

# UCSC MASTER'S PROGRAM IN THEATER ARTS

## OVERVIEW DOCUMENT FOR STUDENTS

### CALENDAR

#### SPRING/SUMMER 2013

<i>April 1</i>	Offer letters sent
<i>April 15</i>	Acceptance Deadline
<i>May 5</i>	Welcome letter sent: identifies Faculty Advisors and contains internship information. Direction to begin discussing capstone projects with faculty advisor as soon as possible. Instructions for enrolling for Fall and full-year curriculum requirements.
<i>May 15</i>	Teaching Assistantships designated
<i>June 15</i>	Internship paperwork signed (if applicable) Reminder: Enroll in Grad Sem (Fall). DO NOT ENROLL IN UNDERGRAD COURSES
<i>August/Sept</i>	Complete internship eval, all paperwork to Angela (if applicable)

#### FALL 2013

<i>Week before Classes Start</i>	Graduate Division Teaching Assistant Training
<i>Sept 24</i>	1-5 pm: Faculty Office Hours: you must meet with your advisor to discuss completion of the Capstone Thesis Request Form, which is due OCT 11
<i>Sept 25</i>	2-3 Department TA training: reminder you must have 10 units! 3-4 Theater Arts Graduate Student Orientation (see below)
<i>Sept 26</i>	Classes Begin
<i>October 7</i>	DEADLINE TO ENROLL IN FALL CLASSES
<i>October 11</i>	DEADLINE TO HAND IN YOUR CAPSTONE THESIS FORM
<i>Dec 4</i>	12:00 Graduate Student Town Hall meeting: all grad students must attend.
<i>Dec 6</i>	Classes end

#### FALL QUARTER CHECKLIST FOR STUDENTS!

- \_\_\_ Meeting with Advisor to discuss internship completion credit (5 units: THEA 293)
- \_\_\_ Meeting with Advisor BEFORE OCTOBER 11 to discuss capstone requirements and complete paperwork (Thesis Request Form)
- \_\_\_ Meet with advisor near the end of the quarter to discuss your advancing thesis plans

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### WINTER 2014

<i>Jan 3</i>	Classes Begin
<i>Mar 12</i>	Grad Student Town Hall 12:00. All grad students must attend.
<i>Mar 17</i>	Classes End
<i>Mar 21</i>	LAST DAY TO REMOVE INCOMPLETES FROM FALL QUARTER

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### WINTER QUARTER CHECKLIST FOR STUDENTS!

- \_\_\_ Meet with your advisor during week one or two to discuss the “Stage 1: Reflection” (Abstract) assignment
  - \_\_\_ Meet with your advisor during week five or six to discuss your progress on the “Reflection” assignment.
  - \_\_\_ Complete your “Stage 1: Reflection” paper and review with your advisor **NO LATER THAN WEEK 10**, who will give you guidance towards placing your ideas into a larger conversation about theatre. Begin your “Stage 2: Larger Discourses” (Prospectus) assignment.
  - \_\_\_ Assemble your thesis committee
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### SPRING 2014

<i>March 21</i>	Classes begin. <b>DEADLINE TO ASSEMBLE YOUR THESIS COMMITTEE.</b>
<i>April 11</i>	Deadline to complete application for master’s degree (see Angela)
<i>April 15</i>	Deadline to reserve space for your thesis defense (see Angela)
<i>May 1/8 (var)</i>	Deadline to have your completed thesis to your committee for review
<i>May 12-23</i>	THESIS DEFENSES
<i>May 29</i>	Deadline to complete all requirements for degree (if you want to walk in Spring)
<i>June 12<sup>th</sup></i>	Deadline to complete submission of thesis to Pro/Quest, and deliver Signed cover sheet to Grad. Division at Kerr Hall.
<i>June 11</i>	Grad Student Town Hall, 12:00. All grad students must attend.
<i>June 12</i>	Classes end. Last day to satisfy incompletes from Winter Quarter

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### SPRING QUARTER CHECKLIST FOR STUDENTS!

- \_\_\_ Meet with your advisor during week one or two to hand in your completed “Stage 2” and another to discuss it.
  - \_\_\_ By the first day of Spring Quarter you must have your committee assigned.
  - \_\_\_ Meet with your advisor at least once per week prior to May 1 to discuss your thesis writing and defense preparation.
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## THEATER ARTS 299, Capstone Thesis (5 Units)

### FOR ALL STUDENTS

GRADUATE DIVISION REQUIREMENTS: Absolutely Mandatory if you want your degree:

[http://graddiv.ucsc.edu/current-students/pdfs/Diss\\_Guidelines2012.pdf](http://graddiv.ucsc.edu/current-students/pdfs/Diss_Guidelines2012.pdf)

The Graduate Division encourages you to visit our office for a dissertation or thesis check before you submit your final draft. Drop in hours for dissertation/thesis checks are Wednesday & Thursday afternoons from 2-4, or contact Veronica Larkin, [vlarkin@ucsc.edu](mailto:vlarkin@ucsc.edu) to make an appointment.

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### FOR CREATIVE THESIS PROJECTS WRITTEN COMPONENT AND THESIS DEFENSE

If you are a Director, Actor, Manager, Designer, or Dramaturg, the graduation thesis is a “capstone experience,” designed to provide you with a holistic, cumulative experience that encompasses all of your graduate education. For Theater Arts, the creative thesis requires not merely artistic event itself but a stage of elevated critical engagement with the creative work. This process requires reflection on the process, an analysis which links the creative work into larger discourses about art and culture, and a discussion of one’s work at a professional level, with other professionals.

This document is meant as a guide for you to follow as you enter this final stage of your graduate education. It is a guide, not a straitjacket. You will have the opportunity, and the responsibility, of making it yours.

- Stage 1: Reflection (Abstract)
  - During FALL QUARTER, you will arrange a meeting with your advisor before OCTOBER 11 to discuss the requirements of your Capstone Thesis, complete your paperwork, and finalize your internship credit for the 5-unit THEA 293 course.
  - Near the END of FALL QUARTER, you will meet with your advisor to discuss your advancing thesis plans.
  - **You will arrange a meeting with your advisor to take during week 1 or 2 of WINTER QUARTER** to turn in to your advisor a *Reflection Document* which looks like this:
    - It is at least 750 words long
    - It details your motivations for choosing the project.
    - It details the notions you had going into the project and how are changing
    - It details what you hope to learn from the process.

- At the meeting with your advisor, you will discuss the paper and the next step of the process. You will then be given direction by your faculty advisor towards placing your work in this project into a larger conversation about theater, which leads you to Stage 2
  - By the end of Winter Quarter, you must have assembled your Thesis Committee, which is composed of your advisor as the Chair of the Committee, and at least two other professors, one of which may be from another UCSC department. It is your responsibility to seek out and request that these professors sit on your committee.
- Stage 2: Larger Discourses (Prospectus)
    - Your second paper builds on your first to create an analysis of your own work within the context of larger discourses on theater theory and practice. This paper should have the following traits:
      - It should be at least 2,000 words (including the stage one abstract you already finished)
      - Articulate links between your work at UCSC and work going on in the larger theater world
      - Think about what you have read, discussed, or written about for your classes, grad and undergrad, and your individual outside research, that have guided or sparked your creativity. For example, if you are writing about your preparation for a role in a particular play, what training techniques were parts of your process?
      - Explore your ideas beyond what you write. During your thesis presentation, you will be asked to defend the statements you make, and even to move beyond them.
    - **You will finish this assignment in advance of the beginning of SPRING QUARTER, and get it to your advisor in advance of classes starting.**
    - In week 1 or 2 of Spring Quarter, you will meet with your advisor to discuss this paper.
    - This second meeting, you will discuss this paper with your advisor, who will give you detailed criticism so that you can complete the final stage of the process, which is writing the thesis and preparing the presentation for the Defense.
    - You will arrange to meet with your advisor once per week during Spring Quarter prior to May 1.

A NOTE. It is up to you to schedule the appointments with your professor, to complete the assignments within a reasonable amount of time, and to follow through on them. Failure to follow through with these responsibilities might seriously jeopardize your ability to graduate.

- Stage 3: Thesis

- The Thesis is the third document you will write, which is based on and includes the work you've already done, with all the revisions necessary.
  - It is a substantial, rigorously researched, carefully organized, and clearly articulated analysis of your work within the larger context of discourses within your discipline.
  - The exact length of the paper is to be determined between you and your advisor, but it may not be shorter than 2,500 words.
  - These must be completed and distributed to all members of your committee members no later than one week in advance of your scheduled presentation date.
  - **NOTE: Dramaturgs must include a complete Production Casebook in addition to the Thesis.**
- Stage 4: Defense
    - The Defenses will take place during the second and third weeks of May (unless you have a Spring Thesis, see your advisor).
    - The Defense Session
      - It will be your responsibility to arrange the date, time, and room with Angela Beck in the main office, to make sure all of your committee members can make the time, and to remind your committee of the upcoming defense.
      - The Chair of your committee is responsible for convening and moderating the session.
      - The defense session will be one hour long.
        - During the first 5-10 minutes of the session, you will make an oral summary of your research.
        - You should consider this a formal, professional-level presentation. Dress and prepare accordingly.
        - You will be assessed on the following characteristics:
          - Depth and breadth of research
          - Rigor of theory and insight
          - Organization of presentation
          - Clarity
        - Following the presentation, the assessing faculty will spend 20-30 minutes engaging you in a vigorous defense of your work.
        - Following the defense, you will be asked to leave the room, and the faculty will discuss your work for the next 15 minutes or so.
        - After the faculty has completed its discussion, you will be invited back into the room and given a summary of the faculty's recommendations for you. There are three possible results:
          - PASS. You have passed your thesis and are cleared to graduate.

- PASS WITH REVISION. You will be required to make some revisions to your thesis before you are cleared to graduate.
    - You must discuss the details of this with your advisor. Revisions are not accepted after the last day of Spring Quarter.
  - FAIL. You will not be allowed to complete your work on your degree.
- Any further questions you have about the thesis should be addresses to your advisor. **YOUR ADVISOR MAY ALTER ANY OF THESE REQUIREMENTS ACCORDING TO YOUR NEEDS AS A STUDENT.**
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## **SCHOLARLY THESIS**

The capstone experience for the scholarly MA student is a work of serious, rigorous scholarship in the fields of theater history, theory, or performance studies. As with the Creative Thesis, the Scholarly Thesis proceeds in stages.

### **STAGE 1: ABSTRACT**

By the third week of the first quarter, the student will have met with his or her advisor to complete all paperwork, resolve the requirements for the Internship course (THEA 293, 5 units), and to discuss the parameters of the thesis. Each student's project will have a different shape, but the general guideline for the thesis is a fully researched argumentative investigation of a single subject that is at least 7,500 words (25 standard pages).

By the end of the first quarter, the student will provide the advisor with an Abstract of no fewer than 500 words which contains:

- A detailed description of the goals of the thesis
- A survey of the evidence that will be examined
- An approach of the theories that will be applied
- A beginning of a reading list for further research

The student will meet with the advisor to go over this Abstract, discuss its merits and weaknesses, give guidance, and provide direction for further research.

### **STAGE 2: PROSPECTUS**

By the LAST WEEK of Winter Quarter, the student will submit to the advisor a PROSPECTUS. This document is at least 1,500 words long and contains elaborations of all of the points listed in the Abstract, and in addition must include a detailed outline of the final Thesis, including section headings which explain where each element of the argument will appear in the overall structure of the paper.

- By the end of Winter Quarter, the student must have assembled the Thesis Committee, which is composed of the advisor as the Chair of the Committee, and at least two other professors, one of which may be from another UCSC department. It is the student's responsibility to seek out and request that these professors sit on the committee.

During the first or second week of Spring Quarter, the student will arrange a meeting with the advisor to review this document and get guidance for writing the final Thesis.

### **STAGE 3: THESIS**

The Thesis, of 7,500 words in length at minimum, will be submitted to the advisor and each member of the committee no later than one week prior to the thesis defense.

### **STAGE 4: DEFENSE**

The Scholarly Defenses will take place during the second and third weeks of May.

- The Defense Session
  - It will be your responsibility to arrange the date, time, and room with Angela Beck in the main office, to make sure all of your committee members can make the time, and to remind your committee of the upcoming defense.
  - The Chair of your committee is responsible for convening and moderating the session.
  - The defense session will be one hour long.
    - During the first 5-10 minutes of the session, you will make an oral summary of your research.
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    - Following the defense, you will be asked to leave the room, and the faculty will discuss your work for the next 15 minutes or so.

- After the faculty has completed its discussion, you will be invited back into the room and given a summary of the faculty's recommendations for you. There are three possible results:
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  - PASS WITH REVISION. You will be required to make some revisions to your thesis before you are cleared to graduate.
    - You must discuss the details of this with your advisor. Revisions are not accepted after the last day of Spring Quarter.
  - FAIL. You will not be allowed to complete your work on your degree.

Any further questions you have about the thesis should be addresses to your advisor.  
**YOUR ADVISOR MAY ALTER ANY OF THESE REQUIREMENTS ACCORDING TO YOUR NEEDS AS A STUDENT.**



**AGENDA FOR GRAD STUDENT ORIENTATION  
SEPT 25, 2013**

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*TEACHING ASSISTANTSHIPS*

1. Expectations of ALL students, from THEA or DANM
  - a. Must keep up with assignments
  - b. Must attend all sections, full sessions
  - c. No giving unrelated credit. TA'S ARE NOT ALLOWED TO DETERMINE WHO GETS CREDIT FOR WHAT.
  - d. Reprimands: letters to your chairs and advisors that may jeopardize your letters of rec.
2. Grad students working on campus: grad students with TAships can't work any other job on campus without prior written permission from Dept. and Grad Div.
3. Angela advises grad students on their academic progress. Maerian facilitates all administrative actions (hiring and HR issues). There is some overlap.

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*PREPARING YOUR THESIS*

1. Practicalities for your thesis: deadlines and paperwork
  - What is the thesis FOR?
  - What do we expect to see in a thesis?
  - What is the relationship between the thesis and the capstone project?
  - Setting up your committee
  - Changing your advisor
  - Developing your "elevator speech"
  - Working with the Graduate Division
  - Working with your advisors: what you should expect
    - YOU must arrange the meetings with the advisor
2. Curriculum requirement overview (full year)
3. Artistic Opportunities and restrictions (prioritizing)
4. Review handbooks.
5. Town Halls – what are they for?
6. Q & A