

## **Department of Theater and Dance Graduate Program Handbook** (\*last revised June 2020)

### **1. Welcome**

Welcome to the Department of Theater and Dance!

Graduate study in UCSB's Department of Theater and Dance offers the opportunity to work closely with a distinguished faculty of scholars, playwrights, and performers. The Department offers programs leading to the Master of Arts (M.A) and Doctor of Philosophy (Ph.D.) in Theater, Dance, and Performance Studies. We seek to promote an environment where students can explore points of intersection among diverse areas of interest through the lenses of theater, dance, and performance studies.

The Department of Theater and Dance is committed to exploring the richness of theater, dance, and performance history, historiography, criticism, theory, production, and performance in all the multicultural variety of its worldwide contexts. Graduate students build upon the vast sociohistorical and geographical sweep of theater, dance, and performance studies while developing expertise in a specialized subject area.

Please consult our departmental website regularly for information about departmental events as well as information about graduate studies. <https://theaterdance.ucsb.edu>

\*\*This Graduate Student Handbook has been prepared as carefully as possible. However, should its contents conflict with University or Graduate Division policies, those policies take precedence over and supersede this Handbook. Please report errors (typographical and otherwise) to the Graduate Program Coordinator.

### **Goals of the Program**

- To advance students' understanding of theater and dance through the intensive study of major texts and performances.
- To explore the central theories that have shaped our understanding of theatrical literature, culture, and performance.
- To acquaint students with major developments in criticism, theory, aesthetics, performance studies, and cultural studies.
- To offer small seminar courses where issues affecting the production and interpretation of performance can be explored in depth.
- To emphasize interdisciplinary approaches that encourage students to think critically about the traditional categories deployed in theatre, dance, and performance studies – and to devise new ones.
- To provide students with professional skills that will prepare them for a highly competitive job market. By the time they graduate, many students will have had articles published in professional journals and will have participated in professional conferences.
- To provide qualified students with opportunities to develop skills in directing, design, dramaturgy, and other practical areas of theater study as long as such activities do not limit their academic progress.

### **Expectations**

- Regular attendance and active participation in graduate seminars.
- Preparation outside of class for each seminar devoted to primary and secondary readings.
- Attendance at departmental lectures, receptions, and other events designed to promote intellectual interaction and future career opportunities, including, but not limited to quarterly professional development workshops and quarterly teaching workshops.
- Maintain open communication with faculty, including regular meetings with the Faculty Graduate Advisor.
- Assistance with annual recruitment weekend (many of the responsibilities will fall to first-year graduate students).

### **1.1 Department Contacts**

The departmental administrative and academic staff is eager to assist graduate students during their time at UCSB. There are two dedicated positions for the graduate program, the staff Graduate Program Coordinator and the Faculty Graduate Advisor. Their names and contact information are available here:

<https://www.theaterdance.ucsb.edu/academics/graduate>.

Please consult with the Graduate Program Coordinator about the administrative aspects of the program (including deadlines, fees, block grant allocation). Please consult with the Faculty Graduate Advisor about any questions related to academic and professional development. In cases of uncertainty about courses, academic programs, departmental or university policy, and especially in cases of problems – academic or otherwise – students are urged to seek advice from the Graduate Program Coordinator and Faculty Graduate Advisor as soon as possible. To resolve issues, graduate students work closely with the Faculty Graduate Advisor, Graduate Program Coordinator, and Chair of the Department.

### **1.2 Graduate Faculty**

Faculty who oversee the graduate program, typically serve as dissertation advisors, and teach seminars in our department are:

Ninotchka D. Bennahum, Professor	<a href="mailto:bennahum@ucsb.edu">bennahum@ucsb.edu</a>
Leo Cabranes-Grant, Professor	<a href="mailto:cabranes@theaterdance.ucsb.edu">cabranes@theaterdance.ucsb.edu</a>
William Davies King, Distinguished Professor	<a href="mailto:king@theaterdance.ucsb.edu">king@theaterdance.ucsb.edu</a>
Christina McMahan, Associate Professor	<a href="mailto:mcmahan@theaterdance.ucsb.edu">mcmahan@theaterdance.ucsb.edu</a>
Jessica Nakamura, Associate Professor	<a href="mailto:jnakamura@theaterdance.ucsb.edu">jnakamura@theaterdance.ucsb.edu</a>

To learn more about faculty areas of specialization, publications, and courses, visit the individual profiles found on our department website. The link is below in section 1.3.

### **1.3 Department Faculty**

Graduate students are encouraged to get to know faculty in the department. All faculty, staff, and graduate student contacts are listed on our department website.

For all department contacts visit: <https://theaterdance.ucsb.edu/people>

## **2. Getting Started**

### **2.1 Graduate Division**

Located on the 3<sup>rd</sup> floor of Cheadle Hall, the Graduate Division is the University's office for graduate affairs. It monitors admissions, fellowships, degree checks, and graduate student employment. The Graduate Division website is the home of all information concerning university and academic policies for graduate students.

The Graduate Handbook found at Grad Division is a collection of key pages on the Graduate Division Website that outlines policies and procedures governing graduate education at UCSB. See the handbook at: <http://www.graddiv.ucsb.edu/handbook>

### **2.2 Establishing California Residency**

If you are a U.S. citizen or permanent resident, but not a California resident, you need to take steps **immediately upon your arrival** at UCSB to establish California residency.

Information can be found at: <http://www.graddiv.ucsb.edu/financial/fees-costs>

### **2.3. The Quarter System**

UCSB is on the quarter system; each quarter is 10 weeks long, followed by a week of final exams. For a full academic calendar, including registration dates, breaks, and holidays, see: <https://registrar.sa.ucsb.edu/calendars/calendars-deadlines/academic-calendars/academic-calendar-for-2019-2020>

### **2.4 Your Email Account**

Your UCSB email account is your official university account. You must create one as soon as possible and check it on a regular basis. For more information about setting up email, see: <https://www.umail.ucsb.edu/usage/account-activation>

### **2.5 Orientation**

Many orientation activities precede the opening of the academic year. All students should plan to arrive at least 7-10 days before the official start of Fall Quarter. New graduate students should attend Graduate Division's New Graduate Student Orientation. Students who are serving as Teaching Assistants or Teaching Associates may be required to attend department TA training. All first-time Teaching Assistants are also required to attend a campus-wide TA Orientation.

### **2.6 Registering for Classes**

In order for fellowships to be dispensed, new students must register for 8 units in the online GOLD system. The easiest way to accomplish this ahead of arriving at UCSB is to register for the available Theater and Dance Department seminars. During the academic year, students normally register for classes during the 5<sup>th</sup> week of the previous quarter.

Once students have activated their UCSB net id and established an account, they are able to log into GOLD, the UCSB student registration system. In GOLD, students can browse course offerings and register for classes. The log in page can be found at:

<https://my.sa.ucsb.edu/gold/login.aspx>

Before registering for classes through the online GOLD system, all new and continuing students should consult with their Individual Advisors and the Faculty Graduate Advisor.

## **2.6 FAFSA**

The Department's entire graduate student support picture—our ability to fund you—depends on your timely filing of this crucial document. You must fill it out each year.

File online at: <https://studentaid.ed.gov/sa/fafsa>

Need a tutorial on how to file? See <https://www.finaid.ucsb.edu/tutorials>

## **2.7. Housing**

For information on graduate housing information, go to:

<https://www.housing.ucsb.edu/home>

## **3. Academic Basics**

**3.1. Academic Policies and Expectations:** University policies regarding graduate degree requirements, dissertation requirements, and time-to-degree standards can be found at <http://www.graddiv.ucsb.edu/academic/academic-performance>

**3.2. Course Load Requirements:** Graduate students are required to enroll in a minimum of 8 units per quarter. For more, visit:

<https://www.graddiv.ucsb.edu/academic/registration-expectations>

In addition, graduate students must take a minimum number of seminars in the Department of Theater and Dance. See 4. Graduate Study in the Department of Theater and Dance for seminar requirements for MA, MA/PhD, and PhD courses of study.

**3.3. GPA Requirements:** Graduate students must maintain a 3.0 GPA to be in good academic standing. The minimum GPA is necessary for academic appointments, such as Teaching Assistantships and for fellowship allocation. For more, visit:

<https://www.graddiv.ucsb.edu/academic/academic-performance>

## **3.5. Procedure for Incompletes**

Taking an incomplete in a course is strongly discouraged. But, in very rare cases, students will need to obtain professor approval and file a petition for an incomplete. This must be done before the last day of the quarter. Guidelines and necessary forms are located at:

<https://my.sa.ucsb.edu/catalog/Current/AcademicPoliciesProcedures/IncompleteGrades.aspx>

## **3.6. Intercampus Exchange**

Those interested in taking a graduate seminar at another UC campus may apply to participate in Intercampus Exchange. For more information, requirements, and paperwork: <http://www.graddiv.ucsb.edu/academic/forms-petitions/intercampus-exchange-eap>

The required forms can be found at: <https://www.graddiv.ucsb.edu/academic/forms-petitions>

### **3.7. Leaves of Absence**

For conditions and procedures pertaining to leaves of absence:

<http://www.graddiv.ucsb.edu/academic/forms-petitions/leave-of-absence>

And subsequent reinstatement:

<http://www.graddiv.ucsb.edu/academic/forms-petitions/lapsed-status-reinstatement>

## **4. Graduate Study in the Department of Theater and Dance**

Graduate work in the Department of Theater and Dance consists of courses in literature, history, theory, methodology, and criticism of global theater, dance, and performance. The curriculum is decided on a year-to-year basis by the graduate faculty with one eye to keeping graduate education on the cutting edge of research trends in the field and the other eye to the particular educational needs of the current cohort of students in the program.

Requirements for each graduate degree in Theater, Dance, and Performance Studies can be found at: <https://www.theaterdance.ucsb.edu/academics/graduate/degrees>

### **4.1. The MA Program**

The Master of Arts in Theater, Dance, and Performance Studies at UCSB is a two-year program which is designed to provide students with a strong general base in theory, history, and artistic practice. The MA program requires a balance of academic courses as well as practical courses and experience, all culminating in a thesis project. Most MA students take at least one graduate seminar per quarter and many become involved in productions in some way. MA students who anticipate doctoral study are strongly advised to take more than one seminar per quarter.

**Please find the degree requirement sheet for the MA in Theater, Dance, and Performance Studies at:**

[https://my.sa.ucsb.edu/catalog/Current/Documents/2019\\_Majors/GRAD/TD/THEATER-STUDIES-MA-REQUIREMENTS-2019-20.pdf](https://my.sa.ucsb.edu/catalog/Current/Documents/2019_Majors/GRAD/TD/THEATER-STUDIES-MA-REQUIREMENTS-2019-20.pdf)

#### **4.1.2 Required Units for the MA Degree**

The MA requires 48 units of course work distributed over a two-year period, an MA exam, and a thesis project. The Faculty Graduate Advisor and Graduate Program Coordinator will work with students to arrange a schedule that meets all the requirements and prepares students for the MA thesis project and exams (see 4.1.3-4.1.5). A minimum of 24 units (6 courses) must be taken in graduate seminars. 16 units must be related to the practical study of theater, of which 8 must be from the THTR 261-266 sequence.

Qualified MA students often serve as Teaching Assistants, although there is no formal teaching requirement for the MA and the units gained from such experience (THTR 500) do not count towards the degree.

There is no foreign language requirement for the MA, but students planning on pursuing a PhD are strongly encouraged to learn a foreign language.

#### **4.1.3 The MA Thesis Project**

The MA culminates in a thesis project and oral exam. Depending on the student's interests, the thesis project can be a lengthy scholarly paper or a combination of practical work and a paper. All theses involve a written component. The MA student will design their thesis project in consultation with their advisor. In preparing for the thesis the student enrolls in a minimum of 4 and maximum of 8 units of THTR 598.

#### **4.1.4 The MA Thesis Committee**

The thesis project is evaluated by a committee of at least 3 members, including the student's advisor who serves as chair of the committee. Two members of the committee must be ladder faculty members from the Department. The third member may be from outside the department. Nomination of the thesis committee for Masters Degree candidates should be submitted in writing to the Graduate Program Coordinator by the first week of winter quarter of the second year. The thesis committee is approved by the Faculty Graduate Advisor, the Department Chair, and the Graduate Division.

#### **4.1.5 The MA Oral Exam**

MA candidates must pass a two-hour oral examination upon completion of their course work and thesis project. The first hour of the exam is a discussion about the MA thesis project; the second hour is devoted to a discussion of 5 plays of the student's choice in consultation with the chair of the student's thesis committee. The purpose of this exam is to test the analytical aptitude in dramatic literature and theater history as well as to explore the depths of the student's expertise in their chosen field of specialization, as exemplified by the thesis project. The exam is administered by the student's MA thesis committee. In consultation with their MA Committee chair, the MA student schedules the exam, typically in the spring quarter of their second year. If a student fails the MA exam, they may be placed on Academic Probation. The student must retake the exam as soon as is practicable and may retake the exam only once.

#### **4.2. The MA/PhD Program and the PhD program**

The MA/PhD Program is intended for students with only a BA who show outstanding potential for doctoral level study. All MA/PhD students complete 56 seminar units over the course of 3 years (24 for the MA; 32 for the PhD). MA/PhD students complete all requirements for the MA degree, as outlined in 4.1 before moving on to further coursework and PhD exams.

Upon completion of coursework, MA/PhD students move on to qualifying exams before advancing to candidacy. Detailed description of PhD requirements, including qualifying exams and advancement to candidacy are outlined below in section 4.3.

#### **4.3. The PhD in Theater, Dance, and Performance Studies**

Students who enter UCSB's PhD program with an MA or MFA degree (or an equivalent 14 officially recognized by the Graduate Division) complete 2 years of coursework before advancing to candidacy. University-wide policies and requirements for Doctoral

study and degree can be found through Graduate Division:  
<https://www.graddiv.ucsb.edu/academic/doctoral-degree>

**Please find the degree requirement sheet for the PhD in Theater, Dance, and Performance Studies at:**

[https://my.sa.ucsb.edu/catalog/Current/Documents/2019\\_Majors/GRAD/TD/THEATER-STUDIES-PHD-REQUIREMENTS-2019-20.pdf](https://my.sa.ucsb.edu/catalog/Current/Documents/2019_Majors/GRAD/TD/THEATER-STUDIES-PHD-REQUIREMENTS-2019-20.pdf)

**4.3.1. Required Units for the PhD**

The PhD requires 9 seminars (36 units of course work) distributed over a two-year period, 24 units of THTR 500 (Teaching Practicum) distributed over a student's time at UCSB, a qualifying exam, and dissertation.

These 9 seminars break down to:

- Foundation Requirement (3 seminars): one seminar each in Methods (THTR 210 series), Theories (THTR 211 series), and historical approaches (THTR 213 series)
- Distribution Requirement (4 seminars): one seminar each in Theater and Drama (THTR 250 series or THTR 270 series), Dance (THTR 252 Series), and Performance Studies (THTR 251 series), with a fourth seminar of the student's choosing
- Electives (2 seminars): one of these can be from outside of the department (see 4.3.3)

**4.3.2 Department Seminars**

The department offers 5-6 graduate seminars per year; these seminars make up the course work requirement. In consultation with individual faculty members, students may also take upper division courses and complete extra work to fulfill seminar requirements.

**4.3.3 Taking Seminars Outside the Department of Theater and Dance**

8 of the 9 required seminars must be taken in the Department of Theater and Dance. Students are welcome to take as many seminars outside the department as they wish. However, only 1 seminar taken outside the department may be counted towards their required 9 seminars.

**4.3.4. Independent Studies/Directed Reading and Research (THTR 596)**

Students should take advantage of the variety of seminar topics offered by department faculty. If a student wishes to focus their attention on a particular topic, they may approach faculty and ask to explore the topic under the faculty mentor's guidance. The terms of this arrangement - what reading and other academic work is required in order to earn seminar credit - are set between the student and faculty mentor. Students may take THTR 596 towards their 9 required seminars **only once**.

**4.3.5. Foreign Language Requirement**

All MA/PhD and PhD students must demonstrate reading knowledge competency in a foreign language. **This requirement must be completed before the student advances**

**to candidacy, typically by the beginning of the third year for PhD students.** Students cannot take their qualifying examination until they have completed the language requirement.

Competency is established in one of the following ways: 1) a grade of Pass or better in an upper-division course taught in the chosen language, 2) a grade of B or better in an intermediate language training course, or, if necessary, 3) the department can administer a Foreign Language Exam. This exam takes 2 hours, during which the candidate will translate into English a passage of approximately 1000 words. Graduate students should consult with the Faculty Graduate Advisor and Graduate Program Coordinator about fulfilling the foreign language requirement.

For those writing a dissertation on a non-English subject, demonstrated oral and written proficiency in the relevant language(s) is required.

#### **4.4. Doctoral Qualifying Exams**

All doctoral students must take qualifying examinations before advancing to candidacy. Qualifying exams are overseen by each student's Doctoral Committee members, chiefly, the committee chair. Students should begin thinking about their field(s) of specialization and their dissertation topic as soon as possible.

The Doctoral committee consists of 3 or more members. The Chair and one other member of the committee must be from the graduate faculty in the Department of Theater and Dance. Other members may be from other UCSB departments, other UC campuses, or outside of the UC system, but must be approved by the Chair of the committee. Final approval of doctoral committee rests with the Graduate Division.

Students typically compile their reading lists in the spring quarter of their 2<sup>nd</sup> year for PhD students and 3<sup>rd</sup> year for MA/PhD students; then students take written exams at the start of the fall quarter of the 3<sup>rd</sup> year for PhD students and 4<sup>th</sup> year for MA/PhD students and turn in the dissertation prospectus by the end of that same quarter.

While there are general parameters for exams and timelines for progressing through the exam preparations, individual parameters may differ slightly. Students should consult with their committee chair about the specifics of each of the elements of the exam.

Qualifying exams are made up of 5 parts in the following order:

**Part I: Reading Lists and Written Exam** – A student creates two reading lists in consultation with their chair, one for each cognate area of expertise related to their research. Each reading list is approximately 40-60 works, but the student should verify the exact number with their chair. The written exam is the culmination of a student's preparation in these two cognate areas. During the two-day exam (one four-hour day for each list), students will write essays in response to questions created by the dissertation committee.



**Part II: Course Syllabi** – Students must create three course syllabi, one for each of the following fields: 1) Performance History, 2) Dramatic Literature, Theory, and Criticism, and 3) World Theater and Performance. Topics should be chosen to both establish competency in a range of topics and highlight each individual student’s specific area(s) of expertise. It is encouraged that students design these syllabi for a range of class formats and levels as well – i.e. large enrollment lecture course, smaller upper division course, graduate seminar. Students should turn in the course syllabi when they take the written exam.

**Part III: Oral Exam Part 1** – Approximately two weeks after a student takes their written exam, the student takes the first part of the oral. In consultation with their chair, the student will prepare a short presentation on their dissertation topic. During the oral, the student will give this presentation and answer questions about the presentations, written exams, reading lists, and syllabi.

**Part II: Dissertation Prospectus** – The written dissertation prospectus provides an idea of the principal arguments, theories, and methodologies of the future dissertation project. See Appendix 1 for Prospectus Expectations.

**Part V: Oral Exam Part 2** – After turning in the dissertation prospectus to their committee, the student will take the second part of the oral exam, in which the committee asks the student questions about the prospectus.

#### **4.4.1 Exam Timeline**

Ph.D. students typically complete their qualifying exams by the end of the fall of their 3<sup>rd</sup> year, and M.A./ Ph.D. students typically complete their qualifying exams by the end of the fall of their 4<sup>th</sup> year. The standard timeline for the qualifying exam is:

##### Quarter before exams (typically spring):

- Students should finalize their committees
- in consultation with their committee chair, students develop the two reading lists
- by end of Spring, students submit lists to committee (after chair approves)

##### Fall Quarter:

- September: student submits 3 syllabi to committee, takes written exams
- October (approximately 2 weeks after written exam): oral exam part 1: student gives a short presentation about their dissertation. The oral exam will also cover the written exam, reading lists, and 3 syllabi.
- Week of Thanksgiving: After chair approves the prospectus, student submits prospectus to committee; sets oral exam part 2 date
- First week of December (week 10 of the quarter): oral exam part 2: student discusses prospectus with committee

#### **4.4.2. Retaking the Exam**

If a student fails any part of the qualifying exam, they may be allowed to retake the exam at the discretion of the examining committee, based on the same reading lists. Students may retake the exam only once.

#### **4.4.3. Advancement to Candidacy**

Upon successful completion of all 5 parts of this examination, the student will be recommended for advancement to candidacy. From this point, the student will become a “doctoral candidate.” This status, which is informally known as “ABD” (all but dissertation), is a significant step beyond being a doctoral student. For more information on advancement to candidacy, visit: <http://www.graddiv.ucsb.edu/academic/doctoral-degree#doctoral-advancing>

#### **4.5. Writing the Dissertation**

After advancing to candidacy, graduate students’ focus shifts from course work to writing the dissertation. Students should work closely with their dissertation chairs to develop a writing schedule.

Failure to make satisfactory progress on the dissertation can jeopardize teaching appointments in the department. See 6. Normative Time for Departmental and University regulations for timely completion of the dissertation.

#### **4.6. Filing the Dissertation**

All filing deadlines and procedures can be accessed through Grad Division: <http://www.graddiv.ucsb.edu/academic/Filing-Your-Thesis-Dissertation-DMA-Document>

#### **4.7. Doctoral Emphasis Programs**

In designing their program of study at UCSB, PhD students may opt to pursue a Doctoral emphasis in a field that intersects with and reinforces their area of study within theater, dance, and/or performance studies. For a list of the possible emphases associated with Theater and Dance and links to their various requirements, see our website: <https://www.theaterdance.ucsb.edu/academics/graduate/degrees>

### **5 Teaching Opportunities**

The Department of Theater and Dance considers teaching to be a vital part of graduate students’ training and crucial to their scholastic development. Graduate teaching assistants and associates play an important role in educating undergraduates. The Department of Theater and Dance offers a wide variety of teaching assignments, including courses in acting, theater studies, and performance studies.

#### **5.1. Teaching Assistantships**

Teaching Assistants are supervised by a faculty member. Teaching Assistants often lead smaller discussion sections for large lecture courses, among other responsibilities determined by the faculty supervisor.

All doctoral students in the Department of Theater and Dance are required to serve as Teaching Assistants, and the schedule for teaching years is usually determined alongside a student's offer of admission. TAs earn 4 units per quarter of teaching by enrolling in THTR 500 under the appropriate faculty supervisor (the instructor of record for the course). All TAs are paid at the standard university rate.

For information on teaching positions, TA training, employment eligibility, and other TA related issues, visit:

<https://www.graddiv.ucsb.edu/financial/employment/academic-appointments>

For description of qualifications for all academic appointments:

<https://ap.ucsb.edu/resources.for.prospective.employees/graduate.student.academic.appointments/description.and.minimum.qualifications/>

## **5.2. Teaching Assistant assignments**

Graduate students are assigned TA-ships by the Chair of the Department, in consultation with the Faculty Graduate Advisor. When making assignments, many factors are considered, including faculty and departmental needs. This is a complex balance, and the Chair and Faculty Graduate Advisor make every effort to see that graduate students gain a variety of teaching experiences over the course of their time in the program.

## **5.3 Teaching Assistant Training**

Teaching Assistant positions require attendance at campus wide and department TA training. See section 10.3 for information on other available teacher training and resources.

## **5.4. Teaching Assistant Salaries**

Teaching assistantships are the chief source of financial support for our graduate students. TA-ships cover in-state fees and health insurance. Please note that paychecks are issued at the end of the pay period. Thus, a student's first paycheck will not arrive until Nov. 1; the last paycheck arrives July 1. The university limits TA-ships to 12 quarters, with exceptions allowed up to a maximum of 18 quarters. (Summer TA-ships are not counted in this tally.)

## **5.4. Teaching Associateships**

Teaching Associateships are an opportunity for graduate students to design and teach their own courses. They are occasionally available within our department and are highly competitive. *Minimum* requirements for appointment can be viewed at:

<https://ap.ucsb.edu/resources.for.prospective.employees/graduate.student.academic.appointments/description.and.minimum.qualifications/>

## **5.5. Other Teaching Opportunities**

Other employment may be available in the Department through faculty research grants or readerships in large upper-division classes. Any university employment opportunities beyond assigned TA-ships, must be discussed with the Faculty Graduate Advisor. Graduate students may also apply to teach during UCSB's summer session

## 6. Normative Time

At UCSB, "normative time" is the number of years department faculty believe reasonable for a full-time student, entering under normal circumstances, to complete degree objective (s). In the Department of Theater and Dance, normative time is as follows:

- 2-3 years for completion of the MA
- 5-7, years for completion of the MA/Ph.D. degree program
- 4-6 years for completion of the Ph.D. for those who entered with an MA or MFA from another institution.

Please note that the department's standards of normative time are stricter than Graduate Division's standards.

The timing table at the end of the handbook (Appendix 2) provides a helpful map to achieving the required milestones in normative time.

Graduate Division normative time standards can be viewed at:

<http://www.graddiv.ucsb.edu/academic/academic-performance#time-to-degree-standards>

Students who are beyond normative time cannot be considered for campus fellowships and cannot be employed on campus unless an exception is granted by the Dean of the Graduate Division.

## 7 Artistic Experience and Opportunities for Doctoral Students

Graduate study in the Department of Theater and Dance is rigorous and demanding. Artistic opportunities are available and must be pursued in consultation with the student's advisor and the Graduate Advisor.

## 8 Financial Matters

### 8.1. Fellowship Information

Graduate division provides information on a range of fellowships. The Graduate Resource Center also offers practical resources and employs a Funding Peer, a graduate student employee whose job it is to assist other graduate students in finding the right funding.

Graduate Student Resource Center Funding page: <http://www.gradpost.ucsb.edu/funding>

Graduate Student Resource Center Money page: <http://www.gradpost.ucsb.edu/money>

Central Campus Fellowships: <http://www.graddiv.ucsb.edu/financial/central-campus-fellowships>

Other UCSB Fellowships: <http://www.graddiv.ucsb.edu/financial/other-ucsb-fellowships>

UC wide Fellowships: <http://www.graddiv.ucsb.edu/financial/uc-fellowships>

Extramural Funding: <http://www.graddiv.ucsb.edu/financial/extramural-funding>

**And don't forget: Funds dispersal is dependent upon timely filing of the FAFSA each year.**

## **8.2. Taxes**

Questions about taxes on Fellowship support, TA salary, and more can be answered at: <http://www.graddiv.ucsb.edu/financial/tax-information>

The Graduate Funding Peer and Graduate Student Resource Center are also great resources for understanding taxes in the grad school context.

## **8.3. Deferral of Payment of Fees**

TAs may defer payment of fees until they receive their first paycheck of the quarter. Request a letter from the Graduate Program Coordinator and take it to the Cashier's Office, 1212 Student Affairs Bldg. There is a \$25 fee for deferrals.

## **8.4. Financial Emergencies**

Emergency Loans are available to graduate students through Financial Aid. For a list and the terms, please visit: <https://www.finaid.ucsb.edu/loans?filter=graduate>

GSA Emergency Relief Grant is designed to help graduate students who are experiencing sudden financial distress due to unforeseen circumstances such as loss of an immediate family member, medical emergency, or unexpected loss of employment. The amount awarded ranges between \$100-\$1000 depending upon individual circumstances. For more information and application, visit: <http://www.gsa.ucsb.edu/funding/gsa-emergency-relief-grant>

The UCSB Financial Crisis Response Team assists students who are experiencing financial crisis by working with the Office of Financial Aid and other campus resources to evaluate and respond to students in urgent financial need. More information can be found at:

<http://www.gradpost.ucsb.edu/life/life-article/2018/10/11/financial-crisis-response-team-to-help-students-in-financial-distress>

## **8.5. Financial Planning Resources**

Financial Aid provides budget planning tools, childcare grants, and Financial Awareness Counseling. To access these tools, go to: <https://www.finaid.ucsb.edu/tools>

# **9 Health Insurance and Student Health Services**

Medical health insurance is provided for all Teaching Assistants. For all other graduate students, enrollment in the Graduate Student Health Insurance Plan is automatic and part of the registration process. The health insurance begins on the first day of the fall quarter and continues for one year, if the student is enrolled for all 3 quarters. Overview of Insurance coverage is accessible at: <http://studenthealth.sa.ucsb.edu/insurance/overview>

## **9.1. Spouses and dependents**

Spouses and dependents are eligible for enrollment in the Graduate Student Health Insurance Plan, for a fee. Details and application can be found at:

<http://studenthealth.sa.ucsb.edu/insurance/voluntary-and-dependent-enrollment-2019---2020>

## **9.2. Waiving Health Insurance**

Students who can show evidence of comparable outside health insurance coverage can be exempted from this fee. <http://studenthealth.sa.ucsb.edu/insurance/waiving-unwaiving-health-insurance>

### **9.3. How-Tos**

How-tos for making appointments, insurance questions, and other useful info can be found at: <http://studenthealth.sa.ucsb.edu/home-1/home/how-to>

### **9.4. Counseling Services**

Counseling & Psychological Services (CAPS) is committed to providing timely, culturally appropriate, and effective mental health services to our diverse UCSB student body, as well as professional consultation to faculty, staff, and families. All registered students are eligible for services at CAPS. <http://caps.sa.ucsb.edu>

## **10 On Campus Resources**

**10.1. Graduate Resource Center and Grad Post:** The Graduate Resource center offers workshops and events on a wide variety of issues – mental health, time management, money management, how to find funding, and more. Events are regularly posted on the Grad Post so make sure to subscribe.

<http://www.gradpost.ucsb.edu/events>

**10.2. Academic Counseling:** The Graduate Academic Counselor, Ryan Sims, is available to support students with their academic journey with in-person meetings, phone meetings, and workshops. Areas of support can include: academic goal setting and planning, communication and conflict resolution skills, time management skills, work/life balance, campus mental health and other resource referrals, and confidence building strategies.

Call or email for an appointment at 805-893-2068 or [ryan.sims@graddiv.ucsb.edu](mailto:ryan.sims@graddiv.ucsb.edu)

Online resources are available at: <http://www.gradpost.ucsb.edu/wellness>

**10.3. Resources for Teachers:** Workshops and resources are regularly offered for graduate student teachers through the Graduate Resource Center (check Grad Post, link above) and Instructional Development: <http://id.ucsb.edu>

**10.4. Career Advice through Career Services:** Find information about all kinds of career prep resources including the very useful UCSB Graduate Student Career Guide, visit <https://career.sa.ucsb.edu/gradstudents>

### **10.5. IHC**

Interdisciplinary Humanities Center offers research support through funding and research groups. To explore resources through IHC, visit the website:

<https://www.ihc.ucsb.edu>

### **10.6. Writing**

The Graduate Student Resource Center employs a Graduate Writing Specialist who is available for one-on-one writing consultations. For more information:

<http://www.gradpost.ucsb.edu/writing/consultations>

Writing Workshops are also offered through GSRC. Check Grad Post for dates.

**Appendix 1**  
**Department of Theater and Dance**  
**Dissertation Prospectus Expectations**  
(approved April 2020)

Below are the five basic guidelines for your prospectus, including questions you need to address. You do NOT need to follow this order, but the prospectus should be well written, well argued, and concise (ideally 10-15 pages, excluding bibliography). Please consult with your advisor on the organization and format of the prospectus. Following the new qualifying exam timeline, effective from Fall 2020, your prospectus is due to your committee no later than **the week of Thanksgiving**.

- **Premise:** What do you want to do?
  - Explain what do you want to do:
    - Introduce your main topic and major research questions
    - Introduce your interventions in existing scholarship
    - Introduce your central argument in one paragraph
  
- **Scope:** What do you need to know?
  - Provide the scope of your research
    - Explain what ground will be covered, both in terms of concepts and of the span of the case studies.
      - Include a discussion of limits to your dissertation and what major areas you will not discuss; explain why.
    - Define key terms
    - Define key historical contexts
  - Explain why it is important to do your research and what your intervention(s) may be
    - Why is your research necessary in light of other work in your field? Where do you situate your research?
    - What field(s) is your work, what is the theory and literature available? And how do you fit in: how does your research build upon or expand what other scholars have said?
  
- **Methodology:** How do you want to do it?
  - Explain set of tasks you will undertake to collect your material (including but not limited to close-reading, ethnography, archival research, embodied performance, performance documentation)
  - Explain your framework for analysis: once you collect your research how will you analyze it? How is your methodology the best fit for the theoretical framework of your dissertation?
  - Make sure you explain which tasks for collecting research are most appropriate for each case study



- **Chapter Breakdown**
  - Provide details of your case studies
    - For each chapter, outline its contents and conceptual importance to the study
  - Include a conclusion that articulates about the urgency of your project and raises questions about future research
  
- **Bibliography** (no page limit)
  - Please provide a bibliography of major works for the dissertation, divided into primary and secondary sources

Appendix 2: 5-year-plan PhD

YEAR 1	Fall	Winter	Spring	Summer
<ul style="list-style-type: none"> <li>• Coursework in and outside department (supplement with independent studies in spring)</li> <li>• Language requirements</li> <li>• Department events, esp graduate events</li> </ul>			Start to think about committee	
YEAR 2	Fall	Winter	Spring	Summer
<ul style="list-style-type: none"> <li>• Coursework in and outside dept (additional independent studies)</li> <li>• Language exam</li> <li>• Identify Dissertation advisor</li> <li>• Develop reading list for qualifying exams</li> <li>• Turn a successful seminar paper into a conference presentation and article</li> </ul>	Dissertation advisor (and committee)	Language exam	Qualifying exam reading list and prospectus drafts	
YEAR 3	Fall	Winter	Spring	Summer
<ul style="list-style-type: none"> <li>• Qualifying exam and dissertation research/ writing</li> <li>• Apply to present dissertation research at major conference</li> <li>• Submit article for publication</li> <li>• Apply for major research grants</li> <li>• Apply to teach your own specialized course</li> </ul>	Qualifying exam (September)			
YEAR 4	Fall	Winter	Spring	Summer
<ul style="list-style-type: none"> <li>• Dissertation research/writing</li> <li>• Apply for major research grants and dissertation finishing fellowship</li> <li>• Continue to apply for conferences and submit articles for publication</li> <li>• Develop job market materials (development workshops in department or Grad Division)</li> </ul>			Dissertation draft should be close to complete (you should have at least 2 solid chapters before job market)	Write job application materials and contact recommenders
YEAR 5	Fall	Winter	Spring	
<ul style="list-style-type: none"> <li>• Dissertation completion and job market year</li> </ul>	T/T job and postdoc applications	Campus Interviews!	File Dissertation and Graduate!	

## 6-year-plan MA/PhD

YEAR 1	Fall	Winter	Spring	Summer
<ul style="list-style-type: none"> <li>• Coursework in and outside department (supplement with independent studies in spring)</li> <li>• Language requirements</li> <li>• Department events, esp graduate events</li> </ul>			Try to identify Masters project advisor	Start research on Master project paper
YEAR 2	Fall	Winter	Spring	Summer
<ul style="list-style-type: none"> <li>• Coursework</li> <li>• MA thesis paper and defense by end of year</li> </ul>	Identify master committee and begin research	Write Masters paper	Submit masters thesis and thesis defense	Think about dissertation topic; initial reading
YEAR 3	Fall	Winter	Spring	Summer
<ul style="list-style-type: none"> <li>• Coursework in and outside dept (additional independent studies)</li> <li>• Language test</li> <li>• Identify Dissertation advisor</li> <li>• Develop reading list for qualifying exams</li> <li>• Turn a successful seminar paper into a conference presentation and article</li> </ul>		Language test Dissertation advisor (and committee)	Qualifying exam reading list and prospectus drafts	
YEAR 4	Fall	Winter	Spring	Summer
<ul style="list-style-type: none"> <li>• Qualifying exam and dissertation research/ writing</li> <li>• Apply to present dissertation research at major conference</li> <li>• Submit article for publication</li> <li>• Apply for major research grants</li> <li>• Apply to teach your own specialized course</li> </ul>	Qualifying exam (September)			
YEAR 5	Fall	Winter	Spring	Summer
<ul style="list-style-type: none"> <li>• Dissertation research/writing</li> <li>• Apply for major research grants and dissertation finishing fellowship</li> <li>• Continue to apply for conferences and submit articles for publication</li> <li>• Develop job market materials (development workshops in department or Grad Division)</li> </ul>			Dissertation draft should be close to complete (you should have at least 2 solid chapters before job market)	Write job application materials and contact recommenders

## 6-year-plan MA/PhD

YEAR 6	Fall	Winter	Spring	
<ul style="list-style-type: none"><li>Dissertation completion and job market year</li></ul>	T/T job and postdoc applications	Job Interviews!	File Dissertation and Graduate!	