# TABLE OF CONTENTS

I. PROGRAM OVERVIEW  

II. PROGRAM COMPONENTS/PLAN OPTIONS  

III. DEGREE REQUIREMENTS  

IV. FORMATION OF THE GRADUATE GUIDANCE COMMITTEE  

V. DEPARTMENTAL POLICIES: ACADEMIC PERFORMANCE  

VI. DEPARTMENTAL POLICIES: INTEGRITY AND SAFETY IN RESEARCH AND CREATIVE ACTIVITIES  

VII. STUDENT CONDUCT AND CONFLICT RESOLUTION  

VIII. WORK RELATED POLICIES  

IX. UNIVERSITY RESOURCES
I. PROGRAM OVERVIEW

GRADUATE STUDIES

Graduate degree programs in the Department of Theatre are designed to provide advanced work for persons preparing to teach or enter professional theatre. Currently, the department offers a Master of Fine Arts (MFA) degree program. A graduate degree in theatre from MSU can prepare you for a career as a professor or administrator at major colleges and universities throughout the United States or for a career in professional theatre. The MSU Department of Theatre is affiliated with the Black Theatre Network, the Speech Communication Association, the Association for Theatre in Higher Education, the United States Institute for Theatre Technology, the American Society for Theatre Research, the University/Resident Theatre Association, and the Williamston Theatre.

MFA ACTING

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 and future academicians. Extensive training in voice, movement and acting provide a foundation for student's development as both artist and educator. Given the program’s unique focus on preparing the artist and educator, an emphasis on the student as teacher is fundamental in most classes.

The MFA acting program at Michigan State University offers individualized and challenging advanced actor training. Intensive scene study and studio work cover a wide range of theatrical materials from the classics to contemporary. Training in voice and movement is an integral part of the program. All MFA students must complete at least six required advisor-approved performance credits in order to receive the degree.

Acceptance into the program is contingent upon a completed application to the Michigan State University Graduate School as well as the successful completion of an audition/interview. All acting candidates must demonstrate their potential at either larger unified auditions or through an audition before the Acting/Directing faculty while visiting Michigan State University.

MSU Offers numerous performance opportunities for graduates in a 3,500-seat concert auditorium, a 600-seat thrust, a 450-seat proscenium, a 200-seat arena, a 150-seat endstage, a 100-seat studio and the opportunity to perform in MSUs popular outdoor 400-seat Summer Circle amphitheater. While casting is not guaranteed in Department productions, MFA Actors are required to perform in an advisor-approved project each semester. A performance based major final project must be completed in the MFA Actors' final year of study.

We offer a variety of acting assistantships with very competitive stipend levels, and our graduate program works in tandem with a thriving undergraduate theatre program. Prior
to graduation, MFA acting students will also receive exposure to the professional theatre world as well as academia.

All Master of Fine Arts Actors must audition for all departmental main stage productions even though there are no guaranteed roles in these productions. If a student is not cast in a main stage production, the MFA Actor must perform in an advisor-approved performance project. One exception to this casting policy is the major final project to be completed in the MFA Actor’s final year of study chosen in consultation with the student’s guidance committee.

MFA Actors will meet each semester with his/her chosen committee to evaluate the work over the semester (see section IV).

**MFA DESIGN**

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, lighting, sound, or digital designer. Importance is also placed on acquiring technical skills in these areas. Students will study multiple areas of theatre design with the expectation that they will become proficient in at least two areas. 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. 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 candidates in Design receive personally tailored instruction in a well-rounded theatre context which includes courses in the theory and history of our craft, as well as a carefully developed program of practical training put together under professional guidance with your own career goals in mind. Small design classes assure high degree of one-to-one response to your projects and course work, and our position within a large university enriches the opportunities available to you from other departments and disciplines. Art history, literature, photography, music, textiles, communication, graphic design, animation, and web-based information technology represent some of the topics you may choose to enhance your studies. Our design labs provide the necessary design and production software to allow familiarization with many of the most common professional practices in this growing component of our industry.

MFA candidates develop portfolios by accepting a minimum of six design or technical assignments for fully realized departmental productions as members of the production team. You will work closely with your guidance committee to determine these assignments. Students must participate in production activities during each semester of enrollment in the program by accepting experiential learning assignments in addition to the design assignments.
Students interested in careers in academic theatre may teach introductory classes in their specialty. From time to time, visiting design professionals augment the design curriculum and provide further opportunities to learn from some of the best in the business.

MFA Designers will meet each semester with his/her chosen committee to evaluate the work over the semester (see section IV).

ADVISING AND MENTORING WITH THE DEPARTMENT OF THEATRE

The Department of Theatre operates under the “GUIDELINES FOR GRADUATE STUDENT ADVISING AND MENTORING RELATIONSHIPS” ([http://grad.msu.edu/researchintegrity/docs/ris04.pdf](http://grad.msu.edu/researchintegrity/docs/ris04.pdf)). In addition, each graduate student experiences a mentor-apprenticeship relationship for each production assignment with the faculty member who becomes the student’s predominant area professor and the faculty member who is directing or supervising the collaborative creative/research project that the student is engaged with.
II. PROGRAM COMPONENTS/PLAN OPTIONS

GRADUATE GUIDANCE COMMITTEE

Each student in the graduate program in Theatre proceeds to his/her degree under the mentorship of a Graduate Guidance Committee. This is formed from faculty in the student’s degree program and the appointed chair of the Graduate Guidance Committee becomes the major academic advisor. Students are required to select this committee with the approval of the Area Head no later than the completion of the first semester (see section IV).

REQUIREMENTS FOR THE MASTER OF FINE ARTS DEGREE IN THEATRE

The program is available only under Plan B (without thesis). A total of 60 credits are required for the degree. The student's program of study must be approved by the student's Graduate Guidance Committee. (See Section III of this Handbook for a complete description).
III. DEGREE REQUIREMENTS

ADMISSION INFORMATION

Applicants must meet the general requirements for consideration for admission to master's and doctoral degree programs in the College of Arts and Letters referenced in the College statement.

An international applicant is required to have fulfilled the University's English language proficiency requirement as described at http://grad.msu.edu/internationalstudents/

Audition/Interview Policy for the MASTER OF FINE ARTS – ACTING

All acting candidates must demonstrate their potential by auditioning, either through unified national auditions or may make an appointment through the Graduate Acting Program Director 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 (http://www.urta.com/Auditions-and-Interviews/what-are-the-nuais.html) Furthermore, applicants should be prepared to demonstrate additional skills upon request and to respond to direction. Applicants should not apply to the University until they have been conditionally accepted to the MFA program.

Audition/Interview Policy for THE MASTER OF FINE ARTS DESIGN

All candidates must demonstrate a potential for growth in design through a portfolio presentation and interview. A request for an interview on campus should be made, including suggested dates. The on-campus interview will not be scheduled until a resume, portfolio, and unofficial transcript have been reviewed and a phone or in-person interview with the Graduate Design Program Director has been conducted. The portfolio may include examples of work from realized or unrealized theatre productions and class projects. Samples of research material, organizational paperwork, and production photographs are recommended. Depending on a student's previous design experience, the portfolio may contain sketches, renderings, animations, drafting, lighting and audio paperwork, and other applicable materials. Submission of work that demonstrates the designer's process as well as the final product is recommended. 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, textiles, collage, graphic design, animation, and web-based information technology. Applicants should not apply to the University until they have been conditionally accepted to the MFA program.

PROVISIONAL ACCEPTANCE

An applicant for the MFA program may be accepted provisionally if, in the judgment of the department chairperson and advice from faculty, the student has sufficient promise of success in the graduate program but lacks the requisite entry academic credits in Theatre.
The department will recommend specific courses or experiences for the student that may be achieved concurrently with graduate course enrollment. When the specific provisions of the admission are accomplished, the student is moved to Regular status. A Provisional student is not eligible for a graduate teaching or research assistantship. Provisional status or unique circumstances related to acceptance are at the discretion of the Chairperson in consultation with the faculty.

GENERAL PROGRAM REQUIREMENTS FOR THE MFA ACTING DEGREE

A minimum of 60 graduate credit hours must be completed for the MFA in Acting. The area requires the completion of specific classes. Please see the Graduate Program Director for course requirements and schedule.

ACADEMIC STANDARDS

The student must:

1. Maintain a grade–point average of 3.30 or higher in courses in the Department of Theatre.

2. Accumulate no more than 6 credits with a grade below 3.0 in courses that are to be counted toward the degree.

3. DF-Deferred grades: The required work must be completed and a grade reported within 6 months with the option of a single six-month extension. If the required work is not completed within the time limit, the DF will become U-Unfinished and will be changed to DF/U under the numerical and Pass-No Grade (P-N) grading systems, and to DF/NC under the Credit-No Credit (CR-NC) system. This rule does not apply to graduate thesis or dissertation work.

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

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

Students holding Graduate Assistantships are required by the Department of Theatre and the Graduate School to register for a minimum of six (6) graduate credit hours per semester, excluding summers when a minimum of three (3) graduate credit hours is required if a fee waiver is utilized. Students holding Graduate Assistantships will receive a tuition waiver for a maximum of ten (10) graduate credit hours per semester, excluding summers when a maximum of five (5) graduate credit hours is available.

Receipt of externally funded fellowships by students who have written their own grant applications and worth at least $20,000 (direct costs) now makes the students eligible for in-state tuition rate. The in-state tuition rate applies only to the semesters during which the student is supported by the fellowship. This policy applies only to grants funded
through a competitive process by a US institution/agency/foundation. Funds obtained through non-competitive processes (e.g., need-based fellowships) or from international sources do not qualify the students for in-state tuition rates. For more information: go to Chittenden Hall; 466 W. Circle Dr. 2nd floor. http://grad.msu.edu/

Additional Program Requirements for the MFA - Acting Degree

Students must enroll in THR 894—Special Projects in Theatre for each major performance project. In the judgment of the student’s Graduate Guidance Committee and those faculty directly related to the THR 894 credit, the student must present evidence of growth in each project. Acting students must audition for all main stage productions and be eligible for casting in these shows during their three years of residency. If a student is not cast in a main stage production, the MFA Actor must perform in an advisor-approved project. With committee approval, such projects may include:

- Original performance piece
- Graduate student directed productions
- Professional theatrical production
- Other approved theatrical events

One exception to this casting policy is the major final project role to be completed in the MFA Actor’s final year of study. In consultation with the student’s guidance committee, the student will be assigned a role to be performed in a departmental production or the student may create an original performance piece for public presentation. Both projects require significant, detailed research and a report to the Guidance Committee. Details on requirements will be given by the committee.

Students are subject to formal reviews by the Acting faculty of performance in both the classroom as well as their performance in departmental productions and independent projects (see section V).

Students must complete 60 credits of the Department Academic Core, Acting Core and Electives. The DOT website has the most up-to-date information: http://theatre.msu.edu/index.php/academics/graduate-studies/mfa-acting/

Transfer Credits
Transfer credits must have been completed within the time limit for the degree. A maximum of 9 credits can be accepted to a master’s degree program from transfer courses, Lifelong Education enrollment status, and the Graduate Certificate level.

Independent Study Credits
MFA in Acting candidates are limited to (8) THR 890: Independent Study credits which may count toward their degree requirement.

GENERAL PROGRAM REQUIREMENTS FOR THE MFA DESIGN DEGREE
A minimum of 60 graduate credit hours must be completed for the MFA in Design. The area requires the completion of specific classes. Please see the Graduate Program Director for course requirements and schedule.

**ACADEMIC STANDARDS**

The student must:

1. Maintain a grade–point average of 3.30 or higher in courses in the Department of Theatre.

2. Accumulate no more than 6 credits with a grade below 3.0 in courses that are to be counted toward the degree.

3. DF-Deferred grades: The required work must be completed and a grade reported within 6 months with the option of a single six-month extension. If the required work is not completed within the time limit, the DF will become U-Unfinished and will be changed to DF/U under the numerical and Pass-No Grade (P-N) grading systems, and to DF/NC under the Credit-No Credit (CR-NC) system. This rule does not apply to graduate thesis or dissertation work.

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

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

Students holding Graduate Assistantships are required by the Department of Theatre and the Graduate School to register for a minimum of six (6) graduate credit hours per semester, excluding summers when a minimum of three (3) graduate credit hours is required if a fee waiver is utilized. Students holding Graduate Assistantships will receive a tuition waiver for a maximum of ten (10) graduate credit hours per semester, excluding summers when a maximum of five (5) graduate credit hours is available.

Receipt of externally funded fellowships by students who have written their own grant applications and worth at least $20,000 (direct costs) now makes the students eligible for in-state tuition rate. The in-state tuition rate applies only to the semesters during which the student is supported by the fellowship. This policy applies only to grants funded through a competitive process by a US institution/agency/foundation. Funds obtained through non-competitive processes (e.g., need-based fellowships) or from international sources do not qualify the students for in-state tuition rates. For more information: go to Chittenden Hall; 466 W. Circle Dr. 2nd floor.

**Additional Program Requirements for the MFA – Design degree**

MFA candidates develop portfolios by accepting a minimum of six design or technical assignments for fully realized departmental productions as vested members of the
production team. Students must participate in production activities during each semester of enrollment in the program by accepting experiential learning assignments in addition to the design assignments.

Students are subject to formal Process Portfolio Reviews by the design faculty in both the classroom and the production program (see section V).

A comprehensive portfolio review is conducted at the end of the final semester.

Students must complete 60 credits of the Department Academic Core, Design Core and Electives. The DOT website has the most up-to-date information:
http://theatre.msu.edu/index.php/academics/graduate-studies/mfa-design/

**Transfer Credits**
Transfer credits must have been completed within the time limit for the degree. A maximum of 9 credits can be accepted to a master’s degree program from transfer courses, Lifelong Education enrollment status, and the Graduate Certificate level.

**Independent Study Credits**
MFA in Design candidates are limited to (8) THR 890: Independent Study credits which may count toward their degree requirement.

**EXIT SURVEY FOR ALL GRADUATE STUDENTS**

All students who have applied for graduation will have access to the survey. The survey asks questions about educational experiences in MSU graduate programs, as well as about immediate professional plans. The Graduate School uses data from this survey when reviewing graduate programs and to guide decisions about services and initiatives for graduate students.

The identity of all respondents will be kept confidential and only aggregate (group) information will be made available to faculty and administrators. The students will receive an e-mail message from the dean of the graduate school with a link to the survey. However, students do not need to wait for that e-mail message to complete the survey after applying for graduation. It takes about 5-10 minutes to complete the online survey. Below are the instructions for completing the survey and they are also available from http://grad.msu.edu/etd/

**Instructions for students:**
- Access the following website:
  - Master’s Students: https://www.egr.msu.edu/masters/survey/
  - Enter your MSU NetID (Login Name) and Password
  - Complete all the items on the survey. When finished, click **Submit**.
If you cannot open this survey, please contact destination-survey@egr.msu.edu, and include your name, student ID #, degree level (MFA) and semester of graduation. You will then be notified when you are able to complete the survey.

**RESIDENCE REQUIREMENT**

A residency requirement of five semesters (not necessarily consecutive) is required for the MFA degree.

**GRADUATE DEGREE CERTIFICATION CHECKLIST**

_____ ALL PROGRAMS complete Application for Graduate Admission (http://www.msu.edu/user/gradschl/apply.htm)

_____ ALL PROGRAMS complete Department of Theatre: Graduate Guidance Committee Form with appropriate faculty signatures (http://www.theatre.msu.edu/Academics/Forms/)

_____ ALL PROGRAMS complete Department of Theatre: Academic Checklist of Courses for desired degree program (http://www.theatre.msu.edu/Academics/Forms/)

_____ ALL PROGRAMS complete Department of Theatre: Record of Completion of Requirements (http://www.theatre.msu.edu/Academics/Forms/)

_____ ALL PROGRAMS complete Application for Graduation (http://www.reg.msu.edu/StuForms/GradApp/GradApp.asp)

_____ ALL PROGRAMS review Important Deadline Information regarding all University Documentation (http://www.msu.edu/user/gradschl/graduation.htm)

_____ ALL PROGRAMS review University Commencement Information (http://www.msu.edu/unit/acadevnt/commencement/)

_____ ALL PROGRAMS complete the MSU short online EXIT SURVEY (https://www.egr.msu.edu/masters/survey/)
IV. FORMATION OF THE GRADUATE GUIDANCE COMMITTEE

**MFA – ACTING GRADUATE GUIDANCE COMMITTEE**

The Acting Graduate Guidance Committee consists of three members of the Graduate Faculty: the student's adviser, another member of the Acting faculty chosen by the student in consultation with their adviser, and a third member outside of the Acting area of the Department of Theatre Faculty chosen by the student in consultation with their adviser. A fourth, rotating, member of the committee may be appointed as needed. The student's Graduate Guidance Committee should be constituted by the end of the student's first semester of enrollment in the program and the composition of the Graduate Guidance Committee will be submitted to the Head of Acting for approval. The intention is that this committee remains consistent throughout the student’s tenure at MSU. Any changes must be approved by the adviser (see below).

**MFA – DESIGN GRADUATE GUIDANCE COMMITTEE**

The Design Graduate Guidance Committee consists of three members of the Graduate Faculty: the student's adviser, another member of the Design/Technology faculty chosen by the student in consultation with their adviser, and a third member outside of the Design/Technology area of the Department of Theatre Faculty chosen by the student in consultation with their adviser. A fourth, rotating, member of the committee may be appointed as needed. The student's Graduate Guidance Committee should be constituted by the end of the student's first semester of enrollment in the program and the composition of the Graduate Guidance Committee will be submitted to the Head of Design for approval. The intention is that this committee remains consistent throughout the student’s tenure at MSU. Any changes must be approved by the adviser (see below).

**ALL PROGRAMS**

It is imperative that the student and the adviser meet during the first semester to map out an overall curriculum plan based upon the degree requirements and options. The plan must be approved by the Graduate Program Director in the area. 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.

Change in Adviser:

A change of adviser may be initiated by the student or by the adviser. The student must secure the agreement of the change from the proposed new adviser before informing the Graduate Program Director. The Program Director will review this recommendation for procedural compliance with both Departmental and Graduate School rules and guidelines. If the recommendation is not in compliance, the Director will refer the matter back to the Department Chair and, if applicable, the Graduate Hearing Board for review.
Change in Committee Member:

If a change of committee member becomes necessary it may be initiated by the student or by the committee member. The student must secure the agreement of the change from the proposed new committee member before informing their adviser. If their adviser sees any problems with the assignment, the matter will be reviewed by the Graduate Program Director in the area who will review this recommendation for procedural compliance with both Departmental and Graduate School rules and guidelines. If the recommendation is not in compliance, the Director will refer the matter back to the Head of Area for review. Refer to (GSRR 2.4)
V. DEPARTMENTAL POLICIES: ACADEMIC PERFORMANCE

ALL PROGRAMS

SEMESTER ACADEMIC REVIEW OF ACCEPTABLE ACADEMIC STANDARDS

The Department Chair monitors the semester reviews of all graduate students. It is the responsibility, however, of the Graduate Guidance Committee to conduct semester reviews. The Program Directors in turn, consider these semester evaluations in order to determine that students are making reasonable progress within their courses of study. 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 3.30 or better grade point average. Academic review recommendations are forwarded to the Graduate Program Director for review and assessment. In a timely manner, the Graduate Program Director informs the Chair of the results of the semester academic review.

ALL REVIEWS: The MFA will prepare a bullet point list of feedback from the Guidance Committee meeting and send it to the Committee and Graduate Secretary within 24 hours of the meeting. The Adviser will make a written critique of the student's work, which is then placed in the student's file. The student will receive a copy of the committee review and may make an appointment with his or her adviser or Graduate Guidance Committee to discuss the review and recommendation of the faculty based upon the evaluation committee's critiques. The student may respond in writing to this critique. The student’s response will be added to the file and copies to the Graduate Guidance Committee and Department Chair. After the review, the Academic Advisor will notify the Department Chair, 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.

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 major final project within three years following commencement of graduate studies.

ACADEMIC REVIEW

Following each academic review, the Graduate Guidance Committee 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 3.30 average, the Department will place the student on Probation, with the possibility of removal from graduate study if the course work does not improve under conditions communicated to the student at the time of notification.)
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 as reflected in the Graduate Area review critiques and evaluations. The recommendation a student receives reflects the evaluation of the adviser and the assessment of the total Area Faculty. 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 in Program

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 evaluated to be sure that they meet the requirements of the G.A. assignment (see below).

2. First Warning

First Warning Status: the student will be placed under observation by the Academic Advisor and the Graduate Guidance Committee 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 Program Director will oversee the process, in coordination with the Graduate Guidance Committee and the student’s adviser, and will keep the Graduate School informed, as needed. The Graduate Guidance Committee and/or the adviser will notify the Director of Graduate Studies at the mid-term review on the status of the corrective action. If these have been taken successfully, first warning status is dissolved. A second warning may be given. The student may respond in writing to this process.

3. Second Warning

Second Warning Status: the student will be placed under observation by the Academic Advisor and the Graduate Guidance Committee 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 Graduate Program Director will oversee the process, in coordination with the Guidance Committee, the student’s advisor, and will keep the Graduate School informed, as needed. The Graduate Guidance Committee and/or the adviser will notify the Program Director at the mid-term review, if and when the Second warning status is to be lifted. Without sufficient improvement as determined by the Graduate Guidance Committee, the student will be placed on probation.

4. Probation

Probation Status: the department imposes probation if the student’s GPA falls below a 3.30 average. A student may be dismissed from graduate study if the GPA fails to rise to 3.30 or better. The student will be under observation by the faculty to determine progress
toward meeting review criteria. The student will be provided with specific written reasons for probation and suggested corrective actions. The Graduate School will be officially notified of the recommended probation status by the Department Chair. The Graduate Guidance Committee will notify the Department Chair at the end of the semester when probation status is to be lifted. (Refer to GSRR 4.2.4 and Policies for Graduate Students in the Department of Theatre 3.1.4.1 at http://www.theatre.msu.edu/Academics/Forms/)

5. Denial of Further Registration

When the student has not satisfactorily addressed the areas in need of improvement cited in the Second Warning or Probation, the student will be denied further registration in the degree program upon approval of and notification by the Graduate Guidance Committee and the Graduate School.

6. Leaves of Absence

Under special conditions, graduate students may be granted one leave of absence. A maximum leave of one year may be granted to master’s students. The length and rationale for the leave of absence must be stated in advance, recommended to the dean by the department, and approved by the dean.

**ARTISTIC/ASSISTANTSHIP REVIEW**

The artistic review will consist of review of the graduate student’s performance in the TA/GAship and performance/production involvement. The Guidance Committee 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. Recommendations are based on artistic progress demonstrated in the assistantship duties and production process. The student will be informed of any requirements that need to be met for Warning or Probationary status to be lifted.

The four types of recommendations are as follows:

1. **Proceed in Program**
   The student’s performance in the laboratory/shop meets or exceeds the criteria established within the Department and the GA/TA appointment. The student is making satisfactory progress.

2. **First Warning**
   The student will be placed under observation by the Adviser, the Guidance Committee, and the Shop Supervisor 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 Adviser will notify the Department Chair at the mid-term review on the status of the corrective action. If these have been taken successfully, first warning status is dissolved. A second warning may be given. The student may respond in writing to this process.
3. Second Warning
The student will be placed under observation by the Adviser, the Guidance Committee and the Shop Supervisor to determine progress toward meeting review criteria. The student will be provided with specific written reasons for the second warning and will be given suggested corrective actions. The Adviser will notify the Department Chair at the mid-term review if and when the second warning status is to be lifted. Without sufficient improvement as determined by the Guidance Committee the student will be placed on Probation.

4. Probation
The Department imposes probation if the student fails to perform the duties of the assistantship or artistic assignment adequately. The student will be provided with specific written reasons for the probation and suggestive corrective actions. A student may be removed from assistantship or graduate study if the terms of the probation are not met. The Guidance Committee will notify the Department Chair after the mid-term review as to whether or not probationary status is to be lifted.

Criteria for semester academic and artistic reviews have been established for each major area. These criteria are listed below.

MFA – Acting/Review Criteria

Below are specific criteria for the Acting Academic and Artistic Review.

Graduate Guidance Committee Review

At the end of each semester the student will be asked to meet with the Graduate Guidance Committee. This meeting must be scheduled well before the last week of classes. This meeting is a chance to examine progress throughout the semester and assist in preparing for ultimate success upon graduation. At least one week prior to the meeting the student must deliver to the committee members an updated CV, professional resume, and a reflective written evaluation of 5-7 pages that addresses the following issues:

1) THR 894
2) Performance and process evaluation
3) Progress as actor
4) TA Classroom self-evaluation
5) Progress as educator
6) Goals for next semester

At this meeting, the committee will review all paperwork and check credits and graduation status. It is also a chance for you and your committee to constructively evaluate your work at Michigan State University.

At the committee review the work will be discussed using the following criteria:
A. Flexibility
   1) Willingness to take direction
   2) Commitment to in-class work
   3) Willingness to take risks and demonstrate inventiveness

B. Preparation: Work Outside of Class
   1) Practice of skills
   2) Reading
   3) Memorization
   4) Development of material
   5) Development of original material or original approaches

C. Classwork
   1) Performance of scenes and exercises
   2) Written work
   3) Performance of other assignments and exercises

D. Contribution to Classroom Community
   1) Ability to collaborate
   2) Discussion skills
   3) Appropriate critical commentary and constructive criticism
   4) Adherence to classroom etiquette (as established by instructor)

E. Professional Comportment
   1) Punctuality
   2) Preparation
      a) Warm up
      b) Timely memorization and analysis
      c) Appropriate attire
   3) Respect
      a) Courtesy for fellow workers
      b) Care of rehearsal hall, theatre, props, costumes, etc.
      c) Demands of the profession

F. Artistic Ability
   1) Believability or Compelling 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.
   2) Playing moments/discoveries where required Full engagement in a sequence of actions, discoveries and responses that are linked to create a varied, engaging performance.
   3) The creative use of language and visual ideas through the invention of approaches to new performance.
4) The ability to clearly articulate ideas to an audience or clearly present challenging and difficult ideas to an audience.

G. Techniques
   1) Physical
      a) Physical characterization
      b) Presence
      c) Physical ease and grace (elegance of execution)
      d) Specific demands of the role: dance, acrobatics, combat, etc.
   2) Vocal
      a) Vocal freedom and expressiveness
      b) Audibility
      c) Clarity
      d) Vocal characterization
      e) Dialect
   3) Emotional
      a) Meeting the emotional demands of a role
      b) Easy and expressive use of a wide emotional range

H. Text analysis:
   1) Depth and quality of text analysis as demonstrated in specific, well justified line readings and phrasing, well-conceived objectives and appropriate character choices.

I. Completion and respect of teaching assignment related to evaluation and student review.
   a. Successful class preparation.
   b. Completion of duties
   c. Positive growth as educator.

**Procedures and Deadlines for MFA - Acting**

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

**First Year**

First Review: end of fall semester
- Identification of strengths/weaknesses
- Recommendation: Proceed or Warning
- GA evaluations and written results of review forwarded to Department Chair by end of fall semester

Second Review: end of spring semester
- Assessment of Progress Recommendation: Proceed or Warning (refer to Section VII “Warning/Probation Process”)
• Review and progress report

Second Year

Third Review: end of fall semester (Leads to decision on plan for completion of degree)
  • GA evaluations and written results of review forwarded to Department Chair.
  • Discussion of major final project (refer to Section III.)
  • Review and progress report

Fourth Review: end of spring semester
  • Assessment of Progress Recommendation: Proceed or Warning (refer to Section VII “Warning/Probation Process”)
  • Review of progress report
  • Preparation for thesis role

Third Year

Fifth Review:
  • Assessment of Progress Recommendation: Proceed or Warning (refer to Section VII “Warning/Probation Process”)
  • Review of progress report
  • Preparation or review of major final project

Sixth Review:
  • Review of materials related to the major final project
  • Review of progress report.
  • Following the Academic Review Committee’s meeting, the student's academic adviser shall compile the written evaluations 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.

MFA – Production Design/Review Criteria

Below are specific criteria for the Design Academic and Artistic Review.

Graduate Guidance Committee Review

At the end of each semester students will be asked to meet with the Graduate Guidance Committee. This meeting must be scheduled well before the last week of classes. This meeting is a chance to examine progress throughout the semester and assist in preparing for ultimate success upon graduation. At least one week prior to the meeting the student must deliver to the committee members an updated CV and a reflective written evaluation of 5-7 pages that addresses the following issues as they relate to you:

1) THR 894 – Design Projects
   • Initial discussions with the director and production team
- Research process: primary and secondary sources
- Determination of concept/idea
- Personal creative process
- Collaborative experience with director and production team
- Execution of concept/idea; problems and solutions
- Self-assessment of effectiveness: process, execution and final product

2) Progress as Designer
3) Progress as Educator
4) TA self-evaluation
5) Coursework self-evaluation
6) Goals for Next Semester

At this meeting, the committee will review all paperwork and check credits and graduation status. It is a chance for the committee to constructively evaluate the student’s work at Michigan State University.

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, animations, portfolio/website). Students should consult their academic advisers regarding any questions they may have about the review.

First Year

First Review: end of fall semester: Entrance Portfolio
- Identification of strengths/weaknesses
- Recommendation: Proceed or Warning
- GA evaluations and written results of review forwarded to Department Chair by end of fall semester

First Review: The first review occurs at the end of Fall 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: end of spring semester: Candidacy Portfolio
- GA evaluations and written results of review forwarded to Department Chair.
- Assessment of Progress Recommendation: Proceed or Warning (refer to Section VII “Warning/Probation Process”)

Second Review: At the end of Spring Semester of the first year of study, a candidacy 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. 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.
Second Year

Third Review: end of fall semester: **Process Portfolio**
- GA evaluations and written results of review forwarded to Department Chair.
- Assessment of Progress Recommendation: Proceed or Warning (refer to Section VII “Warning/Probation Process”)

Third Review: At the end of Fall Semester of the second year of study, the process portfolio review occurs. All completed course work, papers, projects, research materials, and realized designs are included. The evaluation also encompasses the growth of professional design skills and the performance of the responsibilities as a member of a production team.

Fourth Review: end of spring semester: **Process Portfolio**
- GA evaluations and written results of review forwarded to Department Chair.
- Assessment of Progress Recommendation: Proceed or Warning (refer to Section VII “Warning/Probation Process”)

Fourth Review: At the end of Spring Semester of the second year of study, the process portfolio review continues. All completed course work, papers, projects, research materials, and realized designs are included. The evaluation also encompasses the growth of professional design skills and the performance of the responsibilities as a member of a production team.

Third Year

Fifth Review: end of Fall Semester: **Comprehensive Portfolio**
- GA evaluations and written results of review forwarded to Department Chair.
- Assessment of Progress Recommendation: Proceed or Warning (refer to Section VII “Warning/Probation Process”)

Fifth Review: At the end of Fall Semester of the third year of study, the process portfolio review continues. All completed course work, papers, projects, research materials, and realized designs are included. The evaluation also encompasses the growth of professional design skills and the performance of the responsibilities as a member of a production team.

Sixth Review: end of Spring Semester: **Comprehensive Portfolio**
- GA evaluations and written results of review forwarded to Department Chair.
- Assessment of Progress Recommendation: Proceed or Warning (refer to Section VII “Warning/Probation Process”)
- Following the Academic Review Committee’s meeting, the student's academic adviser shall compile the written evaluations 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.
Sixth Review: At the end of Spring Semester of the third year of study, the comprehensive portfolio review continues. All completed course work, papers, projects, research materials, and realized designs are included. The evaluation also encompasses the growth of professional design skills and the performance of the responsibilities as a member of a production team.

**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 appear on each work.

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 response paper will be submitted 1 week prior to semester review. (See guidelines and cover sheet information at http://www.theatre.msu.edu/Academics/Forms/)

5. Visual documentation (photographs, and/or computer or web-based visualization) 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, digital storyboarding, etc. will be included.

8. Demonstration of related graphic abilities in the arts (including painting, drawing, and sketching, compositing).

**MFA – Design Follow-up Interview**

Each student will submit to the committee and Graduate Secretary an outline of discussion points brought up at the meeting. At the end of each semester review, the Advisor will submit to the Graduate Secretary the committee’s interest in the student's continuance in the program (refer to Section VII “Warning/Probation Process”). This notification will be placed in the student's academic file.
**GRADUATE STUDENT ACADEMIC FILES AND VIEWING PROCEDURES**

**Typical Inventory in Academic File:**

1. Official Academic Transcript
2. Academic Checklist of designated degree sought
3. Graduate Guidance Committee Form
4. Special Projects’ Forms including project descriptions
5. A copy of the Student/Advisor Semester Reviews

*Note that for teaching assistants a separate “personnel file” is prescribed by the GEU/MSU contract.*

**Viewing Policy of Academic File:**

A graduate student shall have the right to inspect his/her own academic record and shall also have the right to inspect reports and evaluations of his or her conduct. The student shall be able to challenge the content of these documents by inserting their written response into the file.

All viewing must either be in the presence of their Academic Advisor, Department Chair or an Academic Secretary.
VI. DEPARTMENTAL POLICIES: INTEGRITY AND SAFETY IN RESEARCH AND CREATIVE ACTIVITIES

GUIDELINES FOR INTEGRITY IN RESEARCH AND CREATIVE ACTIVITIES

Plagiarism and other forms of academic dishonesty can result in a penalty grade on the assignment, a 0.0 in the course/seminar, or the student’s dismissal from the program. Graduate students are responsible for knowing the university rules pertaining to plagiarism and other forms of cheating, and for educating themselves about what actions and practices constitute plagiarism and other forms of academic dishonesty such as getting unauthorized help from others (or giving it) in writing papers or writing the comprehensive examination.

The Research Integrity Office is an additional source of information (http://www.rio.msu.edu).

The Graduate School research and scholarly integrity webpage: http://grad.msu.edu/researchintegrity/.

VIOLATION OF PROFESSIONAL STANDARDS

Plagiarism in research and research writing will initiate a review by College Graduate Committee and may result in probation and/or dismissal.

Under Department of Theatre By-laws and Policies the following will initiate review by Graduate Guidance Committee and may result in removal from the activity in question, probation and/or dismissal:

- Attempting to function in rehearsal, preparation meetings or performance under the influence of abusive substances (i.e. alcohol, illegal drugs, etc.).

- Abusive behavior (including but not limited to inappropriate language) to peers, colleagues, collaborators

- Lack of punctuality for deadlines, rehearsal, performances, public relations demands

APPROVAL FOR HUMAN RESEARCH PROTECTION PROGRAM

If you would like more information about human subject research protections or want someone from the MSU Office of Regulatory Affairs to give a presentation to your group, please email hrpp@ora.msu.edu.

See University By-laws and Guidelines (http://hrpp.msu.edu/)
Activity in this category is supervised by the Graduate Guidance Committee and department chairperson.

**ORCBS**

Adherence to the regulations is a departmental function. Please consult with Office Manager and Department Chair.
VII. STUDENT CONDUCT AND CONFLICT RESOLUTION

PROFESSIONAL BEHAVIOR AND POLICY FOR DISMISSAL

Graduate students in the Department of Theatre operate in two separate but connected spheres: the classroom and the rehearsal/preparation/performance process and experience.

In both spheres, all participants are expected to be collegial and non-abusive, respectful of others’ viewpoints and never disparaging.

Professional academic behavior includes punctuality, sincere and deeply motivated attempts to master the subject matter, and a willingness to share and cooperate with others.

Professional theatre behavior is outlined in the departmental by-laws under rehearsal Guidelines. (See http://www.theatre.msu.edu/Academics/Forms/)

In the event of transgressions or lapses, the student is advised by the site or project supervisor with recommendations for altering the objectionable behavior. If necessary, the area supervisor is consulted, then the student's academic advisor and Graduate Guidance Committee and finally the chairperson. At all stages, an informal resolution is preferred.

Rehearsal/Preparation/Performance conflicts are resolved at the lowest possible level by the persons involved through goodwill and the guiding principle that primacy is accorded to the most immediate production. The Department Chair with the advice of the faculty is the final arbiter of these conflicts.

The grievance procedure is outlined in the department bylaws; appeals are addressed by the college and university bylaws governing grievances.

Excerpt from Department By-laws regarding Hearing Procedures

2.2.3 Graduate Hearing Board
   2.2.3.1 Composition
   The Graduate Hearing Board shall be composed of three faculty members elected by the voting faculty and three graduate students. Graduate student representatives to the Hearing Board will be elected yearly from the total body of graduate students in the Department of Theatre.
   2.2.3.2 Function
   Procedures shall be in accordance with University policies and procedures pertaining to academic hearing protocol.
Refer to the Office of the University Ombudsperson’s Website for additional information regarding MSU policies. (http://www.msu.edu/unit/ombud/)
VIII. WORK RELATED POLICIES

CRITERIA FOR DEPARTMENT OF THEATRE GRADUATE ASSISTANTSHIPS

ALL PROGRAMS

Refer to MSU/GEU Contract for specific policy regarding University Procedures that are respected by the Department of Theatre.
http://commons.grd.msu.edu/

GEU Website:
http://geuatmsu.org/

All GA/TA job opportunities are available at
http://theatre.msu.edu/index.php/academics/graduate-studies/

Each academic year the Department of Theatre appoints Graduate Assistantships (one and two semester appointments), at up to 50% full time equivalent, to perform staff duties in teaching, production, research, and administration. Some work in Theatre Research; some teach small-group recitation sections in conjunction with large service courses principally IAH 241D; some teach in introductory Department of Theatre courses; 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 April 15.

Appointment as a Graduate Assistant is based on the qualifications of the applicant, the evaluation of the applicant via audition, interview, portfolio review and letters of reference. Faculty in the areas in which TA/GA positions are available review all applicants and recommend to the chairperson. Appointments are determined by funding availability and are renewed on the basis of progress toward degree as determined by the student's Graduate Guidance Committee.

Graduate Assistants receive monthly stipend checks. 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 Assistants 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 assistantships 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 Assistant 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 Assistant (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 Assistant may be given as partial fulfillment of the degree requirements. Those individual assignments should receive specific credit under Special Projects on Theatre: THR 894. Graduate Assistant assignments are made each semester by the Chairperson of the Department in consultation with the faculty. Once the assignments are announced for the upcoming semester, the Graduate Assistant should make an appointment with the faculty supervisor of the assigned areas to establish the precise work schedule for the upcoming semester. Specific assignments may vary within a semester.

Department of Theatre GAs and TAs are given a written review of their assistantship performance by their designated supervisor. All responses will be sent to the Guidance Committee and kept in the GA or TA’s personnel file.

**Training and Professional Development**

The Department of Theatre will offer an orientation training program in the fall of every year for all graduate teaching assistantships. During this orientation, graduate TAs will be provided training in the teaching of specific subject matter, an introduction to course goals, grading criteria and practices, and classroom and/or shop procedures. All TAs shall, as part of their regular duties, participate in such programs.

While such programs are important for all graduate teaching assistants, attendance will not be required for any employee who is determined by the Department of Theatre already to have the skills and experience equivalent to those provided in the program.

Required training during the defined orientation period of a graduate TA’s employment, will be included as part of the hourly semester total.

**Relationship Violence and Sexual Misconduct**

All TAs and RAs must complete the on-line training about the Relationship Violence and Sexual Misconduct Policy. To Access the training, login to the ORA training website at: [http://goo.gl/pLh01o](http://goo.gl/pLh01o). Click "Register," "Complete Registration" and then "Launch" to begin the Relationship Violence and Sexual Misconduct (RVSM) Policy - Faculty, Staff Training. (If it indicates that you have already registered, use "In Progress Training", then "Launch."). You will want to reserve approximately 30 minutes to complete all assignments. If you need assistance, contact the Helpdesk at 517-884-4600 or train@ora.msu.edu.

**Outside Employment and Work for Pay**

A Graduate Assistant (50%) who is considering additional employment outside the Department or the University must obtain first, the permission of his/her Adviser. The Adviser must evaluate the impact of the additional employment commitments on the
student's academic progress and on his/her GA responsibilities. Once decided, the Head of Design must be informed.

**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 and undergraduate students run until each is released individually by the faculty supervisor of the area in which the assistantship or employment is located or as defined by the GEU contract (see GEU Article 10). Requests for early departure must be made in writing and approved by each instructor, work supervisor, and the academic adviser, and then submitted to the Graduate Guidance Committee as soon as possible.

**Professional Meetings**
Graduate students may request from their area supervisor accommodation to attend career-significant professional meetings, interviews and auditions not to exceed one working week. Preference is given to final year graduates.

**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. Refer also to policy in GEU article 18.

**Grief Absence Policy:** For master’s (Plan A), master’s (Plan B) with research responsibilities, and doctoral students, it is the responsibility of the student to: a) notify their advisor/major professor and faculty of the courses in which they are enrolled of the need for a grief absence in a timely manner, but no later than one week from the student’s initial knowledge of the situation, b) provide appropriate verification of the grief absence as specified by the advisor/major professor and faculty, and c) complete all missed work as determined in consultation with the advisor/major professor and faculty. It is the responsibility of the advisor/major professor to: a) determine with the student the expected period of absence – it is expected that some bereavement processes may be more extensive than others depending on individual circumstances, b) receive verification of the authenticity of a grief absence request upon the student’s return, and c) make reasonable accommodations so that the student is not penalized due to a verified grief absence. If employed as a RA or TE, the graduate student must also notify their
employer. Both employer and student will swiftly communicate to determine how the student’s responsibilities will be covered during their absence. Graduate teaching assistants (TAs) should refer to the bereavement policy in the MSU GEU CBU Article 18. Students in the graduate professional colleges (CHM, COM, CVM, LAW) with their own grief absence policies are excluded from the above and should follow their own policies. Students who believe their rights under this policy have been violated should contact the University Ombudsperson.

**Summer Appointments**

Summer appointments are separate from the regular academic year appointments and positions to be available are announced in the Spring Semester. All job opportunities are available at [http://www.theatre.msu.edu/Academics/Programs/Graduate/](http://www.theatre.msu.edu/Academics/Programs/Graduate/). 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 assistants for the summer term will be made by the Department Chair in consultation with area faculty.

**English Language proficiency level**

Refer to section III of this handbook for GA/TA expectations.

*Refer to Criteria for the Appointment of a Graduate Assistant regarding a checklist of Procedures that are respected by the Department of Theatre.*

[http://www.vps.msu.edu/graduate-assistant-information](http://www.vps.msu.edu/graduate-assistant-information)

**Study Abroad**

The Office of Study Abroad at Michigan State University is dedicated to providing all MSU students with high quality international academic opportunities that allow them to develop knowledge and skills needed to become productive and successful members of the global community. In partnership with MSU colleges, departments, support units, faculty, and staff, we seek to increase awareness of education abroad opportunities, to promote intercultural learning, and to advocate for diversity in participants and programs.

**CRITERIA AND PROCEDURES FOR REAPPOINTMENT**

**ALL PROGRAMS**

It is the policy of the Department of Theatre that Graduate Assistant 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 referenced in Section VII of this Handbook, and is not guaranteed.

**MFA – ACTING**

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

DEPARTMENTAL RESOURCES AND POLICY

All Graduate Assistants will have access to the following…

1. An office (single or shared) to conduct office hours.
2. Copy machines with the approval of the Office Manager.
3. Office supplies with the approval of the Office Manager.
4. A mailbox located in the central office; 113 Auditorium.
5. Access to a telephone in the central office; 113 Auditorium.
6. Digital Design Lab if a computer is not provided in the individual’s office.

Refer to “Policies for Graduate Students in the Department of Theatre” regarding by-laws that are respected by the Department of Theatre.
(http://www.theatre.msu.edu/Academics/Forms/)
IX. UNIVERSITY RESOURCES

Michigan State University  
http://www.msu.edu/

MSU: The Graduate School  
http://grad.msu.edu/Default.aspx

Career and Professional Development (PREP)  
http://grad.msu.edu/prep/

MSU Teaching Assistant Program  
http://tap.msu.edu/

GEU/MSU Contract  
http://www.msu.edu/user/gradschl/geu/agree.pdf

College of Arts and Letters  
http://www.cal.msu.edu/

MSU Department of Theatre  
http://www.theatre.msu.edu/

Summer Circle Theatre  
http://theatre.msu.edu/index.php/productions/summer-circle-theatre/

Program for Interdisciplinary Learning through the Arts  
http://teachart.msu.edu/pila/

Department of Art and Art History  
http://www.art.msu.edu/

Broad Art Museum  
http://broadmuseum.msu.edu/

MSU Museum  
http://museum.msu.edu/

MSU Office of the Ombudsman  
http://www.msu.edu/unit/ombud/

MSU Libraries  
http://www.lib.msu.edu/

MSU Libraries Magic  
http://magic.lib.msu.edu/
Counseling and Support Services/Public Safety and Health Information
http://www.msu.edu/user/gradschl/all/health.htm

Housing Information
http://www.liveon.msu.edu/

Campus and Community Information
http://www.collegelife.msu.edu/

Career and Professional Development Resources
http://www.msu.edu/user/gradschl/career.htm

Student Organizations
http://studentlife.msu.edu/student-organizations-activities

Graduate Student Survey Results
http://grad.msu.edu/survey/graduestudent.aspx