shockley
- “Publishing in Peer Reviewed Journals” by Connie L. Lester
- “Tenure” by Kirsten E. Wood
- “Turning a Dissertation Into a Book” by Anne F. Scott

**Teaching: Skills and techniques for teaching.**

- “Adjuncting” by Joan Marie Johnson
- “Teaching History with E-Learning Components” by Jessica Brannon-Wranosky

This site is hosted by the Roy Rosenzweig Center for History and New Media

http://thesawh.org/mentoring-toolkit/
Autumn 2016

OSU Resources & Teaching Support at a glance:

The Guide to Assist Disrupted to Distressed Individuals

Emergency Management
http://ap.osu.edu/emergency/

Center for the Study and Teaching of Writing
https://cstw.osu.edu

Office of Student Life – Counseling and Consultation Services
http://www.ccs.ohio-state.edu/

Office of Student Life – Student Advocacy Center
http://advocacy.osu.edu/

Office of Student Life – Student Wellness
http://swc.osu.edu/

Student Code of Conduct
http://studentconduct.osu.edu

University Center for the Advancement of Teaching and Learning
http://ucat.osu.edu/
  • Workshops
  • Course Design Institutes

Buckeye Regional Anti-Violence Organization (BRAVO)
Provides support services for individuals impacted by hate crimes, sexual violence, intimate partner violence, and discrimination, as well as outreach and education programming
http://www.bravo-ohio.org/

Sexual Assault Response Network of Central Ohio (SARNCO)
Provides advocacy for female and male survivors of sexual violence through all ten Columbus-area emergency rooms, a 24/7 helpline for survivors, co-survivors, and community members, and prevention education/outreach programming
(614) 267-7020 (free, confidential helpline)
https://www.ohiohealth.com/sexualassaultresponsenetwork/

Suicide Prevention
http://suicideprevention.osu.edu/
OSU Department of Public Safety
http://www.ps.ohio-state.edu/police/programs/

To Report an Emergency: dial 9-1-1 (Know the address of your location/building)
OSU General Non-emergency: 614-292-2121

Buckeye Alert – *this is where you can register your phone for text alerts
http://buckeyealert.osu.edu/

Jen’s list of teaching resources:

**An Idiosyncratic List of Inspiring and Provocative Writing about Teaching**

- Well organized and broad ranging

- Strong thinking on lesbian/gay/queer studies in theatre curricula
- A great concluding chapter on “Performance as Feminist Pedagogy”


- All of it. Just read it. But I was particularly struck by chapters 3 and 13.

- All of it. Seriously. Read it. I am particularly fond of 4, 11, 14, 15.

Important Numbers to have in your cell phone:

**Department of Theatre**  614-292-5821

**OSU University police**  614-292-2121 or 911

911 PROCEDURES TO FOLLOW
1. Always try to remain calm.
2. Speak slowly and clearly.
3. Try to provide all information, to the best of your ability that the dispatcher is requesting. It helps to know the address and/or the building you are in.
4. Remain on the phone with the dispatcher.
5. Instruct someone to meet emergency personnel and escort them to the incident.

OSU Buckeye Alert text messaging system
http://buckeyealert.osu.edu/

Student Escort/Safety Services:  -- 614-292-3322

Student Conduct:  614-292-0748
http://studentconduct.osu.edu/

“The Code of Student Conduct is established to foster and protect the core missions of the university, to foster the scholarly and civic development of the university's students in a safe and secure learning environment, and to protect the people, properties and processes that support the university and its missions. Preservation of academic freedom and free and open exchange of ideas and opinions for all members of the university are central to these missions.”
Sexual Harassment, Disruptive student, Title IX compliance, Plagiarism, Hazing

Counseling and Consultation Services:  614-292-5766
http://www.ccs.ohio-state.edu/
Stress, mental health, suicide, depression, anxiety, parent and family

Student Health Services:  614-292-4321
http://shs.osu.edu/
feeling sick, injured, flu shot

Student wellness:  614-292-4527
http://swc.osu.edu/about-us/

Student advocacy:  614-292-1111
http://advocacy.osu.edu/
“The Student Advocacy Center is committed to assisting students in cutting through campus bureaucracy. Its purpose is to empower students to overcome obstacles to their growth both inside and outside the classroom, and to help them maximize their educational experience while pursuing their degrees at The Ohio State University.

In serving our students, the center:

- Equips students with information on the university's regulations and policies that will put them on equal footing with those who already are familiar with the operation of the university;
- Listens effectively, and provides timely, accurate information;
- Offers alternative resolutions in consultation with other university offices where appropriate;
- Treats each student as an individual and encourages others in the university to do the same;
- Makes its staff accessible to all students in the university.”

Sexual Assault Response Network (SARNCO)  614-566-4770
https://carmenwiki.osu.edu/pages/viewpage.action?pageId=25344156

Suicide prevention services  614-221-5445
http://suicideprevention.osu.edu/