

**PhD in History/Theory
Program Handbook
2016-2017**

Contents:

- Description of Program
- People
- Program of Study
- Expectations for Satisfactory Progress
- Teaching
- Funding
- Appendices - PhD policy memos

Note: this handbook is a set of descriptions, checklists, and dates to remember, and is not intended to be a substitute for the program description, policies, and procedures on the School of Drama Website <http://drama.washington.edu>, nor for the Graduate School Policies and Procedures for Graduate Students available online at <http://grad.uw.edu/policies-procedures/>

Students should review all these materials frequently as they progress through the PhD program.

In addition, students should familiarize themselves with the UW Graduate School Doctoral Degree Policies at <http://grad.uw.edu/policies-procedures/doctoral-degree-policies/>. This site provides information on: doctoral degree requirements, appointment of doctoral supervisory committees, doctoral supervisory committee roles and responsibilities, general examination and admission to candidacy for doctoral degrees, candidate certificates, appointment and responsibilities of doctoral reading committees, final examination/ dissertation defense, and doctoral dissertations.

A helpful list of dates and deadlines may be found here: <http://grad.uw.edu/for-students-and-post-docs/dates-and-deadlines/>

The PhD Program Handbook is updated on an annual basis. Policies and and procedures may change from year to year. When in doubt, consult the most recent edition of the Handbook.

Please let us know of anything not covered in the handbook that you believe should be included.

Description of the PhD Program

The PhD program provides comprehensive training in theatre and performance scholarship, combining a wide definition of performance while maintaining rigorous training within a discipline core. The program partners seminars and tutorials by the doctoral theatre faculty with a wide menu of performance-studies-based seminars offered through the Center for Performance Studies. The four-year plan of study offers opportunities for a full range of Western and non-Western periods from the ancient to the contemporary, from the traditional to the avant garde.

Graduates of the program are prepared to enter careers as university professors, arts administrators, dramaturgs, and critics. Most applicants have theatre degrees and production experience, but on-going production work is not part of the doctoral program. The enrollment is small, and individual attention to scholarly projects—including private tutorials—shapes the student's experience throughout their course of study. Whatever their particular interests, PhD students are expected to develop the broadest and deepest understanding of theatre and performance, theory and history.

People

Executive Director: Todd London, tlondon@uw.edu

PhD Area Head: Odai Johnson, odai@uw.edu

PhD Faculty and Divisional Dean: Catherine Cole, colecat@uw.edu

PhD Faculty: Scott Magelssen, magelss@uw.edu

PhD Faculty: Stefka Mihaylova, stefkam@uw.edu

Graduate Advisor: Sue Bruns, sryan@uw.edu

Administrator: Kathy Burch, kburch@uw.edu

Director of External Relations: TBD, tbd@uw.edu

For a complete list of faculty and staff, consult the School of Drama website.

Program of Study

The four-year program consists of eight quarters of coursework, followed by a reading quarter; qualifying and comprehensive exams; and, finally, the dissertation.

Students take a minimum of 12 seminars in Drama. The seminars are designed to provide thorough preparation in the major issues, periods, contemporary, critical and theoretic approaches in the field. In addition, students must complete four courses outside of the required Drama seminars, in consultation with the doctoral program faculty. Students typically concentrate on Drama seminars in the first quarters of study.

In addition to the courses and exams below, all students (both those in coursework and ABDs) should fully participate as citizens in the life of the program, including regularly attending periodically scheduled events (professionalization workshops, information sessions), the Center for Performance Studies lectures, and program gatherings and receptions. Students should also be good citizens of the School of Drama, participating in School offerings and events including productions, the Fall Picnic and the Spring Awards Reception.

UW Graduate School Requirements: PhD students must complete a minimum of 90 credits to earn the PhD degree, generally through 60+ credits of coursework, and a minimum of 27 dissertation credits. Dissertation credits must be taken over at least three quarters, and students may register for no more than 10 dissertation credits per quarter. The degree can be completed in a minimum of four years, generally through two and 2/3 years of coursework with the remaining time for dissertation topic development and approval (spring of third year), and research, writing, and defense (fourth year).

By University of Washington (UW) regulations, students must complete the PhD degree program within 10 calendar years of matriculating. This includes quarters spent on-leave or out-of-status. Our goal is for most students to complete the program in four-to-six years, depending on the project.

Drama Seminars

The sequence of drama seminars reflects the changing needs of the field and the developing research interests of the faculty. Seminar topics have included Ruins: Classical Theatre and the Archaeology of Memory, The Fervent Yeares: The Making of Elizabethan Theatre, The Baroque, Reading the Long 18th Century, The Historical Avant-Garde, Documentary Theatre, Conversations with Antiquity, Performing Race, Foundations in Performance Studies, Memory, Theatre, and Performance, Emerging Discourses in Theatre and Performance Studies, Modern Theatre and Modern Technology, Performance and Embodiment in the Early Middle Ages, Nineteenth-century Theatre and Popular Entertainment, Founding Visions of the American Theatre, Continuity and Rupture in Contemporary British Theatre, Early African American Performance, The Body in Performance, and Historiography: History, Memory, Narrative, and other Disorders.

From the seminars, students are encouraged to develop original research and to present their work at professional conferences, leading to publication in academic journals.

The grading system for UW graduate students is outlined in Graduate School Memo 19, found here: <https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-19-grading-system-for-graduate-students/>

The Center for Performance Studies

The doctoral program in the School of Drama is a founding member of the Center for Performance Studies, hosted by the School of Drama. The Center for Performance Studies represents a consortium of programs, faculty, and graduate students engaged in the study of performance culture across the disciplines. Our collaborators are involved in scholarship that deals with any aspect of performance culture. The Center comprises a wide range of faculty and graduate students across the campus and across fields who have joined together to support the study of performance in a variety of forms and cultures. The Center is not a degree granting program, but rather a commons for the sharing and pooling of the diverse strengths and resources of the University of Washington community. The Center also offers a series of its own seminars, independent of departmental offerings. These are team-taught, inter-disciplinary seminars themed around a common text, theory, or theme, taught by professors in disparate disciplines.

Go to <http://depts.washington.edu/uwcps/> to access information about the faculty that comprise the Center, graduate courses that are focused on the study of performance, upcoming lectures, events and conferences, and opportunities for funding.

Foreign Language Component

There is also a foreign language component that requires each student to have a working knowledge of a second language. **A working knowledge is defined as skills enough to allow one to conduct research in that language.** See School of Drama Policy Memo 7 in Appendix 2, below.

Qualifying Exams

First year PhD students take their qualifying exams over Memorial Day weekend every year. Students can generally expect that there will be one essay question pertaining to each of the Drama PhD seminars they've taken during the three quarters of their first year in the program. They will pick up their questions from Hut 105B, the grad adviser's office, at 9am on the Friday before the holiday. Answers are due back to the grad adviser on Tuesday, 9am. Oral exams will be scheduled for the following Friday.

Year-Two Check

In the spring of their second year, students will meet with the PhD Faculty to discuss teaching and research, and to go over the transcript of courses taken at the UW to determine progress toward completion of course of study. This is also an opportunity to discuss with the faculty your research plans and resource needs as you move into your third year and beyond.

The year-two check may include, but is not limited to: an overview of courses taken and grades earned as well as a plan for courses to be taken in year three; teaching successes and challenges; progress toward language requirement; articles and reviews in progress or submitted for publication; funding and awards applied for and/or received; preliminary discussion of research specialization.

A written letter detailing the student's progress at the end of year two, based on this conversation, will be given to the student and placed in her or his file.

Setting up your doctoral supervisory committee

Before your general exam in spring of your third year, and at least four months prior to the General Exam, you must establish your doctoral supervisory committee. The committee should be set up in consultation with the PhD faculty. The School of Drama's policy on doctoral exams includes guidelines on who needs to be on the committee, as does the UW's Grad School.

Two of your regular committee members must be from School of Drama doctoral faculty, and one regular member must be from an outside program. This last member may be the same individual as your Graduate School Representative (GSR) or the GSR may be a fourth member. Before your final thesis defense you will also need to set up a reading committee.

See School of Drama Policy Memo 6 in Appendix 1, and Graduate School Policy Memo 13 in Appendix 4, below.

Determining whether your dissertation requires HSD approval

If your dissertation project involves human subjects, you may need to determine whether you need approval from the Human Subjects Division (HSD). Generally, if human subject involvement is limited to personal interviews, and the data obtained is not intended to obtain "generalizable knowledge" under HSD definition, the project probably does not need HSD approval. It is the responsibility of the student, however, to make this determination. Go to <http://www.washington.edu/research/hsd/> for details.

Reading Quarter

Spring quarter of third year is the dedicated reading quarter to enable students to prepare for the Preliminary and General Exams and to survey the proposed field of study. Students with ASEs (Academic Student Employment), register for 10 credits, which can be DRAMA 600.

Preliminary Written and Oral Exam

Beginning of spring quarter of the third year. The Preliminary Exam is based on a series of questions composed by the PhD faculty in consultation with the student's dissertation adviser; it consists of written essays of approximately 3,000 words each, and is designed to contextualize the dissertation topic. Candidates are allowed two weeks to complete the essays, which will be followed by an oral examination by the School of Drama PhD faculty.

General Exam (Précis/Prospectus Defense)

End of the spring quarter of the third year. The General Exam is a detailed précis of the proposed dissertation written by the student, including a reading list. The précis and reading list will also be part

of an oral examination by the student's supervisory committee. This oral exam is the official General Exam.

Scheduling the General Exam

After consulting with the supervisory committee and reserving a room, students schedule the time of the General Exam on the web using MyGradProgram. The system will send a confirming email to the student and committee. Let the Graduate Adviser know so that she can approve the date and time.

At the General Exam, the student and the committee discuss the student's readiness to commence a dissertation project, and identify the resources and timeline necessary to successfully complete it. After passing the General Exam, the committee will sign a warrant testifying that the student has passed, which goes to Sue. The student should provide Sue with the working title of the dissertation project, which goes on file, is added to the School's web site, and is submitted to the journal Theatre Journal for publication in its annual doctoral theses in progress section.

Dissertation

The fourth year of the program is devoted to writing a dissertation under the guidance of a faculty adviser. The dissertation is a monograph on a specified subject, rigorous in research methodology, and composed with writing of publishable quality. It must be a significant contribution to scholarly conversation in theatre and performance. Recent doctoral dissertations have explored semiotics, feminism, medieval traditions, American theatre history, contemporary English and German drama, ethnicity and performance theory. Titles of recent dissertations can be found on the School of Drama website.

Work closely with your faculty adviser to establish a calendar for completion (adjustable as needed). This should include deadlines for research, completion of chapter drafts, revisions of chapters, and estimated date of defense. It is a good practice to get chapters to your adviser at least two weeks before your desired date for feedback.

After your adviser has determined it ready, each chapter should be submitted to the rest of the committee members as it is completed to keep them apprised of your progress toward completion. Candidates should not wait until the full manuscript is complete before submitting it to the committee.

Lengths of dissertations vary depending on subject and methodology, but in general should be at least 200 double-spaced manuscript pages in length. Use MLA or Chicago Manual of Style for formatting and citations. Consult with your adviser on whether to use parenthetical or footnote citations. Follow the guidelines for manuscript preparation here: <http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/final-submission-of-your-thesisdissertation/required-sections-for-your-document/> This page also has helpful resources and templates for formatting your manuscript (title pages and front matter, table of contents, headings, and so forth).

Setting up your Reading Committee

After the General Examination, the Graduate Adviser uses MyGradProgram to inform the Dean of The Graduate School of at least three members of the supervisory committee who will serve on the reading committee. At least one of the members of the reading committee must hold an endorsement to chair doctoral committees. The reading committee is appointed to read and approve the dissertation. It is the responsibility of a reading committee to (a) ensure that the dissertation is a significant contribution to knowledge and is an acceptable piece of scholarly writing; (b) determine the appropriateness of a candidate's dissertation as a basis for issuing a warrant for a Final Examination and; (c) approve a candidate's dissertation. When you have the names of the faculty who have agreed to be on your committee, please let Sue know and she will set it up.

Delivering the Dissertation Manuscript to the Committee

Contact your Reading Committee members to determine whether they prefer a hard copy or electronic copy of your dissertation (and their preferred file format, e.g., .doc or .pdf). Also ask the rest of the committee if they would like a copy. Once you have delivered the manuscript, you must collect the ink signatures of your committee on the form found here:

<http://grad.uw.edu/wordpress/wp-content/uploads/phd-approval-form.pdf>

You must turn in this form after the defense either by scanning and sending the form to the address at the bottom, or turning it in to the Graduate School.

Final Exam (Dissertation Defense)

The final exam may be scheduled after the reading committee has read a draft of the entire dissertation. You should allow a minimum of one month for the committee members to read the dissertation, and give each committee member several weeks advance notice of when the manuscript should be expected.

After consulting with the supervisory committee and reserving a room, students schedule the final exam on line by going to MyGrad Program - <http://grad.uw.edu/for-students-and-post-docs/mygrad-program/> Let the Graduate Advisor know when you have done this so that she can approve the exam time and location.

The final exam is a rigorous conversation with your supervisory committee about your dissertation. Generally speaking, final exams in the School of Drama PhD program do not include a formal public presentation of research. Final exams by state law are open to the public, but the usual practice is to conduct these in a small room with the student and her or his committee. If the student wishes to invite guests, these guests may not ask questions during the exam (only the committee members can ask questions), and will be asked to leave prior to committee deliberation.

Submitting the Electronic Dissertation to the Graduate School

After passing the final exam, the candidate has 60 days (or the end of the quarter, whichever comes first) in which to submit an electronic version of the dissertation to the Graduate School. Registration as a graduate student is required the quarter that a Final Examination is taken AND the quarter the dissertation is submitted. Go to <http://grad.uw.edu/for-students-and-post-docs/thesisdissertation/final-submission-of-your-thesisdissertation/> for instructions on submitting the dissertation to the graduate school.

If you do not have time to submit the Electronic Dissertation by the end of the Term, the Graduate School's Graduate Registration Waiver Fee—an optional fee (\$250) paid in lieu of registration—is available to qualifying students for a 2 week period directly following the quarter in which all Graduate School and graduate program degree requirements are met. Qualifying students who pay this fee will graduate in the quarter following the fee payment period.

Expectations of Satisfactory Progress

Students maintaining satisfactory progress are perceived to be doing well in coursework, teaching, and research, maintaining a 3.0 or above, and engaging in all aspects of scholarly life as a conscientious citizen of the school and the program.

Satisfactory Progress

Successful completion of language and coursework requirements by the end of winter quarter in student's third year

Satisfactory and timely completion of all program exams

Production of tangible research which meets the approval of program faculty

Preparation and participation in course discussions, and complete course assignments on time

Development of ability to engage in critical thought in both written and oral form

Development of ability to frame and pursue a research project using primary and secondary sources and other evidence.

Participation in Program orientation and meetings.

Successful completion of dissertation in a timely manner.

In the event a student is not meeting these general expectations, a written "warning" will be issued by the PhD Faculty, who will meet with the student to determine a plan for remediating the unsatisfactory progress. If by the following quarter the unsatisfactory progress is not remedied, the student will be recommended for probation for one quarter. If by the following quarter the student is still making unsatisfactory progress, she or he will be recommended for final probation. Final probation is used to warn students that they will be dropped at the beginning of the next quarter unless they improve their performance. Students may be dropped after three terms of unsatisfactory progress.

According to UW procedures, students must receive written notification from the program faculty of unsatisfactory performance (probation, final probation) prior to being dropped from the PhD Program. The notification must include the steps required in order for the student to return to satisfactory performance.

Students may appeal a drop. Appeals should follow the process outlined in Graduate School Memorandum No. 33, Academic Grievance Procedure.

For School of Drama Guidelines for Maintaining Satisfactory Progress, see School of Drama Academic Policy Memo 6 in Appendix 1, below.

For Graduate School policy on Satisfactory Progress see Graduate School Memo 16 here: <http://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-16-unsatisfactory-performance-and-progress/>

Important Meetings

PhD students are expected to attend and participate in regularly scheduled meetings of the PhD program throughout the year. These meetings are often scheduled on Friday afternoons. Meetings include but are not limited to:

The beginning-of-the year Summit in which the year ahead, policies and procedures, funding, and program announcements are discussed.

The Spring Summit (sometime in May) in which TA appointments for the following year are announced, and other items of business are conducted.

Friday Professionalization workshops. Past workshops have included: preparing the CV, publishing book reviews, mock interviews and job talks, mock conference presentations, leading effective discussions in the classroom, and so forth.

Teaching

Students are expected to establish competence in teaching during their time in the program. This is generally established by teaching in the array of courses in the undergraduate program that are overseen by the PhD program: DRAMA 101 Introduction to the Theatre (Lecturer); DRAMA 101 (TA); DRAMA 103 Theatre Appreciation (online); DRAMA 201 Plays and Styles.

On an as-needed basis, a PhD student may serve as a research assistant or teach other courses in the undergraduate curriculum (e.g., the history sequence DRAMA 371, 372 and 373; DRAMA 302 Critical Analysis of Theatre; DRAMA 494 Special Studies in Theatre and Drama) depending on her/his competence and expertise. These last teaching appointments are rare, however, and should not be counted on. In addition, there may be opportunities to teach in departments outside the School of

Drama (e.g., Dance, CHID). In all cases, students should consult with the PhD Area Head before pursuing or accepting such an appointment, as it would have an impact on whether we can cover our own in-house undergraduate courses. If you accept an appointment from an outside program, you relinquish that quarter of Drama support.

Information on specific courses and corresponding TA duties can be found here:

<https://drama.washington.edu/grad-student-payroll-insurance-travel-funding>

In order to be reappointed each term for teaching appointments, students must maintain satisfactory progress toward the degree, and be enrolled full-time (10 credits).

Appointments in the School of Drama are assigned by the faculty based on curriculum needs. Appointments are not hierarchical in nature (that is, you don't work your way up to the "choice" appointments). Over the course of your program, you can expect to have an appointment at some point in each of these courses in order to establish a wide competency over several areas and classroom styles. This being said, each course does require a different skill set, which can determine the order in which students are assigned courses.

Students are expected to demonstrate progress as a teacher throughout their quarters of appointment. Students determined not to be succeeding in the classroom (e.g. receiving consistently low student ratings or faculty reviews) may face corrective action in accordance with the union contract -

<http://www.washington.edu/admin/hr/laborrel/contracts/uaw/contract/a06.html>

The Center for Teaching and Learning holds orientations for new TAs in the fall. In-house orientation to each of these classes will be held during orientations prior to the beginning of the fall term. Attendance and participation in each of these orientations is required for all students with TA appointments. When teaching a new course for the first time, the TA should schedule a meeting during finals week of the preceding term with the TA from the prior term for briefing, best practices, and advice.

TAs should consult with their supervisor on a regular basis, and submit a draft copy of their syllabus to the supervisor a minimum of one week in advance of the beginning of the term. TAs should expect to be observed teaching by faculty supervisors, and the faculty will review student evaluations at the end of the term.

There is usually a predetermined assigned textbook and template curriculum for each course. That being said, generally speaking, the TAs have some of latitude in determining style and individual assignments. Ideas for major changes to course content or emphasis, however, must be cleared with the faculty supervisor well in advance of the beginning of the term.

Instructors should not cancel class sessions if they have conflicts with the meeting time. They should instead arrange with a sub to cover the class in question.

If a problem or dispute arises in the course you are teaching, bring it to the attention of your faculty supervisor sooner rather than later, so s/he can advise and point to university resources and due process for dispute resolution.

Information on Payroll and Insurance can be found here: <https://drama.washington.edu/grad-student-payroll-insurance-travel-funding>

Research

Establishing a profile as a researcher in the field is an essential component of being the professional scholar you are training to become. Students should regularly attend and present research at conferences in the profession, and they should be doing so typically by the second year of their program. Students generally develop conference papers by revising term papers written during course work, and eventually begin presenting original research having to do with their research specialization.

Professional organizations in our field include the American Society for Theatre Research (ASTR), The Association for Theatre in Higher Education (ATHE), the Mid-America Theatre Conference (MATC), the International Federation for Theatre Research (IFTR), and Performance Studies International (PSi). In addition, there are many professional organizations and societies dedicated to subfields, periods, or area studies at which you might share your work. Students are encouraged to pursue publication of essays as well as book and performance reviews during their program of study, in consultation with the PhD faculty and their faculty adviser.

Go to the Center for Performance Studies Website for up to date lists of conference and publication opportunities: <http://depts.washington.edu/uwcps/>. A list of journals in the profession can be found on the ATHE website here: <http://www.athe.org/?42>

Funding

The PhD program can generally provide four calendar years of funding from the time of matriculation. Funding for students in the PhD program comes primarily through Academic Student Employee (ASE) appointments. In the PhD Program, these can be Teaching Assistantships and Research Assistantships. Descriptions of Teaching Assistantships can be found above under "Teaching."

Funding for Research and Travel

Students in the program can generally count on a total of \$2000 over the course of the program of study. For instructions on applying for this funding and for the online application form, go here:

<https://drama.washington.edu/grad-student-payroll-insurance-travel-funding#travel>. Travel funding requests should be submitted at least six weeks prior to travel.

Students apply for funding online, in coordination with the School of Drama Administrator (Kathy Burch). The process for applying for outside funding is the same as that for in-house funding. Generally speaking, however, external funding sources dwindle throughout the year, so students who use their in-house funding early in the year may not find there is money left in external sources for travel in the later part of the year—whereas if students can secure external funding early in the year, they can count on in-house funds for, say, traveling to present at a second conference. Students should apply for travel funding at least 6 weeks prior to travel.

Awards

The PhD program offers two awards based on merit and research need. Support from the Barry B. Witham Fund is awarded for travel and research funding on a case-by-case basis, and usually for a student who has finished coursework and passed the General Exam (ABD). The Michael Quinn Award is given annually to a student in the School of Drama in recognition of excellence in writing. The Quinn Award is presented at the Spring School of Drama Picnic and Awards Ceremony.

Students are strongly encouraged to apply for outside funding. The University of Washington Graduate School and other units on campus offer a wide range of fellowship support for students in different stages of graduate study. The University Library provides free assistance to graduate students via its Graduate Funding Information Service (GFIS), found at <http://commons.lib.washington.edu/services/gfis>. The Graduate School also provides assistance in locating and applying for fellowships, particularly national competitive awards, found at <http://grad.uw.edu/graduate-student-funding/for-students/fellowships/>.

Possible funding sources include but are not limited to:

FLAS (Foreign Language Area Studies) funding for graduate students includes 1) summer stipends for language programs and 2) foreign residencies. The funding cycle opens on October 15 and closes February 15.

The Graduate School Presidential Dissertation Fellowship offers one quarter of tuition support. The deadline for this fellowship is in early April.

The Simpson Center Society of Scholars Graduate Fellowships (three per year), due mid November. Fritz-MacFarlane-Lederman. These are three Humanities Scholarships: The Chester Fritz (two per year) for \$4,000 each, applications due mid-March; the Elizabeth MacFarlane (three per year) for \$4,000 each, due mid-March, the Herman and Dorothy Lederman (two per year) for \$5,000 each, due mid-March.

The Alvord Fellowship in the Humanities awards 1 student \$16,000. Due mid-March.

The Antoinette Wills Endowed Scholarship (two, one in the arts, one in the humanities), \$750 each, due mid-March.

The Andrew Mellon Dissertation Grant, due mid-late October.

The Huckabay Teaching Fellowship (currently on hiatus) offers one quarter of support to develop a course.

A complete list of fellowships, grants, and funding opportunities from the Jackson School can be found at <http://jsis.washington.edu/advise/funding/index.shtml>.

A List of Fellowships from the Graduate School can be found at: <http://grad.uw.edu/graduate-student-funding/for-students/fellowships/list-of-fellowships/>

Students applying for these funds should let the PhD Area head know (so that the student and faculty can avoid working at cross purposes). When requesting letters of support from faculty members, it is a professional courtesy to give them a minimum of two-weeks' notice prior to the deadline for submission materials.

Awards earned by School of Drama PhD students in the past three years include: Presidential Dissertation Fellowship, the Antoinette Wills scholarship, and the Fritz.

Graduation

UW Commencement Ceremony

Information on the UW Commencement Ceremony is at: <http://www.washington.edu/graduation/>

School of Drama Graduation Celebration and Hooding Ceremony

Each June the School of Drama has its own graduation ceremony, with speakers from the faculty and the Seattle theatre community, and followed by a reception. Graduating students from each of the School of Drama's programs are recognized. Students earning the degree of Doctor of Philosophy, the highest degree conferred by the University of Washington, may be elected to be hooded by their advisor in a special ritual at this ceremony. While not required, earning your degree is a significant moment and is worthy of recognition. It is also a significant honor for your advisor.

Your profile on the School of Drama web site

Upon entering the program, students are given a profile page on the School of Drama's web site.

Students may maintain their own pages thereafter, or they may submit content to Sue for posting on the page. Students should maintain an up to date bio on their page, as well as courses, research interests, publications, and so forth.

In addition to the website page, make a habit of letting External Relations know about significant events in your graduate career (awards, projects, publications, research trips). These may make for excellent material for articles in newsletters and posts on the School of Drama blog, and so forth. Material appearing on the School of Drama web site as well as in Arts and Sciences and University-wide publications will be linked to your profile.

Staying in Touch

After your time at UW is complete, provide the School of Drama with a permanent address and a non-institutional email. This will allow us to keep in contact regarding job opportunities, mentoring, and networking, and allow us to stay current on alumni's professional accomplishments. Keep us apprised of your career moves and successes (publications, projects, awards). A significant cohort of UW School of Drama students, faculty, and alums can generally be found at major conferences in the profession. When you plan to attend these conferences, keep an eye out for your colleagues, mentors, and friends, past and present.

Appendices

Appendix 1

ACADEMIC POLICY Memo No. 6

DOCTORAL PROGRAM - Degree Requirements, Satisfactory Progress, Exams And Committees. Updated Sept 2015.

Degree Requirements:

Students in the PhD program are enrolled full-time in coursework for the first eight quarters of the program (autumn of first year through winter of third year). During this time they must complete sixteen 500-level seminars – twelve of which are Drama offerings and four of which are approved courses outside the School. They also complete the language requirement as outlined in Academic Policy Memo 7 by winter of their third year. Students must fulfill the Graduate School's doctoral degree requirements

–

<http://grad.uw.edu/policies-procedures/doctoral-degree-policies/doctoral-degree-requirements/>

Satisfactory Progress:

Students maintaining satisfactory progress are perceived to be doing well in coursework, teaching, and research, maintaining a 3.0 or above GPA, and engaging in all aspects of scholarly life as a conscientious citizen of the School and the program.

1. Successful completion of language and coursework requirements by the end of winter quarter in student's third year.
2. Satisfactory and timely completion of all program exams.

3. Production of tangible research which meets the approval of program faculty.
4. Preparation for and participation in course discussions, and completion of course assignments on time.
5. Development of ability to engage in critical thought in both written and oral form.
6. Development of ability to frame and pursue a research project using primary and secondary sources and other evidence.
7. Participation in program orientations and meetings.

In the event a student is not meeting these general expectations, a written “warning” will be issued by the PhD Faculty, who will meet with the student to determine a plan for remediating the unsatisfactory progress. If by the following quarter the unsatisfactory progress is not remedied, the student will be recommended for probation for one quarter. If by the following quarter the student is still making unsatisfactory progress, she or he will be recommended for final probation. Final probation is used to warn students that they will be dropped at the beginning of the next quarter unless they improve their performance. Students may be dropped after three terms of unsatisfactory progress.

Exams:

There are four examinations required for the successful completion of the PhD degree in Drama.

1. The QUALIFYING EXAM is given at the end of the first year. Its purpose is to evaluate whether students can think critically and comprehensively about the theatre. It focuses on, but is not limited to, the course work of the first year of study.

The Exam is in two parts. The written portion is completed over three days with each student writing for twelve hours total on questions derived from their seminar work.

This written exam is followed by an Oral Examination of up to two hours in which the student is asked to discuss the written material. Students may PASS, PASS WITH RECOMMENDATIONS, or FAIL this exam. Failure constitutes dismissal from the program regardless of GPA in required course work. Under certain circumstances and upon recommendation of the faculty, one area of this exam may be repeated one time in September of the following Autumn Quarter. The exam may not be repeated if a student is judged to have failed all parts the first time.

2. There are two exams in the spring quarter of the third year. This is a dedicated reading quarter to enable students to prepare for the General Exam and to survey the proposed field of study. The first/preliminary exam is based on a series of questions composed in consultation with the candidate’s dissertation advisor, consists of written essays of approximately 3,000 words, and is designed to contextualize the dissertation topic. Candidates are allowed two weeks to complete the essays, which will be followed by an oral examination with the PhD faculty.

3. The General Exam: The second exam in spring of a student's third year is the official General Exam. The exam consists of a detailed précis/prospectus of the proposed dissertation, including a reading list. The précis/prospectus and reading list will also be part of an oral examination.

The précis/prospectus will include:

- A description of the project.
- A discussion of why the project is significant and/or important.
- A discussion of what sources are available to do the project, including primary sources and reference to where materials are housed if "off-campus."
- A tentative timetable to completion.
- A tentative chapter by chapter outline.
- A review of the literature (if there is already a lot written on the topic. It may not apply to all but basically it's "Why another book on Shakespeare, etc.").
- A bibliography

The oral portion of the general exam is attended by the Graduate School Representative, and successful completion of this exam constitutes admission to Candidacy for the Doctoral degree.

At the conclusion of the general examination, the committee will make one of three recommendations to the Graduate School: (1) that the student be passed into candidacy; (2) that the student not be recommended for further work; (3) that the student be reexamined after further study.

If the student later changes the focus of his/her dissertation topic, he/she will provide the supervisory committee with a new précis/prospectus. The supervisory committee will then meet with the candidate to discuss the new topic, followed by the committee meeting without the candidate to determine if he/she should be encouraged to proceed in the new direction.

4. The FINAL EXAM is an Oral Defense of the completed Doctoral Dissertation conducted under guidelines specified by the Graduate School.

Supervisory Committee:

Students must have a supervisory committee established before the General Exam. The committee should be established in accordance with Graduate School guidelines, as outlined in Graduate School Memorandum No. 13. In addition to Graduate School rules, it is the policy of the PhD program that students will have a minimum of two School of Drama PhD faculty, and at least one outside (UW graduate faculty whose home department is not Drama) faculty member, on their supervisory committee. This outside faculty member may be the Graduate School Representative on the committee. The student should consult with the staff Graduate Program Adviser on the procedures for setting up a committee and scheduling his/her exam.

Exceptions to these requirements must be made by the head of the PhD program.

Appendix 2

School of Drama Academic Policy Memo 7
Doctoral Program Language Requirement

The PhD faculty believes strongly in the value of foreign language skills. Each student must demonstrate competence in a foreign language by passing an upper level reading course (normally 300 or above) with a grade of at least 3.0.

This requirement must be completed before the student sits for the General Examination (See Academic Policy Memo No. 6).

Only for exceptional cases, such as a student whose native language is not English, will a language test or other proof of competence be allowed.

Appendix 3

School of Drama Academic Policy Memo 8
Revised September 2015

GRADUATE STUDENT ON-LEAVE POLICY AND PROCEDURE

Policy

In accordance with guidelines established by Graduate the School (<http://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-9-on-leave-policy-to-maintain-graduate-student-status/>), the granting of requests for on-leave status is formally considered and reviewed prior to approval being given.

The guidelines for the granting of on-leave status to graduate students in the School of Drama are:

- meet the need for short-term withdrawal from the academic program in response to a personal emergency; or
- for purposes of professional internship or thesis or dissertation research; or
- if the student has finished all required coursework but it not ready to defend.

Students on leave for professional internships or thesis or dissertation research must continue to show satisfactory progress as defined in Administrative Policy Memo #4.

Procedure

1. Consult with your program head on your plan for going on-leave.
2. Request on-leave status from "MyGrad" <http://grad.washington.edu/mygrad/student.htm> and notify the grad programs adviser that you have applied for leave so that s/he can approve your leave request. Once your leave request has been approved, pay the \$25 fee.
3. Return any keys you have checked out from the main office, costume shop, scene shop. Return any borrowed costumes or props.
4. If you have outstanding student loans, and you are on leave because of a degree requirement (e.g. an internship) you may be able to defer loan repayments. See the graduate program adviser for more information about the "Required Off Site Education" form.

Students who fail to maintain graduate student status by either not registering or not going on leave will need to file for reinstatement to the Graduate School.

Appendix 4

Graduate School Policy Memo 13: Supervisory Committee for Graduate Students

This memo outlines the policy for the supervisory committee of master's students and doctoral students with the exception of those pursuing Practice Doctorates. For policies regarding Graduate School Practice Doctorates, see Graduate School Memo 45.

As a general principle, each student working toward a graduate degree at the University of Washington is guided by a faculty supervisory committee. This committee serves an important evaluative and mentoring function for the student throughout his or her graduate career.

The Master's Supervisory Committee

Appointment of a supervisory committee for students aspiring to the Master's degree is determined by the Graduate Faculty in the degree-offering unit or program. The Graduate Program Coordinator, in consultation with the student and appropriate faculty members, appoints a committee of two to four members. The Chair and at least one-half of the total membership must be members of the graduate faculty.

Doctoral Dissertation Supervisory Committee

The appointment of a doctoral supervisory committee indicates that the Graduate Faculty in the student's field find his/her background and achievement a sufficient basis for admission into a program of doctoral study and research. (Students are not admitted directly into a doctoral program when they are admitted to the Graduate School.)

Appointing the Doctoral Supervisory Committee, including the Graduate School Representative (GSR)

In order to allow time to identify a suitable Graduate School Representative (GSR), it is suggested that the doctoral supervisory committee be established at least four months prior to the intended date of the General Examination. The appointment of a committee is initiated by the Graduate Program Coordinator (GPC) after consultation with appropriate Graduate Faculty members in the student's field and with the student. The GPC recommends members of the supervisory committee to the Dean of The Graduate School by entering this information into MyGradProgram (MGP).

The doctoral supervisory committee consists of a minimum of four members, at least three of whom (including the Chair and the GSR) must be members of the Graduate Faculty with an endorsement to chair doctoral committees. A majority of the members must be members of the Graduate Faculty. The GSR must be a productive scholar in his or her own research area that may differ from that of the student's dissertation project. The remaining members must be identified by the student's appointing department or program as productive scholars in the student's major field and/or subfields. The Chair(s) of a committee must be able and willing to assume principal responsibility for advising the student. In addition, the Chair(s) should have adequate time available for this work and should expect to be accessible to the student. Emeritus/a and affiliate faculty may serve as a Chair if the above conditions are met. Co-Chairs may be appointed when both serve with equal importance on a student's supervisory committee and equally share the responsibility for the student's progress.

The GSR represents the broad concerns of the Graduate School with respect to high standards of scholarly performance, ensuring that the student's mastery of the subject matter is broad and comprehensive. The GSR is a voting member of the committee and must attest to the validity of examinations, must indicate approval of the process by which examinations are conducted, must ensure that the student is treated in an unbiased manner, and must represent The Graduate School in ensuring university-wide standards of scholarly performance. Thus, the GSR must sign the warrant and submit a standardized report on the examination process to the Dean of the Graduate School. As a full voting member of the dissertation supervisory committee, the GSR provides an important service function to The Graduate School and the University.

As with all doctoral supervisory committee members, the GSR is proposed to the Graduate School by the Graduate Program Coordinator in the student's degree-offering unit and must be a member of the Graduate Faculty with an endorsement to Chair. Faculty members with primary, joint, or affiliate appointments in the student's degree-offering unit or the committee chair's department are not eligible to serve as the GSR. It is vital that a conflict of interest in the selection of the GSR be avoided. Budgetary relationships, personal relationships, or research and/or publication relationships between the GSR and either the student or the committee chair are examples of possible conflicts of interest. (See GSR Eligibility for more information.) The GSR is responsible for ensuring that no such conflicts of interest, or appearance of conflicts of interest, exist, and must attest to this upon request.

Functions of the Doctoral Supervisory Committee

Doctoral supervisory committee member responsibilities include the approval of a course of study which will fulfill the general course requirements of the student's major and supporting fields, conducting the student's General Examination and, when appropriate, recommending advancement to Candidacy. The doctoral supervisory committee approves the Candidate's dissertation proposal and guides the student in carrying out appropriate research for the dissertation. The Graduate School does not stipulate the content of the dissertation; guidance on the dissertation is the responsibility of the supervisory committee. At least four members of the committee (including the Chair(s), GSR, and one additional Graduate Faculty member) must be present at both the General and Final Examinations.

After the General Examination, the Graduate Program Coordinator informs the Dean of The Graduate School of at least three members of the supervisory committee who will serve on the reading committee. At least one of the members of the reading committee must hold an endorsement to chair doctoral committees. The reading committee is appointed to read and approve the dissertation.

When the reading committee has read a draft of the entire dissertation and the members of the doctoral supervisory committee agree that the Candidate is prepared to take the Final Examination, all members of the doctoral supervisory committee must give the student approval to schedule the Final Examination. At the Final Examination the dissertation is evaluated and, if a majority of the supervisory committee members in attendance agree that the evaluation is positive, the recommendation is made to the Dean of the Graduate School (via the warrant) that the degree be awarded. If members of the doctoral supervisory committee do not agree with the majority recommendation concerning the examination, the minority report portion of the warrant must be used.

Questions concerning the appointment and functions of supervisory committees for master's or doctoral students may be directed to the Graduate School's Graduate Enrollment Management Services office.

Revised: June 2010