

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

**Department of Theatre
Graduate Student Handbook
2019-20**

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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. This Department of Theatre Graduate Handbook does not deviate from established Graduate School Policies noted in the 2019-20 Graduate Catalog (<https://catalog.utk.edu/index.php?catoid=27>) 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:*

- (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 Appeals Procedure (revised 2009): <http://gradschool.utk.edu/documents/2016/02/student-appeals-procedures.pdf>

Also, all UT Students are responsible to be fully acquainted with:

- The UT Student Code of Conduct, online at: <http://studentconduct.utk.edu/>

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:
Assistant Prof. Gina Di Salvo, gdisalvo@utk.edu; 865-974-4069
- Graduate Committee:
 - Assistant Prof. Gina DiSalvo, gdisalvo@utk.edu; 865-974-4069
 - 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, 865-974-6011

- Accounting Specialist: Jill Baker, jillb@utk.edu, 865-974-6011
- Business Manager: Tara Halstead, thalstea@utk.edu 865-974-7060

MFA Degree

Within concentrations in Costume Design, Scenic Design, Lighting Design, Sound and Digital Media 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 in a LORT theatre during their training.

International and Film Initiatives

The MFA in Theatre, Design program 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 program also engages exchange with national and international artists in workshops and productions at UT. However, emphasis in the acting area is placed more upon strong experience of acting for the camera, and funds are allocated on a priority basis for workshops in auditioning and acting for camera, guest artists in film, and short film production. For reference to several short film projects of the MFA acting classes of 2016 and 2018, go to MFAShowcase.com.

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

I. 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.

II. Graduate students are expected to be fully acquainted and comply with all requirements of this handbook and of:

- (a) The Graduate Catalog, online at: <http://catalog.utk.edu/>
- (b) Academic Policies and Requirements for Graduate Students, online at: <http://catalog.utk.edu/content.php?catoid=21&navoid=2510>
- (c) The UT Student Code of Conduct, online at: <http://studentconduct.utk.edu/>
- (d) The Hilltopics Student Handbook, online at <http://hilltopics.utk.edu/>

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/>. 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.

Appeals to these requirements can be made and are handled on a case-by-case basis. As stated in the Graduate Catalog, Academic Policies and Procedures:

“An applicant whose undergraduate GPA falls between 2.5 and 2.7 may be admitted on probation, upon recommendation of an academic unit. The probationary status will be removed after completion of 9 or more credit hours of graduate credit with a minimum GPA of 3.0. Failure to maintain a 3.0 while in this status will result in dismissal. An international student may not be admitted on probation.”

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

Graduate Teaching Assistantships

All MFA candidates in the Dept. of Theatre are awarded Graduate Teaching Assistantships (GTA's) for three years. This is a continuing provision that is not renewable beyond three years. As long as a student maintains good standing (a cumulative GPA of at least 3.0 plus ongoing approval of Department of Theatre faculty and administration), assistantships remain in force. 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. Payment may vary during the summer from that in the academic year, depending upon the sources from which individual funds are allocated.

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 \$1200/semester. These amounts may be adjusted after final approval of budgets for any given fiscal year.

Graduate Teaching Assistantships also provide graduate student health insurance. However, graduate student health insurance does not cover spouses, dependents, or partners. Such coverage is available at additional cost to the student.

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. Graduate students must apply for scholarships each year, which are 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/>.

Graduate Teaching Assistant Opportunities

Design GTA Opportunities

Graduate 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. They will also have multiple opportunities to assistant design. If the student's schedule permits and additional design opportunities in the department are available, design of additional productions is possible.

Graduate design students can and do work in jobs outside of UT by prior approval of their area advisor/professor(s). Outside employment can be included among graduates' regular academic assignments. Paid outside employment is not permitted.

Work for other UT departments in the academic year, such as for organizations renting the CBT, or for the School of Music, *when that work exceeds 50% time in the week*, is not permitted without prior approval from area faculty, department administration, and the Dean of the Graduate School.

Graduate students in design have opportunities to teach in the second and third year of training. Teaching is not mandatory for all graduates, although the department has the prerogative to make a mandatory teaching assignment to any graduate at any time in the second and third years of study.

All GTAs teaching any course must meet with their supervising faculty of that particular course, if possible, prior to the first class of a semester course 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 to expectations of the GTA.

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.

Industry Conference / Travel Grants

Up to \$1500 per year per graduate design 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 at the discretion of department faculty and administration. In the design area these funds are typically allocated to design conferences and competitions, or introduction to the profession expenses, which may, but do not always involve travel.

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.

Acting GTA Opportunities

Graduate students in acting have opportunities to perform in, and must be available for, all Department of Theatre / CBT productions. The UT/CBT Theatre season includes professional productions (LORT), University productions, and studio projects. Actors are cast through a deliberative process involving department administration, acting faculty, production directors, and type of production. Auditions are ordinarily required. Performance opportunities in at least two

substantial roles (featured or leading), are mandated by the National Association of Schools of Theatre, an accrediting organization of the UT Department of Theatre. It is not unusual for graduate actors to be cast in 6-10 CBT productions or projects during the three-year residency.

Whether paid or unpaid, employment outside of UT is generally not possible for graduate acting students. Rare exceptions may be made on a case-by-case basis by approval of the acting faculty and department administration.

Acting or other work for other UT departments in the academic year, such as for organizations renting the CBT, or for the School of Music, *when that work exceeds 50% time in the week*, is not permitted without prior approval from area faculty, department administration, and the Dean of the Graduate School.

Graduate students in acting have opportunities to teach in the second and third year of training. Teaching is not mandatory for all graduates, although the department has the prerogative to make a mandatory teaching assignment to any graduate at any time during those two years of training.

Industry Showcase / Travel Grants

Up to \$1500 per year per graduate acting 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 at the discretion of department faculty and administration. In the acting area these funds are typically allocated to the MFA acting showcase, or introduction to the profession expenses, which may, but do not always involve travel.

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.

Graduate Teaching Assistant Duties

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, and are evaluated as such. Failure to accomplish GTA duties as assigned by department faculty or administration can affect professional standing, result in denial of assistantship or fellowship renewal, and/or probation and dismissal procedures. See below: “Examinations / Evaluations” (pages 19-20), and “Standards, Problems, and Appeals” (pages 20-25).

Design GTA Duties

Assistantship is employment for the University of Tennessee. Graduates are being paid a stipend, and in return, are required to fulfill duties as assigned. Possible GTA assignments include: Working in CBT production shops, Teaching a Course, Assistant Teaching, Lab Supervision, Research/Special Projects.

Between all assistantship responsibilities, design graduates are required to complete 225 hours per semester, averaging 15 hours per week for the 15 weeks classes are in session each semester. Hours cannot be carried over from semester to semester. Hours can be completed, with permission from the student’s direct supervisor, prior to the first day of class, during winter break, or after a

semester ends. Hours worked over 15 in a given week count towards the student's overall 225 hour requirement.

1) Working in a CBT Production Shop

Graduate students in design will generally be placed in the shop directly related to their area of concentration, as determined by their faculty mentor. On a regular basis, the student's skills will be assessed, and they will be assigned suitable tasks within the assigned shop. Working in a CBT shop 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 plan to cover your shift/projects.
- Time missed must be made up.

Shop supervisors will communicate 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. As soon as possible after registration, GTA's are expected to arrange with their assigned shop supervisor a schedule that includes the hours they anticipate being in the shop each week. The Scene Shop, Prop Shop, and Costume Shop generally requires regularly scheduled weekly hours. The Electrics Shop, Sound Shop, and Paint Shop generally requires semester accrual of hours, with specific scheduled project days, i.e. hang and focus. A schedule of work calls will be given in advance with enough time for the student to appropriately arrange to be there. Scheduling conflicts should be discussed with the appropriate supervisor in advance.

Under normal circumstances, hours put into a CBT production as a designer or an assistant designer do not count towards GTA or shop hours. The student must communicate with their respective shop supervisor, any time they are putting in time as an employee/worker in a shop, rather than as a designer. Each shop supervisor will communicate which activities count as shop employee vs. design duty.

If possible, shops request 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, hang/focus, load-in). Occasionally, students may be asked to work beyond their scheduled times, for strikes, projects, etc. These times are discussed and handled on a case-by-case basis.

2) Teaching and Assistant Teaching

Teaching assignments are made by faculty and department administration. Teaching a course typically counts as three to five GTA hours per week, depending on the requirements of the course, as determined prior to being assigned the course. Time spent grading, prepping, or otherwise beyond the hours allocated will not count towards total GTA hours. THEA 242 Costume, THEA 252 Scenery/stagecraft, and THEA 262 Lighting are among the courses that have been taught by qualified graduate students in design.

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 prior to being assigned the role of assistant. As extra hours that have not previously been assigned cannot be accrued, the Teacher of Record will allocate your time spent in and out of class accordingly based on hours already assigned.

3) Lab Supervision and/or Monitoring

Many of our technology based academic spaces require supervision from graduate students. When assigned as a lab supervisor, duties will include: Cleaning, maintenance, repair, installation, ordering of supplies, and technical support for the labs, supervision of undergraduate work in the labs.

4) Special Projects

At the discretion and behest of their area advisor, design graduates may be credited for hours in which they perform research, supervision, or other duties not related to the CBT shops. These projects typically surround the academic wing and can include setting up and installing academic spaces, recruitment and conference lab setup, library and/or inventory organization. If you have been assigned research or special projects for GTA hours, your faculty mentor is your direct supervisor.

The department requires all design graduates to have work and school related schedules posted to their vols.utk.edu calendar with classes set as busy and shop hours set as tentative. The simplest place to add items to this calendar is through office365.utk.edu

Students are required to keep track of their hours when not directly supervised (research projects/lab supervision), and will be asked to account for time spent.

In most cases, if regularly scheduled shop hours are missed due to planned academic trips, a prorated number of hours will be excused. Trips include: 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 will be excused while out of town.

Hours missed due to production meetings must be made up, except for the following exception: During a CBT full day design conference, when the student would otherwise be scheduled to work, hours 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.

Hours not completed due to holidays must be made up, following rules established by the university regarding part time and non-exempt employees (hourly and part time employees do not get holiday pay).

Acting GTA Duties

In the MFA in Theatre, Acting concentration, assistantship duties are discharged through a combination of means. Due to the intensive classroom hours of conservatory training in acting, 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 time that the MFA training is compromised.

1) Performing

Graduates in Acting will fulfill all 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. External professional employment in summers is a high 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. On occasion, graduate students will be assigned to work in a show at UT that conflicts 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

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

Front of House duties such as assisting the house manager or box office staff may be assigned to graduate actors by the department, including help with subscription sales, greeting and helping patrons, etc.

4) Community Engagement

Community engagement activities such as attending and/or performing at CBT promotional, fundraising, and outreach events may be requested of or assigned to graduate acting students.

5) Grading

During the first and second year of training, acting GTAs will be assigned to assist faculty who teach Theatre 100: Introduction to Theatre with grading written materials such as papers and exams for this large lecture course.

6) Teaching and Assistant-Teaching

Although not mandatory, teaching and/or assistant-teaching are possible for interested graduate actors. Teaching assignments are made by faculty and department administration and are ordinarily carried out during the third year of training. On occasion, teaching assignments of qualified graduate students can be made in the second year of training.

For teaching in the third year, graduate actors in their second year of training "shadow" 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 their third year, under faculty supervision. Upon occasion, GTAs may be asked to substitute or teach other courses, depending upon individual readiness and departmental need.

There are also opportunities to assist faculty in a variety of courses during the third year of training. Assistant-teaching is different from independently teaching a section of Theatre 220, and takes place by invitation of faculty members. Assisting does not require formal shadowing but may require some other form(s) of preparation.

All GTAs teaching any course must meet with their supervising faculty of that particular course, if possible, prior to the first class of the semester 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.

- 7) Special assignments: GTAs may also be given special assignments, such as assisting with Library acquisitions, scheduling, or assisting with travel arrangements for their cohort, etc.

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. 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. 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/>

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 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 advisor-approved credit 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 (pages 20-21), and on Standards, Problems, and Appeals (pages 21-26).

Theatre 599: Project in Lieu of Thesis (PILOT) 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 together select an advisor for the PILOT. Theatre MFA students are not required to take comprehensive examinations as part of the degree requirements.

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

Costume Design Concentration

Required courses are THEA 503 in the first year of residence, 1 credit hour of THEA 491, 1 credit hour of THEA 492, 3 credit hours of THEA 543, and at least 12 credit hours of THEA 580.

Lighting Design Concentration

Required courses are THEA 503 in the first year of residence, 1 credit hour of THEA 491, 1 credit hour of THEA 492, 3 credit hours of THEA 563, and at least 12 credit hours of THEA 580.

Scene Design Concentration

Required courses are THEA 503 in the first year of residence, 1 credit hour of THEA 491, 1 credit hour of THEA 492, 3 credit hours of THEA 553, and at least 12 credit hours of THEA 580.

Sound and Digital Media Concentration

Required courses are THEA 503 in the first year of residence, 1 credit hour of THEA 491, 1 credit hour of THEA 492, 3 credit hours of THEA 475, 3 credit hours of 473, and at least 12 credit hours of THEA 580.

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
- 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] THEA 503[3] THEA 580[3] THEA 543[1]	Introduction to Graduate Research in Theatre Elements of Design for the Theatre Graduate Design Seminar Projects in Costume Design
Semester 2:	THEA 580[3] THEA 510[3] THEA 542[3] THEA 543[1] THEA 492[1]	Graduate Design Seminar Theatre History (or approved dramatic literature course) Social History of Costume Projects in Costume Design Art [3] Drawing Off-Campus Study
Semester 3:	THEA 580[3] THEA 446[3] THEA 584[3] THEA 587[3] THEA 543[1]	Graduate Design Seminar Patterning Photography for the Theatre Computer Aided Rendering for Theatre Projects in Costume Design
Semester 4:	THEA 580[3] THEA 547[3] THEA 588[3] THEA 543[1] THEA 491[1]	Graduate Design Seminar Painting and Dyeing for the Theatre Digital Portfolio Projects in Costume Design Foreign Study
Semester 5:	THEA 599 [1-6] THEA 450[3] Elective	Project in Lieu of Thesis Special Topics: Design / Technology
Semester 6:	THEA 599 [1-6] Elective Elective	Project in Lieu of Thesis

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] THEA 501[3] THEA 503[3] THEA 464[3]	Graduate Design Seminar Introduction to Graduate Research in Theatre Elements of Design Computer Aided Drafting for the Theatre
Semester 2:	THEA 580[3] THEA 510[3] THEA 563[3] THEA 475 [3] THEA 492[1]	Graduate Design Seminar Theatre History (or approved dramatic literature course) Projects in Lighting Design Projection and Media Design Off-Campus Study
Semester 3:	THEA 580[3] THEA 584[3] THEA 587[3] THEA 563[3]	Graduate Design Seminar Photography for the Theatre Computer Aided Rendering for Theatre Projects in Lighting Design
Semester 4:	THEA 580[3] THEA 588[3] THEA 563[3] THEA 593 [1-3] THEA 491[1]	Graduate Design Seminar Digital Portfolio Projects in Lighting Design Independent Study Foreign Study
Semester 5:	THEA 599 [3] THEA 563[3] THEA 473[3] Elective [3]	Project in Lieu of Thesis Projects in Lighting Design Advanced Sound Design
Semester 6:	THEA 599 [6] THEA 563[3] Elective [3]	Project in Lieu of Thesis Projects in Lighting Design

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

Scenic Design (subject to change):

Semester 1:	THEA 580[3] THEA 501[3] THEA 503[3] THEA 464[3] THEA 553[1-3]	Graduate Design Seminar Introduction to Graduate Research in Theatre Elements of Design Computer Aided Drafting for the Theatre Projects in Scene Design
Semester 2:	THEA 580[3] THEA 510[3] THEA 555[3] THEA 554[3] THEA 553[1] THEA 492[1]	Graduate Design Seminar Theatre History (or approved dramatic literature course) Model Making Advanced Drafting for Theatre Projects in Scene Design Off-Campus Study

Semester 3:	THEA 580[3] THEA 584[3] THEA 587[3] THEA 558[3] THEA 553[1]	Graduate Design Seminar Photography for the Theatre Computer Aided Rendering for Theatre Stage Elevations and Properties Projects in Scene Design
Semester 4:	THEA 580[3] THEA 588[3] THEA 475[3] THEA 553[1] THEA 491[1]	Graduate Design Seminar Digital Portfolio Projection and Media Design Projects in Scene Design Foreign Study
Semester 5:	THEA 599 [1-6] THEA 450 [3] TEHA 550[3] Elective	Project in Lieu of Thesis Special Topics: Design / Technology Scenic Art
Semester 6:	THEA 599 [1-6] Elective Elective	Project in Lieu of Thesis

Suggested Electives: Art History, Dramatic Literature, Costume Design, Lighting Design, Sound Design, Directing, Drawing, Painting, Theatre 540: Special Topics in Scenery Technology

Sound and Digital Media (subject to change):

Semester 1:	THEA 580[3] THEA 501[3] THEA 503[3] THEA 464[3]	Design Seminar Intro to Graduate Studies Elements of Design for the Theatre CAD for Theatre
Semester 2:	THEA 580[3] THEA 510[3] THEA 473[3] THEA 475[3] THEA 492[1]	Design Seminar History Advanced Sound Design Projection and Media Design Off Campus Study
Semester 3:	THEA 580[3] THEA 584[3] THEA 587[3] THEA 450[3]	Design Seminar Photography for the Theatre Computer Aided Rendering for the Theatre Special Projects in Sound and Digital Media
Semester 4:	THEA 580[3] THEA 588[3] THEA 593[3] THEA 491[1] Elective [3]	Design Seminar Digital Portfolio Independent study in Digital Rendering or Composition Foreign Study

Semester 5:	THEA 599[3] THEA 593[3] Elective [3]	Project in Lieu of Thesis Independent Study
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Semester 6:	THEA 599[3] THEA 593[3] Elective [3]	Project in Lieu of Thesis Independent Study
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Suggested Electives:

History of Art, History of Opera, Music Theory/ Technology, Music Composition, Music History, Dramatic Literature and Criticism, Renaissance Drama, Modern Drama, Contemporary Drama, Shakespeare, Drama of the Restoration and 18th Century, Photography, Costume Design, Lighting Design, Sound Design, Media Design, Advanced Theatre 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
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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
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Semester 3:	Theatre 520 [3] Theatre 523 [3] Theatre 525 [3] Theatre 524 [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
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Semester 4:	Theatre 520 [3] Theatre 523 [3] Theatre 525 [3] Theatre 524 [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
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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
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Semester 6:	Theatre 520 [3]	Master Class: Acting
	Theatre 523 [3]	Master Class: Stage Combat
	Theatre 515 [1]	Alexander Technique
	Theatre 599 [3]	Project in Lieu of Thesis
	Music 101 [1]	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
- oral and written semester evaluations by faculty at the end of each semester
- a summary written evaluation by faculty at the end of each semester
- successful completion of a Project in Lieu of Thesis in the third year of training

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 written evaluations at the end of each semester, written by each of the faculty members who have taught them during that semester. These written evaluations will be discussed in a face-to-face meeting between graduate students and the appropriate faculty. 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.

In addition, a written "summary" evaluation will be written at the end of each semester, following the end of semester face-to-face discussion between the faculty and student. A copy of this summary evaluation will be given to the student and a copy will be kept in department files.

This summary statement will inform the student of their overall standing in the MFA program.

There are three types of standing at the end of every term of enrollment:

- ***good standing***
- ***academic, behavioral, or professional deficiency probation***
- ***academic, behavioral, or professional deficiency dismissal***

For more information on probation and dismissal, see the section on Standards, Problems, and Appeals immediately below.

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 affect casting and design assignments, 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.

Continuation in a program is determined by consideration of all these elements by the faculty and the Department Head.

For policies and procedures governing probation, dismissal, and appeals, see the section on Standards, Problems, and Appeals immediately below.

Standards, Problems, and Appeals

Academic, Behavioral, and 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 academic, behavioral, and professional standing throughout their training, and to provide leadership by example to undergraduates. Academic, behavioral, and professional standards are clearly communicated in the Graduate School, the College of Arts and Sciences, the Department, and the CBT through online resources, handbooks, production guidelines, and verbal reiteration. Graduate students are responsible to know the standards and common practices of UT, the Graduate School, the Department and the CBT. As repeated numerous times in this handbook, ***Graduate students are expected to be familiar and comply with all requirements of this handbook, and of:***

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

In the Department of Theatre, disciplinary actions including removal from CBT or other production assignments, and probation and/or dismissal from the MFA program can be invoked at any time, based upon the recommendation of faculty or department administration. However, Theatre Department faculty and administration will make every effort to inform a student of probationary actions or a move to dismissal in a timely and respectful professional manner. Furthermore, every effort will be made to make such a determination about the student within the first year of training, or at the latest, by the end of the third semester of training (middle of second year).

Such disciplinary actions can be invoked based upon any one or more of the following criteria:

- I. Academic failure**
- II. Behavioral misconduct**
- III. Professional deficiency**

I. Academic Failure

A. Academic Probation

Upon completion of 9 credit hours of graduate course work, 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 cumulative grade point average is 3.0 or greater. Upon achieving a cumulative GPA of 3.0, the student will be removed from probationary status.

Students are also subject to academic review by their graduate faculty at any time. Probation can be triggered as a result of the evaluations described on pages 20-21 above, or as soon as a problem comes to the attention of the faculty. Detailed information will be provided to the student, verbally and 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 below and in the following policy statements:

- (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/>

B. Academic Dismissal

If a student is on academic probation, the degree or non-degree status will be terminated by the Dean of the Graduate School if the student's semester GPA falls below 3.0 in a subsequent semester. When the particular circumstances are deemed to justify continuation, and upon recommendation of the appropriate academic unit and approval of the Dean of the Graduate School, a student on probation whose semester GPA is below 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 those cases where the department's requirements for continuation are more stringent than university requirements for graduate programs, the Dean of the Graduate School will evaluate the student's record 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 that department.

C. 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. Students 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.

II. Behavioral Misconduct

A. UT Student Code of Conduct

Graduate students in the Department of Theatre and the Clarence Brown Theatre are expected to be familiar and comply with all requirements of the UT Student Code of Conduct, available at: <http://studentconduct.utk.edu/>.

Conduct that is inconsistent with the Code can invoke disciplinary action and result in probation or dismissal at any time. Due to the collaborative nature of theatre, conduct that interferes with or detracts from the ability of others to make progress towards their degree, or from the professional function of the Department of Theatre or the Clarence Brown Theatre, can also invoke disciplinary action and probation or dismissal any time.

B. Behavioral Probation

Misconduct will be addressed by department administration and faculty on a case-by-case basis. Conduct that is inconsistent with the UT Student Code of Conduct can invoke probation at any time. As with academic probation, if behavioral probation is invoked, detailed information will be provided to the student, verbally and 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:

- (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/>

C. Behavioral Dismissal

Misconduct can invoke dismissal at any time. 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 also invoke dismissal any time.

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

III. Professional Deficiency

Two major elements of the MFA in Theatre program are participation in Clarence Brown Theatre projects and productions and Graduate Teaching Assistantship (GTA) duties. Participation in the theatrical event through work on projects and productions is required by the Department and by the National Association of Schools of Theatre, an accrediting body of the Department of Theatre. Such participation is an integral part of a student's standing in the MFA program, and is regularly evaluated by faculty, CBT staff, and administrative leadership. Just so, Graduate Teaching Assistantship duties are also an integral part of a student's standing and are regularly evaluated.

However, neither project and production participation nor GTA duties fall within the purview of a particular class or are graded within a particular class. A student may be performing sufficiently in classes, but still be deficient in translating their training into the professional arena of the theatre or into professional teaching or assistant teaching.

That is, it is possible for an MFA student to be in good academic and behavioral standing, but deficient in meeting professional standards within the CBT and/or in their GTA duties.

In such an instance, a student can be found to be professionally deficient. At a minimum, MFA actors must achieve standards of work sufficient to be consistently cast in CBT productions, and MFA designers must achieve standards of work sufficient to be reliably assigned to CBT productions. Also, all MFA students must carry out their teaching duties according to departmental standards.

A. Professional Deficiency Probation

Professional deficiency will be addressed by department administration and faculty on a case-by-case basis. As with academic and behavioral probation, if professional deficiency is invoked, detailed information will be provided to the student, verbally and in writing, about the deficiency; 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.

B. Professional Deficiency Dismissal

MFA students found to be deficient in meeting Department of Theatre professional standards of work within the CBT or in their GTA duties, can be dismissed from the MFA program at any time.

Dismissal by a department or program 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 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: 865-974-2571

Email: housing@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. 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, 100 Dunford Hall

Phone: 865-974-6087

Email: sds@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 Stephanie Wall, 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

<https://utvolshop.com>

Main Bookstore (in UC), 1015 Phillip Fulmer Way
Email: volshop@utk.edu

Phone: 865-974-7467

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

<http://career.utk.edu>

Career Services, 1015 Phillip Fulmer Way

Phone: 865-974-5435

Email: career@utk.edu

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

<https://studentunion.utk.edu/services/cto/>

821 Volunteer Blvd., Greve Hall, Room G007

Phone: 865-974-3381

Email: no email

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://clarencetheatre.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.

University Printing and Mail (Graphic Arts Service) <http://upm.utk.edu/>

University Printing and Mail, 2021 Stephenson Drive

Phone: 865-974-4416

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: 865-974-5019

Email: no department email

Fax: 865-974-1539

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: parking@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. For KAT and 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: 865-974-3648

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

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

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

Counseling Center, 1800 Volunteer Blvd

Appointment Desk Phone: 865-974-2196

Email: counselingcenter@utk.edu

Hrs: M-F 8a-5p

THE 24-HOUR HELPLINE is 865-974-HELP (4357). IF YOU ARE IN IMMEDIATE DANGER, CALL 911. 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

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

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

Phone: 865-974-6396

Email: studio@utk.edu

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.

UCopy 201

<https://studentunion.utk.edu/ucopy/>

Media Services Phone: 865-974-5389

Email: ucopy@utk.edu

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

UCopy is a multipurpose facility providing quick copies, reductions and transparencies.

Video and Photography Center:

<https://communications.utk.edu/video-production/video-facilities/>

<https://communications.utk.edu/creative-communications/photography/>

Video & Photo Center, 91 Communications and Extension Building

Phone: 865-974-0765

Email: video_photography@utk.edu

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
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	974-9900
Parking Services	2121 Stephenson Dr.	974-6031
Registrar (7:30a-5:30p)	209 Student Service Bldg.	974-1111
Student Health Clinic Appointments	1818 Andy Holt Drive	974-3648

Pertinent Graduate Student Web Pages

- Best Practices in Teaching
 - <https://gradschool.utk.edu/?s=best+practices+in+teaching&btnF=Go>
- Center for International Education
 - <http://cie.utk.edu/>
- Counseling Center
 - <http://counselingcenter.utk.edu/>
- Department of Theatre
 - <http://theatre.utk.edu/> or <http://www.clarencebrowntheatre.com>
- 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/>