

Assistantship rules and guidelines specific to Design Graduates:

Your assistantship is employment for the University of Tennessee. You are being paid a stipend, and in return, you are expected to fulfill duties as assigned.

Possible GTA assignments can include: Working in CBT shops, being a Teaching Assistant, Teaching a Course, Research/Special Projects.

Between all of your responsibilities, you are required to complete 225 hours per semester, averaging 15 hours per week.

Hours cannot be carried over from semester to semester.

Hours can be completed, with permission from your supervisor, prior to the first day of class, during winter break, or after a semester ends.

When assigned to a shop, it is a job, like any non-theatre employment. As such, we expect the following:

- The shop supervisor is your boss. Treat them as such
- Show up ready to work when scheduled
- Stay on the job until scheduled to leave
- Wear appropriate attire for the job at hand
- Contact the shop supervisor if your schedule changes in time for them to make arrangements to cover your shift/projects.
- Time missed must be made up.

Discuss with your particular shop supervisor, whether they expect hours to be completed on a regular weekly basis, or a total accrual by the end of the semester. Each shop is different and you must adhere to their policy.

Under normal circumstances, hours put into a production as a designer, do not count towards GTA hours. Contact your shop supervisor, any time you feel you are putting in time as an employee/worker in a shop, rather than as a designer.

If you have been assigned research or special projects for GTA hours, your faculty mentor is your direct supervisor.

Please keep track of your hours. Even when not directly supervised (research/projects/lab supervision), you will be asked to account for time spent.

In most cases, a prorated number of hours will be excused for the following trips:

Foreign Study Trip, NYC Workshop, SETC, and USITT. A standard 15-hour week calculation will be used to excuse the hours missed for these approved trips. If it is a partial travel week, and is more than 2 days, then 3 hours a day shall be excused while out of town.

Hours missed due to production meetings must be made up, except for the following exception:

Hours missed due to a CBT design full day conference, when you would otherwise be scheduled to work, will be excused. These hours can only be used in the week in which the meeting took place, and do not roll over to the end of the semester. Contact your supervisor to apply these hours.

Any assistantship hours missed because of time spent out of town assisting the design faculty or independent designs outside of the department must be made up completely.

When assisting faculty in a class, in the role of Teaching Assistant, hours count as hours worked. This includes prep, grading, and class time. In most cases, extra hours will be allocated to compensate for prep and grading. If not, the Teacher of Record will allocate your time spent in class accordingly.

If you are getting GTA credit for being a Teacher of Record (you are teaching the class, and not assisting), only hours spent in class count towards your GTA total hours. Sometimes more hours will be allocated for classes that require more time, but time spent beyond the hours allocated for teaching will not count towards your total GTA hours.

MFA in Theatre students carry out GTA duties through work in a combination of areas appropriate to their discipline. Assistantship duties are an integral part of academic achievement, professional standards and behavior, project and production work, and teaching, assisting, and GTA duties are evaluated as such. Failure to accomplish GTA duties as assigned by area faculty can affect academic standing and result in loss of assistantship and/or probation and dismissal procedures. See "Standards, Problems, and Appeals" in the MFA handbook found here:

<http://theatre.utk.edu/handbook/>

And the university graduate handbook found at the graduate catalog:

<http://catalog.utk.edu/> > Academic Policies and Requirements for Graduate Students > Assistantships

Any mediation between the student and their supervisor or the faculty can be handled through Joe Payne. Please contact me if you have any questions or concerns regarding your GTA.

Please look through the documents found at <http://theatre.utk.edu/handbook> for policies and procedures. They can also be found on the S: Drive under Resources > Manual

The Department requires that you have your class schedules posted to your vols.utk.edu calendar.

This can be done through your UTK account at office365.com, Outlook, or any app that is entering events into your vols.utk.edu calendar (i.e. iPhone mail app if your vols.utk.edu email address is selected as the calendar entering the event).

This is the only means by which Susan, our production manager, can efficiently schedule fittings, meetings, etc... Currently, there is no way for Susan to incorporate google calendars into our scheduling app, and therefore no way for her to use your Google calendar.

It would be wise to also add other possible conflicts, including shop hours. When adding shop hours to your schedule, please set them as Tentative, instead of Busy, so that Susan can distinguish those events from classes.

To add your schedule:

1. Login in at office365.com by signing in and selecting "Work, school, or university."
2. Enter your credentials. For username, enter your full email address, rather than just your netid.
3. Click on the Calendar icon to select calendars.
4. Double click the desired day to add an event.
5. Additional instructions for entering and managing calendar events are located here: <https://support.office.com/en-us/article/Create-modify-or-delete-a-meeting-request-or-appointment-in-Outlook-com-or-Outlook-on-the-web-541383fd-35b7-49a6-b4c8-2ee75af2f40a>
6. As your classes are recurring appointments, make sure to choose "More details" and then edit the "Repeat" information to match your class schedule.
7. Remember to set your shop hours as Tentative instead of Busy so they are distinguished from classes.

To view departmental calendars from your vols.utk.edu account at office365.com.

1. Follow the instruction above to access your calendar.
2. From the top menu, select Add Calendar > From Directory
3. In the "From Directory" text box enter the following letters and click search.
 - a. Thr_ (for productions)
 - b. CBT_ (for spaces and classrooms)
 - c. AMB_ (for the rehearsal room schedule and computer lab)
4. Select the calendar you would like to view from the resulting list.
5. The selected calendar will show up in the available calendars in the left hand pane.