

**University of Tennessee
College of Arts & Sciences**

**Department of Theatre
Graduate Student Handbook
2017-18**

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Department Head Welcome Statement

Welcome to the University of Tennessee Department of Theatre and the Clarence Brown Theatre.

We hope that your experience and training here will exceed your expectations. We expect that you will find it both challenging and rewarding: challenging, in that the expectations for professional growth are high, and rewarding, in that the artistic opportunities are exciting. You are now part of the Clarence Brown Theatre, a LORT Theatre of international reputation, and your training will be tested and tempered in an atmosphere of professional accomplishment and high artistic ambition. We believe that the most exciting professional theatres take on the responsibility to train and encourage the next generation of theatre artists. We believe in our dual educational and professional mission, we believe in the distinction CBT brings to our community, we believe in the quality of our work, and we believe that your experience here will bring you closer to your aspirations. We all wish for your success and we are committed to guiding you toward it.

My own door is always open. Feel free to stroll in.

Welcome here.

Calvin MacLean
Artistic Director, The Clarence Brown Theatre
Head, Department of Theatre

Introduction

Graduate School Introduction

In order to serve the mission and vision of the Graduate School and preserve the integrity of graduate programs at the University of Tennessee, Knoxville, information related to the process of graduate education in each department is to be provided for all graduate students.

Based on Best Practices offered by the Council of Graduate Schools, it is important that detailed articulation of the information specific to the graduate degrees offered in each department/program be disseminated. The Department Graduate Handbook does not deviate from established Graduate School Policies noted in the 2017-18 Graduate Catalog (<http://catalog.utk.edu/index.php>), but rather provides information about the specific ways in which those policies are carried out. Please become familiar with the Graduate Catalog. In addition to much useful information there, *you are expected to be familiar and comply with the Graduate Catalog and all*

- (a) Academic Policies and Requirements for Graduate Students, online at: <http://catalog.utk.edu/content.php?catoid=21&navoid=2510>
- (b) Policies governing student conduct and academic integrity in *Hilltopics Student Handbook*, online at <http://hilltopics.utk.edu/>

Further information pertaining to graduate students is available at:

- the Graduate School website: <http://gradschool.utk.edu>
- the Graduate Council Appeal Procedure (revised 2009): <http://gradschool.utk.edu/documents/2016/02/student-appeals-procedures.pdf>

Department of Theatre Introduction

This handbook outlines the course of study for the MFA degree in Theatre and discusses many of our department's guidelines and special features. Used in conjunction with the policies and procedures of the UT Graduate School, it provides a comprehensive overview of the Department of Theatre's graduate-level offerings.

Departmental Graduate Administration includes:

- Artistic Director and Dept. Head: Prof. Calvin C. MacLean, cmaclean@utk.edu, 865-974-6011
- Director of Graduate Studies: Prof. Terry Weber, tweber@utk.edu, 865-974-7062
- Graduate Committee:
 - Prof. Terry Weber, Chair
 - Prof. Bill Black, wblack@utk.edu, 865-974-2188
 - Assoc. Prof. Jed Diamond, jdiamond@utk.edu, 865-974-7068
- Administrative Associate: Charlotte Holland, cholla10@utk.edu, 865-974-7058
- Accounting Specialist: Jill Baker, jillb@utk.edu, 865-974-6011
- Business Manager: Stephanie Lyn Wall, swall10@utk.edu, 865-974-7060

MFA Degree

Within concentrations in Costume Design, Scenic Design, Lighting Design, and Acting, the Master of Fine Arts degree provides comprehensive training in an environment that fosters creative risk-taking and that equips graduates to compete successfully in the theatre profession of today.

LORT Theatre Company

A unique feature of the MFA program at UT is the presence of a resident professional theatre. The Clarence Brown Theatre (CBT) is a LORT D theatre produced by the Department of Theatre and fully integrated with its academic curriculum. Three or four of the department's eight annual subscription productions are produced under the CBT LORT contract, allowing students the opportunity to work alongside seasoned professionals. Founded in 1974, the CBT is one of the older companies in the LORT system and has a distinguished history of hosting artists of national and international stature. MFA actors and designers work in the CBT production season throughout their training. MFA actors have the opportunity to join Actors Equity Association, and MFA Designers have opportunities to do mainstage work during their training.

International and Film Initiatives

The Department of Theatre MFA program in Design features a strong component of international exchange. Students and faculty have opportunities to interact with international artists in Knoxville or abroad. These opportunities provide experience of diverse modes of theatrical representation and ways of working that enable designers to see their work within the context of a larger world-view. The department allocates funds on a priority basis for exchange initiatives and/or graduate student travel.

The MFA in Theatre, Acting concentration also engages exchange and experience with national and international artists in workshops and productions at UT. However, emphasis in the acting area has shifted from international travel to providing increased experience of acting for the camera, and funds are allocated to reflect this change in emphasis.

General Duties and Responsibilities of Faculty, Resident Artists, and all Graduate Students

- 1) Faculty and Resident Artists are fully committed to the mission statement of the Dept. of Theatre.

“The mission of the Department of Theatre and the Clarence Brown Theatre Company shall be to achieve regional, national, and international distinction by:

- A. Providing quality programs of study at both the graduate and undergraduate levels.*
- B. Supporting a resident professional theatre to foster professional standards of production and performance.*
- C. Enriching the study and practice of theatre with projects and pursuits which facilitate national and international artistic exchange among teachers, students, and professional artists.*
- D. Providing a cultural resource for both the university and the larger East Tennessee community.*

The Master of Fine Arts in Theatre shall provide an educational and artistic foundation for a life of work and research in theatre.”

As stated in the Faculty Handbook, Sections 2.2.2 and 2.2.3:

“Teaching

Faculty members are responsible for teaching effectively by employing useful methods and approaches that facilitate student learning. Faculty members design courses to achieve clearly defined learning objectives with appropriate evaluation tools and teaching methods. Advising undergraduate and graduate students concerning courses, curricula, and professional opportunities beyond the degree is also important. Faculty members may educate students through distance learning. Faculty members may pursue the scholarship of education, so as to improve teaching of faculty members and other educators, such as primary and secondary teachers, or extension agents. Other faculty members through outreach instruct non-traditional audiences in off-campus settings to improve professional expertise and public understanding.

Research / Scholarship / Creative Activity

Faculty members make intellectual and creative contributions through the scholarship of discovery and application, both within and across disciplines. Faculty disseminate their scholarly work through venues respected in their disciplines and beyond academia, secure funding where appropriate for their scholarly endeavors through organizations and disciplinary opportunities, and mentor undergraduate and graduate students in the research experience. Some faculty members pursue the scholarship of discovery by creating new knowledge and skills. Some faculty members pursue the scholarship of application, which typically involves outreach to the community to co-develop successful practices to address problems to benefit individuals and organizations.”

All Theatre Department faculty members engage in creative activity as practicing theatre professionals or in the scholarship of theatre history/criticism/theory.

2) *Graduate students are expected to be familiar and comply with all requirements of*

- (a) The Graduate Catalog, online at: <http://catalog.utk.edu/index.php>
- (b) Academic Policies and Requirements for Graduate Students, online at: <http://catalog.utk.edu/content.php?catoid=21&navoid=2510>
- (c) Policies governing student conduct and academic integrity in *Hilltopics Student Handbook*, online at <http://hilltopics.utk.edu/files/Hilltopics%202015-16.pdf>

Admission Requirements and Application Procedures

Graduate School Admission Requirements

All applicants to the MFA program must first complete all procedures and requirements for admission to the Graduate School of The University of Tennessee, Knoxville, as detailed in *The Graduate Catalog*: <http://catalog.utk.edu/index.php>. The phone number is 865-974-2475.

A Bachelor's degree is required from a college or university accredited by the appropriate regional accrediting agency. A foreign degree must be equivalent to a U.S. Bachelor's degree and must be accredited by its regional or national accreditation agency.

U.S. Degree holders must have earned a 2.7 out of a possible 4.0 GPA or a minimum of 3.0 during the senior year of undergraduate study. Foreign degree holders must have earned a minimum of 3.0 on a 4.0 scale or other equivalent to a 'B' average. If you have completed previous graduate course work, you must have a grade-point average of 3.0 on a 4-point scale or equivalent.

The Dean of the Graduate School must approve all admissions.

The application for admission is the same for both international and domestic students. However, there are deadlines and other important information that relates to international students only at: <http://gradschool.utk.edu/admissions/applying-to-graduate-school/admissions-for-international-students/> and in the UT Graduate Catalog. Please read them carefully, and then proceed to the application procedures.

Department of Theatre MFA Program Admission Requirements

The MFA Program of the Department of Theatre has additional requirements for admission that must be met by prospective graduate students before acceptance.

Interviews with appropriate faculty are required of all applicants. Applicants for admission to MFA design programs must submit samples of their work. Auditions are required of MFA Acting applicants.

Two letters of recommendation, an application for assistantship, and a Statement of Purpose are required and should be uploaded directly through the admission software of The Graduate School.

No GRE or MAT scores are required for admission.

Admission requirement information may also be found at the Department of Theatre website: <http://theatre.utk.edu/>

Financial Support

Assistantships

All MFA candidates in the Dept. of Theatre are awarded Graduate Teaching Assistantships (GTA's). These assistantships include full tuition remission and a combination of stipends/fellowships awarded from a variety of sources, including the College of Arts and Sciences, the Office of the Chancellor, and the Department of Theatre. The resulting overall allocation is approximately \$14,000 per year per graduate student, paid monthly. Your payment may vary during the summer from that in the academic year, depending upon the sources from which your individual funds are allocated. In addition to the stipend and fellowships, the assistantship provides graduate student health insurance. This is a continuing award that is not renewable for more than three years. As long as a student maintains good standing (a cumulative GPA of at least 3.0 plus consent of the faculty), assistantships remain in force. Please note that the tuition waiver does not include a waiver of certain fees (programs & services, technology, facilities, and transportation), which currently amount to approximately \$900/semester. These amounts may be adjusted slightly after final approval of budgets for any given fiscal year. Also, please note that student health insurance does not cover spouses, dependents, or partners. Such coverage may be available at additional cost to the student.

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 and assisting performance, and GTA duties are evaluated as such. Failure to accomplish GTA duties as assigned by area faculty can affect academic standing and result in denial of assistantship or fellowship renewal, and/or probation and dismissal procedures. See "Standards, Problems, and Appeals" (pages 20, 21) and Examinations / Evaluations" (page 19) below.

Design:

Graduate students in design will generally be placed in the shop directly related to his/her area of concentration. Assistantships require 15 hours work per week during the 15 weeks of each semester. Teaching assignments may be available during the second and third years of study. Stagecraft, Make-Up, and Introduction to Theatre are among the courses that have been taught by qualified graduate students in design. Teaching a course exempts the student from three to five hours of shop work per week, as determined prior to being assigned by the Faculty. The student is responsible for working the remaining hours per week in the shop to which he/she has been assigned.

Students may also be credited for hours in which, at the discretion of and at the behest of their area advisor, they perform research, teaching assistance, or other duties not related to the shop. Traditionally, students transition from the shop to other duties in their third year.

Design Student Facilities

MFA design students each have studio space in a building dedicated to the use of the MFA design program. This facility includes a teaching and seminar room, a state of the art peripherals lab with a laser engraver/cutter, 3D printer, and large format plotter for model building and printing plans, a refrigerator, and microwave oven.

Design Opportunities

Students in design will design a minimum of one Lab Theatre production and two fully supported CBT productions during the three-year course of study. If the student's

schedule permits and additional design opportunities in the department are available, design of additional productions is possible. Design outside the department is not permitted during the academic year without prior approval from their area advisor. For procedures please see *Graduate Pay and Additional Service* on the department server.

Guidelines for Graduate Assistants in the Costume Shop

Graduate Assistants assigned to the Costume Shop are required to work 15 hours-per-week. Upon entering the program and work area the assistant's skill level will be assessed and he/she will be assigned suitable tasks within the shop. As soon as possible after registration the assistant is expected to post on the Costume Shop door a class schedule that includes the hours they anticipate being in the shop each week. Additionally, local and home phone numbers as well as e-mail addresses should be posted with the schedule.

Policies concerning regular work attendance are set and enforced by the Costume Shop Supervisor. If possible, the Shop requests that students arrange their work schedules so as to be more available during heavy work times in the season (i.e. the two weeks preceding the Friday opening of a show). Scheduling conflicts should be discussed with the Costume Shop Supervisor in advance.

Assistants are required to complete their work requirements by the end of each semester. Deficiencies in work hours are discussed with the assistant and, if problems persist, referred to the Director of Graduate Studies.

Guidelines for Graduate Assistants in the Lighting Shop

Graduate Assistants assigned to the Lighting Shop are required to work from 5-15 hours-per-week, depending on the individual's agreement with the Department. Upon entering the program, the student will be assessed in his/her level of skill and assigned to suitable tasks within the shop. Assistants in the Lighting Shop will be under the supervision of the Electrics Supervisor and the Faculty Lighting Designer.

Policies concerning regular work attendance are set and enforced by the Electrics Supervisor. A schedule of work calls is posted at the beginning of each semester and updated on a regular basis. Scheduling conflicts should be discussed with the Electrics Supervisor in advance.

Assistants are expected to complete their work requirement by the end of the semester. Deficiencies in work hours are discussed with the assistant and referred to the Director of Graduate Studies if problems persist.

Guidelines for Graduate Assistants in the Scene Shop

Most Graduate Assistants assigned to the scene shop are required to work 225 hours each semester. This averages out to 15 hours-per-week while classes are in session. Your official starting date is the first day of classes. You may choose to start earlier to get ahead on your hours. At the beginning of each semester please be sure that you have provided the shop with your class schedule, your "home" phone number, your e-mail address, and any other contact numbers you may have (e.g., cell phone).

Once you have established a class schedule you will be asked for a work schedule for the semester. Prompt and regular attendance is expected from everyone. Scheduling conflicts should be discussed with the Scene Shop Supervisor in advance. Occasionally, you may be asked to work beyond your scheduled times, for strikes, projects, etc. These times are discussed and handled individually.

Assistants are expected to complete their work requirement by the end of each semester. Deficiencies in work hours are discussed with the student and referred to the Director of Graduate Studies if problems persist.

Teaching or Assisting an Undergraduate Course

Although it is not mandatory, teaching is possible for Graduate students in Design. All GTAs and their supervising faculty on any particular course must meet prior to the first class meeting to gain mutual understanding of the expectations regarding the GTA's workload for that course. If this meeting cannot take place, the supervising faculty member will contact the GTA, and provide a copy of the course syllabus and other materials relevant to the course and expectations of the GTA.

Acting:

In the MFA in Theatre, Acting program, assistantship duties are discharged through a combination of the following:

- 1) **Performing:** Graduates in Acting will fulfill required rehearsal and performance responsibilities beyond regularly scheduled course hours. This most immediately affects University holidays. As employees of the University, GTA holiday schedules are not the same as that of a BA student, and GTAs are often required to remain on campus during holidays. GTA responsibilities can also occasionally affect summer employment. Professional employment is a top priority, and theatre faculty strives to foster summer employment for MFA actors in theatres around the country. However, employment with UT takes precedence over outside employment offers. On occasion, graduate students will be assigned to work in a show at UT that interferes with summer employment. Such issues will be handled on a case-by-case basis, and every effort is made to resolve conflicts in a way that affords students the best opportunity for artistic growth and a first-rate professional career.
- 2) **Understudying** may be required of graduate actors by the department, on a case-by-case basis, according to the needs of the theatre. Understudying may be assigned during the first term of first year as part of the training. Understudying is excellent experience, and can be a substantial contribution to the Clarence Brown Theatre production season.
- 3) **Front of House** duties assisting the house manager and box office staff may be assigned to graduate actors by the department, including help with subscription sales, greeting and helping patrons, and attending events to enhance engagement with the Clarence Brown Theatre community.
- 4) **Grading:** during the first and second year of training, GTAs will be asked to assist faculty who teach Theatre 100 (Introduction to Theatre) with grading written materials such as papers and exams for this large lecture course.
- 5) **Teaching and Assisting:** although not mandatory, teaching is possible for interested acting graduate students. In the second year, GTAs may begin "shadowing" a faculty member who is teaching Theatre 220: Acting I (Beginning Acting) in the undergraduate program. GTAs attend a portion or all of the classes taught by a faculty member, and otherwise assist the faculty member for one term. Upon satisfactory completion of shadowing, GTAs can teach a section of Theatre 220 in the fall or spring terms of the third year of training. Upon occasion, GTAs may be asked to substitute or teach other courses,

depending upon individual readiness for the task and departmental need. There are also opportunities to assist faculty in a variety of courses during the third year of training. Assisting is different from teaching a section of Theatre 220, and GTA's are selected for assisting at the discretion of faculty members. Assisting does not require formal shadowing, but may require some other forms of preparation.

All GTAs and their supervising faculty on any particular course must meet, if possible, prior to the first class meeting to gain mutual understanding of the expectations regarding the GTA's workload for that course. If this meeting cannot take place, the supervising faculty member will contact the GTA to provide the course syllabus and other materials relevant to the course and expectations of the GTA.

6) Special assignments: GTAs may also be given special assignments, such as assisting with Library acquisitions, scheduling, or assisting with travel arrangements for the group, etc.

In all of these duties, faculty takes care to create a balanced workload for all members of the ensemble, and not to unfairly burden any one student, or require so much of GTA's that the MFA training is compromised.

Performance Opportunities

The UT/CBT Theatre season includes: professional productions (LORT) and University productions and studio projects. MFA actors must be available for casting in all Theatre Department productions.

Outside UT Employment

Employment outside the Department is generally not possible for MFA in Theatre, Acting students. Rare exceptions may be made by approval of the Acting Faculty on a case-by-case basis.

MFA students in Design are not permitted to hold paid outside employment. MFA Design students can and do work in outside jobs that are unpaid, by approval of their area professor, and as part of their regular academic assignments.

Additional employment within UT

Work for other UT departments in the academic year, such as rentals in the CBT and the School of Music, for example, when that work exceeds 50% time in the week, is not permitted without prior approval from the Dean of the Graduate School.

Scholarships and Other Forms of Financial Aid

Both the Department of Theatre and the University have forms of financial aid available other than the tuition waiver and GTA stipend.

Scholarships from the Department are generally awarded to second and third year MFA students. Scholarships are applied for each year by the graduate students and awarded by a Department of Theatre committee of faculty.

Fellowships are awards that typically require no service. Most fellowships are awarded on the basis of academic merit and/or professional potential. A list of Fellowships awarded through the Graduate School can be found at:

<http://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-fellowships/>

For loans and other forms of aid from the University, students should contact the UTK Financial Aid Office at: <http://finaid.utk.edu/>.

Travel Grants

Up to \$1500.00 per year / per graduate student is allocated by the Department for professional development during the academic year. These funds are not available at the discretion of the student, but are allocated for specific travel at the discretion of Department faculty and administration.

Additional funds can be requested by application to the College of Arts and Sciences and the Graduate Student Senate. Funding from these sources can only be received once per academic year.

Registration and Advising

Registration must be completed online. Procedures and timelines can be found at: <http://onestop.utk.edu/class-registration/>

Information about Graduate Orientation can be found at: <http://gradschool.utk.edu/admissions/after-admission/#orientation>

Course Credit

To earn graduate credit, a student must be admitted by the Dean of the Graduate School and enrolled in an appropriate status as a graduate student. The registration must reflect the desire for graduate credit, and the course must have been approved by the Graduate Council. Course work taken in any other status is unacceptable for graduate credit and cannot be changed retroactively to graduate credit. Special privileges are accorded University of Tennessee seniors and professional students, as stated in the section on Undergraduates and Professional Students.

Courses numbered at the 500 level, as well as those 400-level courses approved for graduate credit, must be taught by faculty members who (1) meet the criteria of an assistant professor or above as defined in the *Faculty Handbook* and (2) have been designated by the department head as being appropriate. Graduate Teaching Assistants are ineligible to teach courses approved for graduate credit, unless they are in a post-professional degree program where the terminal degree is a Master's degree and has been approved by the Graduate Council as an exception.

Consistent with the accreditation requirements of the Southern Association of Colleges and Schools (SACS) that graduate curricula must be substantially different from undergraduate curricula, classes at the 400 level in which both graduate and undergraduate students are enrolled must be structured so as to reflect this distinction. That is, course requirements for graduate credit will be more rigorous and will exceed expectations for undergraduates. Graduate and undergraduate completion of the same course will not be considered equivalent. Petitions for retroactive changing of undergraduate to graduate credit will not be accepted.

Course Load

The maximum load for a graduate student is 15 hours and 9-12 hours are considered a full load. All Theatre graduates hold one-fourth time assistantships. A one-fourth time graduate assistant normally should take 9-13 hours per semester. Registration for more than 15 hours during any semester is not permissible without prior approval. Refer to the Graduate Catalog for additional information: <http://catalog.utk.edu/index.php>

Advisor/Major Professor

Every graduate student must have an advisor from the area of specialty within which they are studying. The Theatre Department assigns an advisor to each graduate student from within the student's area of concentration. This professor advises the student about courses, supervises the student's research, and facilitates communication within the department, to other departments and with the Dean of the Graduate School. The advisor must approve the student's program each semester. The student is expected to maintain close consultation with their advisor with regard to progress in the program. Other responsibilities of the advisor are explained under individual programs.

Degree Requirements

The Master of Fine Arts in Theatre

At least 60 semester hours, 40 of which must be at the 500 level or above, are required for the Master of Fine Arts with a major in Theatre, which is normally to be completed in three consecutive years of full-time residence. Theatre 501: Introduction to Graduate Research is required. Three additional hours at the graduate level are required in theatre history, literature, or dramaturgy. Students in the MFA degree program are evaluated each semester by faculty on overall performance, portfolio submission (in Design), and standards of behavior. See the below sections on Examinations / Evaluations (page 18), and on Standards, Problems, and Appeals (page 19).

Theatre 599: Project in Lieu of Thesis is required for the degree and an oral defense of the Project in Lieu of Thesis must be completed satisfactorily in the third year of study before the degree is conferred. The graduate student and their area advisor select together an advisor for the Project in Lieu of Thesis. The faculty of the graduate student's area of concentration select an orals committee.

In addition to the core requirements listed above, each area of concentration has specific requirements:

Design Concentration

Required courses in the Design Concentration are:

- Theatre 503 (Elements of Design for Theatre) in the first year of residence
- A minimum of 12 hours of Theatre 580 (Design Seminar)
- A minimum of 6 hours in the projects courses

Acting Concentration

A minimum of 12 hours each (3 per semester for 4 semesters) of:

- Theatre 520: Master Class in Acting,
- Theatre 523: Master Class in Movement, and
- Theatre 525: Master Class in Voice and Speech

Coursework in the acting area is conducted in a conservatory environment.

Sample Course Curricula

Costume Design (subject to change):

Semester 1:

THEA 501 [3] Introduction to Graduate Research in Theatre
THEA 503[3] Elements of Design for the Theatre
THEA 580[3] Graduate Design Seminar
THEA 543[1] Projects in Costume Design

Semester 2:

THEA 580[3] Graduate Design Seminar
THEA 510[3] Studies in Theatre History (or approved dramatic literature course)
THEA 542[3] Social History of Costume
THEA 543[1] Projects in Costume Design Art [3] Drawing
THEA 492[1] Off-Campus Study

Semester 3:

THEA 580[3] Graduate Design Seminar
THEA 446[3] Patterning
THEA 584[3] Photography for the Theatre
THEA 587[3] Computer Aided Rendering for Theatre
THEA 543[1] Projects in Costume Design

Semester 4:

THEA 580[3] Graduate Design Seminar
THEA 547[3] Painting and Dyeing for the Theatre
THEA 588[3] Digital Portfolio
THEA 543[1] Projects in Costume Design
THEA 491[1] Foreign Study

Semester 5:

THEA 599 [1-6] Project in Lieu of Thesis
THEA 450[3] Special Topics: Design / Technology
Elective

Semester 6:

THEA 599 [1-6] Project in Lieu of Thesis
Elective
Elective

Suggested Electives: Art History, Dramatic Literature, Scene Design, Lighting Design, Directing, Drawing, Painting, Theatre 549-Projects in Costume Technology

Lighting Design (subject to change):

Semester 1:

THEA 580[3] Graduate Design Seminar
THEA 501[3] Introduction to Graduate Research in Theatre
THEA 503[3] Elements of Design
THEA 464[3] Computer Aided Drafting for the Theatre

Semester 2:

THEA 580[3] Graduate Design Seminar
THEA 510[3] Studies in Theatre History (or approved dramatic literature course)
THEA 563[3] Projects in Lighting Design
THEA 475 [3] Projection and Media Design
THEA 492[1] Off-Campus Study

Semester 3:

THEA 580[3] Graduate Design Seminar
THEA 584[3] Photography for the Theatre
THEA 587[3] Computer Aided Rendering for Theatre
THEA 563[3] Projects in Lighting Design

Semester 4:

THEA 580[3] Graduate Design Seminar
THEA 588[3] Digital Portfolio
THEA 563[3] Projects in Lighting Design
THEA 593 [1-3] Independent Study
THEA 491[1] Foreign Study

Semester 5:

THEA 599 [3] Project in Lieu of Thesis
THEA 563[3] Projects in Lighting Design
THEA 473[3] Advanced Sound Design
Elective [3]

Semester 6:

THEA 599 [6] Project in Lieu of Thesis
THEA 563[3] Projects in Lighting Design
Elective [3]

Suggested Electives: Art History, Dramatic Literature, Costume Design, Scene Design, Architectural Illumination, Small Group Dynamics, Conflict Resolution, Music theory

Scene Design (subject to change):

Semester 1:

THEA 580[3] Graduate Design Seminar
THEA 501[3] Introduction to Graduate Research in Theatre
THEA 503[3] Elements of Design
THEA 464[3] Computer Aided Drafting for the Theatre
THEA 553[1-3] Projects in Scene Design

Semester 2:

THEA 580[3] Graduate Design Seminar
THEA 510[3] Studies in Theatre History (or approved dramatic literature course)
THEA 555[3] Model Making
THEA 554[3] Advanced Drafting for Theatre
THEA 553[1] Projects in Scene Design
THEA 492[1] Off-Campus Study

Semester 3:

THEA 580[3] Graduate Design Seminar
THEA 584[3] Photography for the Theatre
THEA 587[3] Computer Aided Rendering for Theatre
THEA 558[3] Stage Elevations and Properties
THEA 553[1] Projects in Scene Design

Semester 4:

THEA 580[3] Graduate Design Seminar
THEA 588[3] Digital Portfolio
THEA 475[3] Projection and Media Design
THEA 553[1] Projects in Scene Design
THEA 491[1] Foreign Study

Semester 5:

THEA 599 [1-6] Project in Lieu of Thesis
THEA 450 [3] Special Topics: Design / Technology
THEA 550[3] Scenic Art
Elective

Semester 6:

THEA 599 [1-6] Project in Lieu of Thesis
Elective
Elective
Suggested Electives: Art History, Dramatic Literature, Costume Design, Lighting Design, Sound Design, Directing, Drawing, Painting, Theatre 540: Special Topics in Scenery Technology

Acting (subject to change):

Semester 1:	Theatre 501 [3] Theatre 520 [3] Theatre 523 [3] Theatre 525 [3] Theatre 515 [1] Music 101 [1]	Introduction to Graduate Research in Theatre Master Class: Acting Master Class: Movement Master Class: Voice/Speech Alexander Technique Singing
Semester 2:	Theatre or other Dept.[3] Theatre 520 [3] Theatre 523 [3] Theatre 525 [3] Theatre 515 [1] Music 101 [1]	Theatre History, Literature, or Theory Master Class: Acting Master Class: Movement Master Class: Voice/Speech Alexander Technique Singing
Semester 3:	Theatre 520 [3] Theatre 523 [3] Theatre 525 [3] Theatre 521 [3] Theatre 515 [1] Music 101 [1]	Master Class: Acting Master Class: Movement Master Class: Voice/Speech Master Class in Acting Shakespearean Text Alexander Technique Singing
Semester 4:	Theatre 520 [3] Theatre 523 [3] Theatre 525 [3] Theatre 521 [3] Theatre 515 [1] Music 101 [1]	Master Class: Acting Master Class: Movement Master Class: Voice/Speech Master Class in Acting Shakespearean Text Alexander Technique Singing
Semester 5:	Theatre 520 [3] Theatre 420 [3] Theatre 523 [3] Theatre 515 [1] Theatre 599 [3] Music 101 [1]	Master Class: Acting Master Class: Special Studies Master Class: Period Dance Alexander Technique Project in Lieu of Thesis Singing
Semester 6:	Theatre 520 [3] Theatre 523 [3] Theatre 515 [1] Theatre 599 [3] Music 101 [1]	Master Class: Acting Master Class: Stage Combat Alexander Technique Project in Lieu of Thesis Singing

Note: The six hours of Music 101 (an undergraduate course number) above do not count toward the total of 60 semester hours needed for the MFA degree. However, it is important that the student properly register each semester so that the instructor's course load is credited.

Examinations / Evaluations

Graduate education in Theatre requires continuous evaluation of the student. This evaluation includes:

- cumulative grade-point average
- faculty evaluations of student performance and behavior each semester
- completion of a Project in Lieu of Thesis in the third year
- continuation in a program is determined by consideration of all these elements by the faculty and the Department Head.

The academic records of all graduate students in the Department of Theatre are reviewed at the end of each semester, including summer term if students are in active residence during the summer. Graduate students must maintain a cumulative grade point average of at least 3.0 on all graduate courses taken for a letter grade of A-F. Grades of S/NC, P/NP, and I, which have no numerical equivalent, are excluded from this computation.

Every graduate student will receive a written evaluation at the end of each semester, written by the faculty members who have taught them during that semester. This written evaluation will be discussed in a face-to-face meeting between graduate students and the appropriate faculty in their area of concentration. The written evaluations should conclude with signature lines for the faculty who wrote the evaluation and for the student, indicating the date when this meeting occurred. The student's signature does not indicate agreement with each point of feedback. Instead the student signature appears over a statement similar to this: "My signature indicates I have read this evaluation, I have been given an opportunity to ask questions, and I understand the feedback I have received." A copy of this signed evaluation will be given to the student and a copy will be placed in department files.

The criteria for these evaluations vary according to the areas of study within the concentrations of Acting and Design. However, general criteria include: achievement, effort, professional conduct, project and production work, teaching and assisting, and shop duties. GTA work duties in shops and on productions are an integral part of academic achievement in the MFA program, and failure to carry out these duties can affect academic standing and result in denial of assistantship or fellowship renewal, and/or probation and dismissal procedures. Recommendations going forward should also be provided to the student each semester.

The date of these evaluations is set each semester by the area faculty according to the University and Department calendars. Students should check with their area professor or the Director of Graduate Studies in the department to learn the date of the evaluations.

These semester evaluations will effectively provide an annual progress/portfolio evaluation, upon which basis the faculty of the appropriate area of concentration in Acting or Design will determine whether the student is in good standing or should be placed upon academic probation. For policies and procedures governing probation, dismissal, and appeals, see the section on Standards, Problems, and Appeals, on page 19 below.

The MFA Program for the Department of Theatre further requires that each student adhere to the University honor statement and maintain departmental standards of professional conduct.

Standards, Problems, and Appeals

Academic Probation

Upon completion of nine hours of graduate coursework, a graduate student will be placed on academic probation when his/her cumulative GPA falls below 3.0. A student will be allowed to continue graduate study in subsequent semesters if each semester's grade point average is 3.0 or greater. Upon achieving a cumulative GPA of 3.0 or greater, the student will be removed from probationary status. Students are also subject to academic review by their graduate faculty at any time.

Probationary procedures can be triggered as a result of the evaluations described above, or as soon as a problem comes to the attention of the faculty. Detailed information will be provided to the student, in writing, about unacceptable performance; stating the terms of probation; and with a reasonable period of time specified for the student to remediate before a recommendation to dismiss is made to the Graduate School.

However, there are conditions under which a prompt recommendation for dismissal can be made without opportunity for remediation. These are described in the following policy statements, (also referred to on pages 4 and 6 of this handbook).

(a) *Academic Policies and Requirements for Graduate Students*, online at <http://catalog.utk.edu/content.php?catoid=17&navoid=1763> and

(b) Policies governing student conduct and academic integrity in *Hilltopics Student Handbook*, online at <http://hilltopics.utk.edu/>

Dismissal

If a student is on academic probation, the degree or non-degree status will be terminated by the Graduate School if the student's semester GPA falls below a 3.0 in a subsequent semester. When the particular circumstances may be deemed to justify continuation, and upon recommendation of the appropriate academic unit and approval of the Graduate School, a student on probation whose semester GPA is below a 3.0 may be allowed to continue on a semester-by-semester basis.

Dismissal of a graduate student by a department or program is accomplished by written notice to the student, with a copy to the Graduate School. In such cases where the department's requirements for continuation are more stringent than Graduate School requirements, the Graduate School will evaluate the student's records to determine whether the student is eligible to apply for a change of status and register in another area of study. Registration for courses in a department from which a student has been dismissed will not be permitted, except by written authorization from the department.

Academic Honesty

Academic integrity is a responsibility of all members of the academic community. An honor statement is included on the application for admission and readmission. The applicant's signature acknowledges that adherence is confirmed. The honor statement declares that:

"An essential feature of The University of Tennessee, Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of The University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity."

Webster's Tenth New Collegiate Dictionary [1998] defines plagiarism as "stealing or passing off ideas or words of another as one's own"; the use of a created production without crediting the source." Any material taken from another source must be documented, and in no case should one

present another person's work as one's own. Student involved in collaborative research to avoid questions of plagiarism should exercise extreme caution. If in doubt, students should check with their major professor and The Graduate School about the project. Plagiarism will be investigated when suspected and prosecuted if established.

Professional Standards

Department of Theatre and Clarence Brown Theatre faculty and staff are dedicated to a dual mission of providing first rate theatre education within the environment of a professional theatre. MFA students are expected to maintain high standards of professional conduct throughout their training, and to provide leadership by example to undergraduates. Professional standards of conduct are clearly communicated in each MFA program area, and in the department and the theatre through handbooks, production guidelines, and frequent verbal reiteration. Graduate students are responsible to know the standards of conduct and common practices of the department and the theatre.

Any behavior or pattern of conduct that interferes with or detracts from the ability of others to make satisfactory progress towards their degree, or from the professional function of the Department of Theatre or the Clarence Brown Theatre, can invoke disciplinary action at any time, including removal from production assignments, probation, and dismissal.

Collaboration

Skill in collaboration is a core value of professionalism and of the MFA training at UT. The art of theatre is fundamentally collaborative. Graduate students are expected to consciously attend to learning and practicing skillful collaboration and professional discipline, with peers in the graduate program, with faculty, guest and local artists, production, administration, and University staff. Discipline consists of responsible behavior, timeliness, excellence, and consistency. Do it, do it when it needs to be done, and do it well every time.

Your behavior and actions will affect the whole community in which you work. If you miss a costume fitting, it is not a small matter. Rather it will affect the scheduling of the whole production staff and of the entire company. Similarly, the things you say and your attitude will ripple through the morale and affect the creativity of the whole community. Be attentive and bring your best to your community. Skillful collaboration is crucial to your training and to your career.

Effective and timely communication is crucial to good collaboration. Make your classes, appointments, and meetings prepared and on time. If you fail to do so, take responsibility and communicate. Call ahead, apologize, seek to make it right. If you have a complaint or a problem, communicate it to the person concerned, or ask the appropriate faculty or staff person for guidance on how to address the problem. Avoid unproductive negativity and instead lend your energies to improving your community. Be a part of the solution rather than the problem; choose to be a leader, not a victim.

More information on student conduct at UT is available at: <http://studentconduct.utk.edu/>

Behavioral Probation and Dismissal

Unprofessional behavior will be addressed by department administration and faculty on a case-by-case basis. As with academic probation, if behavioral probation is invoked, detailed information will be provided to the student, in writing, about unacceptable behavior; stating the terms of probation; and with a reasonable period of time specified for the student to remediate before a recommendation to dismiss is made to the Graduate School.

However, there are conditions under which a prompt recommendation for dismissal can be made without opportunity for remediation. These are described in the following policy statements, (also referred to on pages 4 and 6 of this handbook).

(a) *Academic Policies and Requirements for Graduate Students*, online

at <http://catalog.utk.edu/content.php?catoid=17&navoid=1763> and

(b) Policies governing student conduct and academic integrity in *Hilltopics Student Handbook*, online at <http://hilltopics.utk.edu/>

Dismissal is accomplished by written notice to the student, with a copy to the Graduate School.

Appeals Procedure

The student handbook, *Hilltopics*, contains statements concerning UT Knoxville standards of conduct and of all disciplinary regulations and procedures. To access the online version of *Hilltopics*, go to <http://hilltopics.utk.edu/>. Normally, grievances should be handled at the department level through the student's advisor or the program or department head. Students wishing to appeal a grade or address a grievance or incident should:

1. Meet with the instructor of the course, members of the student's committee, and/or, if desired, with the Department Head.
2. If these meetings are unsatisfactory, and the student wishes to file a formal appeal, *they must do so no later than 30 days after the incident that occasions the appeal*. The student should make a written request to appeal the grade/incident through the Department's Standards and Appeals Committee. The Committee will meet with the student and all faculty involved in the action being appealed. After hearing all sides of the issue, the committee will make a judgment and recommendation for action to the Department Head. The Department Head will consider the final recommendation of the committee binding and will take the necessary measures to comply with that recommendation. The student will be notified in writing of the department decision and further avenues of appeal that are open to them.
3. If the department procedure does not lead to resolution of the complaint, the next level is an appeal at the College level. *This appeal must be filed within 30 days of a final decision at the department level*.
4. Beyond the College level, graduate students may further appeal to the Dean of the Graduate School, the Graduate Council, and the Chancellor. The by-laws of the university [Article V, section 7] provide that any individual may ultimately appeal to the Board of Trustees through the President. A hard copy of the Appeals Procedures is available in the Office of Graduate Admissions and Records. The Graduate Council Appeal Procedure, (revised 2009) can also be viewed electronically on the Graduate School website at: <http://gradschool.utk.edu/documents/2016/02/student-appeals-procedures.pdf>

Note that this policy applies only after grievances have been duly processed, without resolution, through appropriate appeals procedures at the department and college levels.

Appendices

Graduation Requirements

In addition to completing all of the requirements listed for the degree, students must comply with the requirements of the Graduate School and the University before they will be granted a degree. Mostly this consists of paperwork, but **it must be submitted properly and on time or THE UNIVERSITY WILL NOT ALLOW YOU TO GRADUATE**. The following is a list of Graduate School and University requirements for graduation and the approximate dates of each. You must check with the Graduate School for the **exact dates** of each **deadline** for the specific year in which you intend to graduate. This information can be accessed at the Graduate School web site: <http://gradschool.utk.edu/graduation/>. All of these requirements occur in your third year of residence.

Register for Theatre 599:

You must be registered for three [3] hours of Theatre 599: Project in Lieu of Thesis, under the name of your major professor, during the semester in which you intend to graduate.

Application for Admission to Candidacy:

This form must be submitted to the Graduate School **near the end of the Fall Semester** of your third year of residence. This form lists all the courses that you have taken and intend to take before graduation. The Graduate School checks this form to see that you have met all the requirements for graduation.

Diploma Application:

This form must be submitted to the Graduate School sometime in February of your third year of residence.

Pay Graduation Fee:

This fee must be paid to the Bursar's Office usually about one week after the Diploma Application is submitted.

Order Cap, Gown and Hood:

You must place an order for your cap, gown and hood at the bookstore ring counter ordinarily around the first of April so that you have the proper items for the graduation ceremony.

Schedule your Final Examination for Non-Thesis Students:

This is the form that tells the Graduate School when you will be taking your Final Exam in defense of your "Non-Thesis" Project. This form must be completed and in the Graduate School sometime in April.

AGAIN, ALL OF THE ABOVE REQUIREMENTS MUST BE COMPLETED PROPERLY AND ON TIME OR YOU WILL NOT BE ALLOWED TO GRADUATE.

Please note that all of the dates given above are **approximate**. You can only find out the **exact date** of these **requirements** by checking with the Graduate School during the fall term of your third year of residence. They are all published in a calendar that the Graduate School issues yearly, entitled: Dates to Remember—Academic year 20__-__. This calendar is also published each semester in *The Graduate School News*, available online or in print.

Miscellaneous Resources

Housing

<http://housing.utk.edu/>

Department of University Housing Properties , 405 Student Services Building, Phone: 865-974-3411

Email: uthousing@utk.edu

Fax: 865-974-1420

University Housing

Information and applications for housing facilities may be secured from the Department of University Housing Properties. The main Housing Department Office phone number is 865-974-2571, and assignment information may be obtained at 865-974-3411 as listed above. Contracts and applications may also be established and the status verified online at the UTK Housing website. Apartment offerings have changed considerably. Refer to the UT Housing website for current information. Housing will only accept applications from students already *accepted* to the university. Further information can be obtained from the Department of University Housing.

Residence Halls

The Department of Residence Halls provides housing on-campus for single graduate students. Graduate students are given the same priority for housing in residence halls as undergraduate students. However, many graduate students choose to live in Melrose Hall (of the Apartments Residence Halls), since they *remain open between the fall and spring semesters*.

Office of Disability Services

<http://ods.utk.edu>

Office of Disability Services, 2227 Dunford Hall

Phone: 865-974-6087

Email: ods@tennessee.edu

Fax: 865-974-9552

The Office of Disability Serves [ODS] is committed to providing equal opportunities for students and employees with disabilities at the University of Tennessee. The primary objective for the office is to eliminate accessibility barriers to provide individuals with disabilities equal access to academic, social, career, cultural and recreational opportunities offered by the University.

To ensure that services are provided in a timely manner, prospective students with disabilities are encouraged to contact ODS one month prior to the semester in which they plan to attend. Contact with the students prior to registration enables the ODS staff to better assess the need for interpreters, readers, accessible facilities, and other support services. Van service is also provided to those individuals with mobility limitation, whether permanent or temporary. Documentation of the disability within the past 3 years from an attending physician or psychologist is required.

Student Programs & Services Fee

<http://onestop.utk.edu/tuition-fees/>

This fee helps pay for costs at several facilities including the Aquatics Center, Student Health Service, TRECS, and the Student Union, as well as student activities, publications, and the Student Government Association. The fee is assessed in two parts called Primary and Health. You have paid the full fee with a combined payment of \$468. On the first day of classes, this fee becomes non-refundable. Students who wish to purchase tickets to athletic events are required to pay the maximum Primary Fee and the Health Fee.

- **Primary** – This fee is \$41 per hour, with a maximum of \$367. If you are enrolled in between six and nine semester hours, you can choose to add the difference between the amount of the fee you already paid and \$367.

- **Health** – If you are registered for nine or more hours, you have to pay the \$101 portion of this fee. If you are enrolled for between three and nine semester hours, you can choose to add the \$101. Use of the Student Health Center is limited to students who have paid this portion of the fee.

There *is* a charge for some student athletic tickets. For example, previous years there has been a \$10 home and \$20 away game ticket price for football games. Student tickets to athletic events cannot be purchased without paying the programs & service fee. For additional information regarding programs and services fees, please refer to <http://onestop.utk.edu/tuition-fees/>

Final/Late Registration Fees: Registration must be completed in a timely manner. Fees are assessed for registration past specific deadlines published each semester. These fees have schedules of charges that increase with the tardiness of payment.

For more information on other fees that are assessed please go to <http://onestop.utk.edu/tuition-fees/> or see Department of Theatre Business Manager Sharon Ward, or Director of Graduate Studies Professor Terry Weber.

Banking

Several financial facilities are available on or near the university campus. The UT Federal Credit Union, 2100 White Avenue, 865-971-1971, allows University employees and their dependents to save regularly and to borrow money at reasonable rates. Graduate students on assistantships are eligible for membership. Services provided are free checking accounts with interest, automatic payroll deductions, reduced loan and credit card rates, and electronic banking.

Automated Teller Machines from several banks are available at various locations on campus.

Bookstores

Main Bookstore (in UC), 1502 West Cumberland Ave.
Email: bookstore@tennessee.edu

<https://shop.utk.edu/>
Phone: 865-974-BOOK
(2665)

The main University Bookstore is located in the new University Center on floor G2 and G3 (865-974-BOOK). Satellite stores are located across campus. The location in the Art and Architecture Building near our theatres can be reached at 974-3230. The main store carries all of the textbooks for the University as well as art and drafting materials. There is also a UT Computer Store, VolTech, located on the G# floor of the new University Center building. The phone number is 965-974-3668. There are significant savings on computers, software, etc. extended to students.

In addition to the campus bookstores, there are bookstores located on Cumberland Avenue that carry textbooks used by the University. It would be worth your while, however, to try Edward McKay Books. This is a good used bookstore located at 230 Papermill Place Way, 865-588-0331. They have a wide selection of used books and CD's.

Career Services

Career Services, 100 Dunford Hall
Email: career@utk.edu

<http://career.utk.edu>
Phone: 865-974-5453
Fax: 865-974-6497

Career Services offers programs and individual assistance to students entering the job search process. CS can assist with preparing a resume or curriculum vitae and timing and

organizing for an effective job search. CS can also help establish a credential file containing academic records or vitae, and letters of recommendation to be sent to potential employers.

Career Services registrants have access to video conference interviewing, resume access via the World Wide Web, and other state-of-the-art forms of placement assistance. Visit their website at <http://career.utk.edu> or refer to *The Graduate Catalog* for additional information.

Central Ticket Office

<http://universitycenter.utk.edu/cto/>

Central Ticket Office, 127 University Center

Phone: 865-974-3381

Email: no email

Fax: 865-946-3091

The Central Ticket Office is a Tickets Unlimited outlet that handles tickets for many sports and cultural activities on campus and in the community, including football, basketball, Knoxville Symphony and Civic Coliseum events. Comped (in-house) Theatre Department tickets for the Clarence Brown Theatre productions and University Theatre productions are distributed *only* at the Clarence Brown Theatre Box Office. General audience and student tickets may be purchased at the CTO. **The CTO only accepts cash payments.** Reference the CTO website for detailed information and hours of operation.

Child Development Lab

<http://elc.utk.edu>

Early Learning Center, 1206 White Ave.

Phone: 865-974-0843

Email: elc@utk.edu

Fax: 865-974-6505

The University has child care centers on campus that are operated by the Department of Child and Family Studies (Jessie Harris Building, 115 White Avenue). Child care for infants, toddlers, and preschoolers is available on a very limited basis. Contact the departments for more information on availability and registration.

A complete list of licensed day care facilities can be obtained from the Day Care Licensing Unit, Department of Human Services in Knoxville.

Complimentary Theatre Tickets

<http://clarencebrowntheatre.com>

CBT Box Office, 1714 Andy Holt Avenue

Phone: 865-974-5161

Email: sburton2@utk.edu

All Theatre Department Graduate Students are invited to the Opening Night of any UT Theatre Department production. This policy does not apply to rentals hosted in our facilities. You are usually allowed two vouchers (to exchange for tickets) for CBT and Carousel productions and one for Lab Theatre shows. Check with the Box Office, 865-974-5161 about specific productions and limitations.

Alcohol Restrictions

No university student, *regardless of age*, may be served or partake of alcoholic beverages at any Clarence Brown Theatre, Department of Theatre, or University sponsored event. This includes CBT Opening Night receptions and all other events both on campus and off campus.

Graphic Arts Service

<http://upm.utk.edu/>

Graphic Arts service, 2021 Stephenson Drive

Phone: 865-974-5121

260 Communications Building, 58 Haslam Business Administration Building, and 202 Conference Center Building

Graphic Arts is a full-service copy shop, able to handle high quality copying [with special attention to thesis/dissertation copying], collating, cutting, and drilling. It also provides high quality graphic arts printing. For additional information please visit their website. As is always the policy, please inquire in the department before you incur an expense for which you hope to be reimbursed. Not all expenses are eligible for reimbursement.

Hearing and Speech Center

<http://www.uthsc.edu/health-professions/asp/hsc/index.php>

1600 Peyton Manning Pass

Phone: 865-974-5451

Email: no department email

Fax: 865-974-4639

Located at the corner of Peyton Manning Pass and Phil Fulmer Way, the Hearing and Speech Center offers complete diagnostic and treatment service to all University students with speech and language disorders/differences and/or hearing disorders. Services are available to any student who has paid the full university Programs and Services fee or, if part-time, any student who has paid the optional student health service fee. A fee for special testing may be charged. Telephone: Hearing Services: 865-974-5453; Speech Services: 865-974-5451.

Legal Clinic

<http://law.utk.edu/clinics/>

Clinical programs, 1505 Cumberland Avenue-Suite 83

Phone: 865-974-2331

Located in the UT Law School

Fax: 865-974-6782

The UT Legal Clinic is operated by the College of Law with grants from the state and federal governments. The Legal Clinic is run by law students who are supervised by members of the Law School faculty and provides legal advice and representation in legal matters to students and the community. The law students are licensed to practice by the Tennessee Supreme Court while associated with the Legal Clinic, but must do so in accordance with federal guidelines. Areas of assistance offered include criminal, housing, juvenile, unemployment and immigration/asylum matters. Services are offered to indigent/low income members of the community who meet deferral income guidelines. Appointments are required. The Law School also operates Mediation, Advocacy, Business Law, Domestic Violence and Environmental Law Clinics.

Parking

<http://parking.utk.edu>

Parking Services, 2121 Stephenson Drive & 24 University Center

Main Phone: 865-974-6031

Email: psu@utk.edu

24 UC Phone: 865-974-5440

Parking is the subject of more complaints than anything else at the University. Areas available for parking are limited. The problem is that there is just not enough of it. Regular parking on all University lots, streets, parking structures or leased lots will be by parking permit only. Remember that your parking tag is not a guarantee of a space; it is merely a hunting license. If you plan to commute to school you should purchase a parking tag or ride public transportation (KAT). You may purchase a UT parking hang tag in the University Parking office (974-5440), open all year in the basement of the University Center, room 24. The hang tag is good for fall and spring semester only. If you attend summer or evening school you must purchase another tag. No parking instrument will allow you to park in special event parking without paying their fee. You will be towed if you do not vacate a lot being reserved for event parking, even if you have a permit.

To reduce traffic congestion within the campus area, large student parking areas are located on the perimeter of the campus. Free bus service (The T) is provided across campus, in parts of "The Fort" (Fort Sanders area) and to classes, facilities, and UT housing locations on

campus. With the closure of UT apartments on Sutherland Avenue, there are changes in KAT T bus routes. Please reference the KAT website at <http://www.katbus.com/>. Unlimited off-campus use of KAT busses is only \$50 per semester for UT students, faculty and staff with a flash pass from KAT, available at the Central Ticket office in the UC. KAT also operates free trolleys. Smart Trips is a commuter reward initiative for carpooling, bicycling or walking that offers prizes, etc. Visit their section on the Parking services home page if you will be living off-campus.

Some students park in the Ft. Sanders area and walk from there. This is not recommended if you are returning to your car late at night. There are several blue emergency phones along this path for access to UT Police and *T-link on demand* (974-4080). T-link on demand is a safety initiative available 6pm-7am via phone request for a free van ride from your location on campus to your vehicle, library or on-campus housing, etc. More information is available at <http://ridethet.utk.edu/route-information/> as part of the Campus Safety Guide.

After 5:00 p.m., you can park in any unreserved staff lot with your hang-tag, *5pm-3am only*. No parking after 3am is allowed in commuter lots or the Aquatic Center without a special permit. **Do not park in Handicapped Spaces, or you will be towed. If you park in a restricted parking area you will be ticketed.** If you park in the lots without a parking tag you will not only get a ticket for parking there, but you will also be fined for not having your vehicle registered. You can avoid this additional fine by registering your car with Parking Services. This registration is free.

If you get a ticket you must pay it. *You will not be allowed to register, graduate, or get a transcript if you do not.* If you feel that the ticket is unjust you can appeal it. Appeals must be made to Parking Services on Stephenson Drive. For additional information about the rights and responsibilities of on-campus parking, visit the Parking services website. Campus parking regulations are enforced 24 hrs/day, and are available at: <http://parking.utk.edu/regulations/>.

Psychological Clinic

208 Conference Center Bldg., 600 Henley Street

<http://psychclinic.utk.edu/>

Main Clinic Phone: 865-974-2161

Hrs: M-R 8a-8p, F 8a-5p

The Clinic is a training and research facility operated by the Department of Psychology, serving university students and employees. Services include psychological evaluations, individual psychotherapy and counseling, marriage therapy, and child therapy.

Student Health Clinic

Student Health Clinic, 1800 Volunteer Blvd.

Email: no email

<http://studenthealth.utk.edu>

Appointment Desk Phone: 865-974-3135

Hrs: MTRF 8a-4:30p, F 9a-4:30p

The clinic provides outpatient medical care for all enrolled students who have paid the current health fee, through either the full program and services fee or the optional health fee (for those taking less than a full load). Primary care physicians may be seen only with an appointment (no walk-ins seen except for urgent care). A staff psychiatrist is available through referral and appointment. Specialty consultants in dermatology, surgery, and gynecology are seen at the clinic through referral by a staff physician. Referral to other specialists can be arranged at the student's expense. Allergy injections may be received at the campus clinic. Most services at the clinic (except lab work done off campus) are provided to eligible students at no additional cost.

Health Insurance **<http://studenthealth.utk.edu/insrec>** **[studentinsurance.php](http://studenthealth.utk.edu/insrec)**

For information regarding graduate student health insurance, call 865-974-2337. International students here on a visa enrolled in the University are required to have health insurance and are automatically enrolled in the UTK's sponsored health plan and their Bursar's account (VolExpress account) is charged for this insurance at the time of enrollment.

Student Counseling Services Center

Counseling Center, 1800 Volunteer Blvd

Email: studentcounseling@utk.edu

<http://counselingcenter.utk.edu/>

Appointment Desk Phone: 865-974-2196

Hrs: M-F 8a-5p

The Counseling Center provides services for individual students and their spouses. Professional counselors in a group or individual setting provide help with educational, personal, social or vocational problems. Individual counseling provides the opportunity to confidentially explore any problems or feelings that are important to the student. Specific goals of individual counseling are agreed upon by the student and the counselor and may include such aims as improved social skills and increased understanding of the student's world. Group counseling offers the opportunity to share and learn from others, improve specific skills, and receive honest feedback and support. Services are also provided for weight control groups.

The University has developed a Distressed Student Protocol (VolAware) to assist distressed students. If the threat is not immediate, but are you concerned a student may harm his/her self or others call 865-974-HELP (4357). For more information visit <http://dos.utk.edu/distressed-student-protocol/>.

The Studio

The Studio, 245 Hodges Library (in the Audio-Visual Center)

Email: studio@utk.edu

<http://www.lib.utk.edu/studio/>

Phone: 865-974-6396

Hrs: M-F 8a-5p

The studio is a digital media laboratory providing Adobe, Macromedia suite, Office, QuarkXPress, and other media production tools on both Windows and Macintosh computers. Workstations are equipped with audio-visual equipment and scanners for conversion of source materials to digital files. Consultants provide one-on-one assistance at the computers or consultation by source materials to digital files. Media Services can be reached at 974-4473 and mediacenter@utk.edu.

UCopy 201

821 Volunteer Boulevard Greve Hall, Room G006 (next to the Post Office)

Media Services Phone: 865-974-5389

Email: ucopy@utk.edu

<http://universitycenter.utk.edu/ucopy/>

Hrs: M-R 9a-6p, F 9a-5p

During the construction phase of the new University Center, UCopy is temporarily located at **821 Volunteer Boulevard Greve Hall, Room G006** (next to the Post Office). UCopy is a multipurpose facility providing quick copies, reductions and transparencies.

Video and Photography Center:

<http://communications.utk.edu/video-and-photography/>

Video & Photo Center, 91 Communications and Extension Building

Email: uttv@utk.edu

Phone: 865-974-3449

The center provides photographic preparation and printing for thesis/dissertation production, film processing and photographic printing. Reference the website for more information.

University Numbers of Interest

Graduate School	111 Student services Bldg.	974-2475
Graduate Admissions & Records	201 Student Service Bldg.	974-3251
Drop and Add (Registrar's office)	209 Student Service Bldg.	974-2101
Financial Aid	115 Student Service Bldg.	974-3131
Office of Disability Services	2227 Dunford Hall	974-6087
University Housing Assignments	405 Student Service Bldg.	974-2571
Library Information	Hodges Library	974-4351
OIT Helpdesk (24 hrs/day)	The Commons-Hodges Library	974-9990
Parking Services	2121 Stephenson Dr.	974-6031
Registrar (7:30a-5:30p)	209 Student Service Bldg.	974-2101
Student Health Clinic Appointments	1818 Andy Holt Drive	974-3648

Pertinent Graduate Student Web Pages

- Best Practices in Teaching
 - <http://gradschool.utk.edu/orientation/teaching.shtml>
- Center for International Education
 - <http://cie.utk.edu/>
- Counseling Center
 - <http://counselingcenter.utk.edu/>
- Department of Theatre
 - <http://theatre.utk.edu/> or clarencbrowntheatre.com (better site)
- College of Arts & Sciences
 - www.artsci.utk.edu
- Graduate School
 - <http://gradschool.utk.edu/>
- Graduate Catalog
 - <http://catalog.utk.edu/index.php?catoid=2>
- Student Conduct
 - <http://studentconduct.utk.edu/>
- Graduate Student Appeals Procedure
 - <http://gradschool.utk.edu/documents/2016/02/student-appeals-procedures.pdf>
- Graduate Student Senate
 - <http://web.utk.edu/~gss>
- Graduate and International Admissions
 - <http://graduateadmissions.utk.edu/graduate/>
- International House
 - <http://web.utk.edu/~ihouse>
- Judicial Affairs
 - <http://studentconduct.utk.edu/>
- Office of Equity and Diversity
 - <http://oed.utk.edu>
- Frieson Black Cultural Center
 - <http://multicultural.utk.edu/friesonbcc/>
- Thesis/Dissertation Website
 - <http://web.utk.edu/~thesis/>

- Library Website for Graduate Students
 - <http://libguides.utk.edu/graduate>
- OIT
 - <http://oit.utk.edu/>
- Housing
 - <http://housing.utk.edu/>

Safety Links:

- UT Police
 - <http://web.utk.edu/~utpolice/>
- UT Alert Notification
 - <https://www.utk.edu/utalert/>
- T-Link on Demand 24 hour/day safe ride on campus & Campus Safety Guide
 - <http://safety.utk.edu/>