



UNIVERSITY OF CENTRAL FLORIDA

# Theatre MFA Graduate Program Handbook

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# Theatre MFA

Together, the [Graduate Student Handbook](#) and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- [Academic Honesty](#)
- [Academic Integrity Training](#) - Open to all graduate students at no cost
- [Plagiarism](#)

## Introduction

The MFA program in Theatre seeks to develop theatre artists of the highest quality by providing a select number of graduate students with the training, education, and experiences necessary for the successful pursuit of professional careers in the Arts and Entertainment Industry.

- The MFA in Acting is a highly selective, rigorous professional training program emphasizing both practical training and research. The curriculum is rooted in the fact that classroom study and practical experience in the theatre are of equal and complementary value. The required residency/internship component in the third year of the program will integrate the UCF conservatory training and academic study within a well-established professional theatre company.
- The MFA in Theatre for Young Audiences is a highly selective, rigorous professional training program emphasizing both theatre **for youth training and practice**. The TYA curriculum is rooted in the fact that classroom study and practical experience in the theatre are of equal and complementary value. The production and education programs at The Orlando Repertory Theatre are integrated into the curriculum. The required residency/internship component in the third year of the program will integrate the UCF conservatory training and academic study within a well-established professional theatre company.
- The Master of Fine Arts in Theatre, Themed Experience track prepares students to be the next generation of creative leaders in the themed experience industry. The program teaches the unique creative and production skills, process and concepts utilized to design and produce themed environments such as theme parks, zoos, aquariums, themed retail, dining, museums, virtual worlds and exhibitions.

## Departmental Structure – Theatre UCF

The Director of the School of Performing Arts is responsible for the administration and coordination of curricular and production aspects of the program. The Artistic Director is responsible for artistic oversight of all productions.

Final decisions concerning both academics and productions must be approved by the Director of the School of Performing Arts in conjunction with the Dean of the College of Arts and Humanities.

The Coordinator of Undergraduate Studies, the Coordinator of Graduate Studies, and the Area Coordinators report to the Director and assist in the overall administration of all academic programs.

Students experiencing any problems or difficulties should first express their concerns to their immediate supervisors, advisors, or Area Coordinators before bringing them directly to the attention of the Director of the School of Performing Arts (SPA) and the Artistic Director of Theatre UCF. If your supervisor, advisor, or coordinator is unable to assist you, or you are dissatisfied with their consultation, please do not hesitate to make an appointment with the Director.

## **Advising and Mentoring**

Advising and mentoring are two very important elements in a graduate student's career, and it is essential that the graduate student seek appropriate guidance through advising and mentoring as they begin the program.

Your primary advisor is the Graduate Program Coordinator. The Graduate Program Coordinator provides guidance on overall academic requirements, program and university policies and procedures. In addition, the Graduate Area Coordinators can provide guidance and assistance on track specific issues and questions.

Your Area Coordinator serves as an additional advisor and mentor in providing information on your specific track, as well as professional guidance in internship decisions, career development, and thesis development.

Your thesis advisor also serves as a mentor providing academic guidance on thesis requirements, implementation, and defense. For further information please see section on Thesis Guidelines.

It is the student's responsibility to keep informed of all rules, regulations, and procedures required for graduate studies. Graduate program regulations will not be waived or exceptions granted because students plead ignorance of the regulations or claim failure of any adviser to keep them informed.

At the discretion of the Theatre MA/MFA program director, the department may enroll the student in independent course work (particularly those occurring outside of the state) without the student's expressed consent. It is the student's responsibility to check their schedule every term to make sure the courses are accurate. If the student believes s/he was enrolled incorrectly by the department, it is the student's responsibility to notify the department immediately.

## **Additional Degree Requirements**

- Fifty percent of the program's requirements should be at the 6000 level.
- Students must maintain a minimum "B" (3.00) overall Theatre grade point average to continue in the major.
- Theatre courses with grades of less than "C" will not be counted toward degree requirements.
- Continuation in the MFA program requires a positive annual evaluation from the graduate faculty.
- All graduate students must consult with a departmental advisor.
- All MFA Acting majors are required to audition for all fall and spring productions and must accept the roles assigned.
- All MFA students must successfully complete a professional internship accompanied by written assessments.
- All MFA students must successfully complete a thesis project (thesis proposal must be approved in advance). The thesis is the culminating experience for the MFA Program.

# Curriculum

Please visit the [Graduate Catalog](#) to see the current curriculum for our program.

## Timeline for Completion

### Acting Track

#### 1st Year of Graduate Training

| Fall   | Spring  | Summer  |
|--|---|---|
| <ul style="list-style-type: none"><li>• Research Methods (3)</li><li>• Acting Studio I (3)</li><li>• Movement Studio I (2)</li><li>• Stage Voice I (2)</li></ul> | <ul style="list-style-type: none"><li>• Contemporary Theatre Practice (3)</li><li>• Acting Studio II (3)</li><li>• Movement Studio II (2)</li><li>• Stage Voice (2)</li><li>• Musical Theatre Lab (1)</li></ul> | <ul style="list-style-type: none"><li>• Optional Semester</li></ul> |
| Semester Total: 10 credit hours  | Semester Total: 11 credit hours   |   |

#### 2nd Year of Graduate Training

| Fall   | Spring  | Summer  |
|--|---|---|
| <ul style="list-style-type: none"><li>• Drama Theory and Criticism (3)</li><li>• Acting Studio III (3)</li><li>• Movement Studio III (2)</li><li>• Stage Voice III (2)</li><li>• Theatre Careers (3)</li></ul> | <ul style="list-style-type: none"><li>• American Theatre (3)</li><li>• Acting Studio IV (2)</li><li>• Movement Studio IV (2)</li><li>• Stage Voice IV (2)</li></ul> | <ul style="list-style-type: none"><li>• Optional Semester</li></ul> |
| Semester Total: 13 credit hours  | Semester Total: 9 credit hours  |   |

#### 3rd Year of Graduate Training

| Fall   | Spring  | Summer  |
|--|---|---|
| <ul style="list-style-type: none"><li>• Advanced Scene Study (2)</li><li>• Internship (Residency) (4)</li><li>• Thesis (3)</li></ul> | <ul style="list-style-type: none"><li>• Acting Studio V (2)</li><li>• Internship (Residency) (4)</li><li>• Thesis (3)</li></ul> | <ul style="list-style-type: none"><li>• Optional Semester</li></ul> |
| Semester Total: 9 credit hours   | Semester Total: 9 credit hours  |   |

## Theatre for Young Audiences Track

### 1st Year of Graduate Training

#### Fall

- Research Methods (3)
- Methods of Teaching Drama (3)
- Dramatic Literature (3)
- Puppetry (2)

Semester Total: 11 credit hours

#### Spring

- Theatre for Social Change (3)
- Storytelling (2)
- Design Concepts (3)
- Elective (3)
- Practicum (1-2)

Semester Total: 11-12 credit hours

#### Summer

- Optional Semester

### 2nd Year of Graduate Training

#### Fall

- Drama Theory and Criticism (3)
- Directing (3)
- Elective (2)
- Careers in Theatre (3)

Semester Total: 11 credit hours

#### Spring

- TYA Tour (3)
- Elective (3)
- Adv. TYA Seminar (3)
- Practicum (1-2)

Semester Total: 10-11 credit hours

#### Summer

- Optional Semester

### 3rd Year of Graduate Training

#### Fall

- Residency or Electives (6)
- Thesis (3-5)

Semester Total: 9-11 credit hours

#### Spring

- Residency or Electives (6)
- Thesis (1-3)

Semester Total: 7-9 credit hours

#### Summer

- Optional Semester

## Themed Experience Track

### 1<sup>st</sup> year of Graduate Training

#### Fall

- Research Methods (3)
- [Period Costumes, Architecture and Decor I](#) (3)
- Themed Experience Seminar (3)
- Design Seminar for Theatre (2)

Semester Total: 11 credit hours

#### Spring

- [Small Project Studio](#) (3)
- Period Costumes, Architecture and Decor 2 (3)
- [Visualizing Themed Environments](#) (3)
- Practicum (1)

Semester Total: 9-10 credit hours

#### Summer

- Optional Semester

### 2<sup>nd</sup> Year of Graduate Training

#### Fall

- [Storytelling as a Theatrical Art Form](#) (2)
- [Immersive Experience Studio](#) (3)
- Elective (3)
- Elective (3)

Semester Total: 11 credit hours

#### Spring

- [Collaborative Project Studio](#) (3)
- [Careers in Themed Experience](#) (3)
- [Elective](#) (3)
- Practicum (1)

Semester Total: 9-10 credit hours

#### Summer

- Optional Semester

### 3<sup>rd</sup> Year of Graduate Training

#### Fall

- Thesis (3)
- Internship or Elective 5-6)
- Practicum (1)

Semester Total: 8-11 credit hours

#### Spring

- Thesis (3)
- Internship or Elective 5-6)
- Practicum (1)

Semester Total: 8-11 credit hours

#### Summer

- Optional Semester

## Examination Requirements

### Comprehensive Examination

A comprehensive departmental theatre exam is administered to MFA TYA majors at the end of their course work. The department allows two attempts at a comprehensive exam.

### Thesis Requirements

The thesis project is the culminating or comprehensive experience of all academic and production work in the course of study in the Department of Theatre at the University of Central Florida.

## University Dissertation Requirements

The College of Graduate Studies [Thesis and Dissertation page](#) contains information on the university's requirements for dissertation formatting, format review, defenses, final submission, and more. A step-by-step completion guide is also available on [Thesis and Dissertation Services](#) Site.

All university deadlines are listed in the [Academic Calendar](#). Your program or college may have other earlier deadlines; please check with your program and college staff for additional deadlines.

### **The following requirements must be met by dissertation students in their final term:**

- Submit a properly formatted file for initial format review by the format review deadline
- Submit the Thesis and Dissertation Release Option form well before the defense
- Defend by the defense deadline
- Receive format approval (if not granted upon initial review)
- Submit signed approval form by final submission deadline
- Submit final dissertation document by final submission deadline

Students must format their dissertation according to the standards outlined in [Thesis and Dissertation Webcourse](#). Formatting questions or issues can be submitted to the Format Help page in the [Thesis and Dissertation Services](#) site. Format reviews and final submission must be completed in the [Thesis and Dissertation Services](#) site. The Dissertation Approval Form is also available in the Thesis and Dissertation Services site.

The College of Graduate Studies offers several thesis and dissertation [Workshops](#) each term. Students are highly encouraged to attend these workshops early in the dissertation process to fully understand the above policies and procedures.

The College of Graduate Studies thesis and dissertation office is best reached by email at [editor@ucf.edu](mailto:editor@ucf.edu).

## Thesis Committee

A master's student's thesis committee must consist of at least three members and be approved by the College of Graduate Studies. Of the three members, two of these must be qualified faculty members in your program, one of whom must serve as the chair of the committee. To identify qualified graduate faculty members, please see the Graduate Faculty Listing provided by the College of Graduate Studies.

Once the committee's chair has been determined, the student will propose other thesis committee members in consultation and agreement with the committee chair. This committee will provide continual guidance for the student and become the principal mechanism for the evaluation of the student's thesis project.

UCF faculty members must form the majority of any given committee. Committee membership must be approved by the College of Graduate Studies. All members must be in fields related to the Thesis topic. Qualifications of additional members must be equivalent to that expected of UCF faculty members.

The College of Graduate Studies reserves the right to review appointments to a Thesis Committee, place a representative on any Thesis Committee, or appoint a Co-Chair. A student may request a change in membership of the thesis committee. All committee members vote on acceptance or rejection of the thesis project outline and the final thesis. The thesis project outline and final thesis must be approved by a majority of the committee.

For more details about the Thesis Committee, please refer to the [Thesis and Dissertation Services](#) site.

## Thesis Enrollment

Prior to enrollment into THE 6971 Thesis, your thesis committee must be reviewed and approved by the College of Graduate Studies. For this form, refer to the [Thesis and Dissertation Services](#) site.

The MFA student is required to complete six credit hours of thesis work prior to or concurrent with the defense of his/her thesis project. The MA student is required to complete nine credit hours of thesis work prior to or concurrent with the defense of his/her thesis project. Students are allowed to defend their thesis project when the thesis has been written and satisfies the committee. Thesis students engaging in thesis projects must be continuously enrolled in at least one hour of THE 6971 every semester, including summers, until they successfully defend and submit their thesis to the University Thesis Editor. This enrollment each semester reflects the expenditure of university resources, and is required even if more than the minimum number of hours is needed for completion of the thesis. While one hour is the minimum enrollment, this does not constitute full time enrollment for tuition, financial aid, or employment purposes. For master's students pursuing a thesis option, full-time enrollment is defined as 3 hours per semester of thesis course work (THE 6971), after completion of all course work and until graduation.

## Request for Thesis Project

For approval of a thesis project and a thesis committee, the student must complete (with the help of the Graduate Program Coordinator) the "Thesis Advisory Committee Form." The form includes the selection of the student's committee (which the student will choose in consultation and agreement with the committee chair). Please also include the brief proposal abstract--the specific assignment request with brief justification of scope and appropriateness of the thesis project as well as its anticipated outcomes.

If the student chooses a thesis project that is linked to a specific production, the student must initiate a thesis proposal process within a two-week period after notification of casting or any other production assignment. Any student who uses human subjects during the course of his/her study (i.e. surveys, interviews, etc.) must gain IRB approval prior to beginning the study. For access to the IRB submission form and sample consent forms, please visit the Office of Research [IRB website](#). You must include a copy of your human subjects' permission letter as an appendix in your ETD, even if your study received exempt status.

## Thesis Outline

Once the proposal abstract is approved, the student must submit a written outline, which describes preliminary research and analysis of the topic. The thesis outline should also include a preliminary working bibliography, which presents the resources the student plans to use to guide him or her in the research process. The student should work with the selected committee chair to tailor a plan for the specific project and discipline. Students are strongly encouraged to keep in touch with their committee as they develop their thesis project. The thesis outline should be submitted to the thesis committee for approval before beginning production work. Deadlines for the thesis outline will be extended if necessary.

## Written Thesis Document

After the approval of the thesis outline, the student will work primarily with the committee chair on the body of the document. Once the document is in an appropriate form, the committee chair will have the student distribute a revised draft to each committee member for comments. Allow at least two weeks for each committee member to respond. The student will then proceed to write the final draft of the document. The final document is to be completed and submitted to the entire committee two weeks prior to the scheduled defense. The final document must be formatted in accordance with the MLA Handbook and the University of Central Florida Format requirements, which are available from the College of Graduate Studies at

[graduate.ucf.edu/ETD\\_Student\\_Services/](http://graduate.ucf.edu/ETD_Student_Services/). The university requires all students submitting a thesis as part of their graduate degree requirements to first submit their electronic document through [Turnitin.com](http://Turnitin.com) for advisement purposes and for review of originality. The thesis chair is responsible for scheduling this submission to [Turnitin.com](http://Turnitin.com) and for reviewing the results with the student's advisory committee (typically during the student's final semester). Please see the [Thesis and Dissertation Policies](#) page for comprehensive information about Originality and using [Turnitin.com](http://Turnitin.com).

## Thesis Project Defense

The thesis project defense, which is an oral defense of the entire thesis project, must be approved by a majority vote of the thesis committee. Defend your thesis or dissertation by the deadline. The Thesis Approval Form from the Thesis and Dissertation Services Site must be signed by the committee. Further approval is required from the Program Director, Dean or Dean designee and the College of Graduate Studies before final acceptance of the Thesis in fulfilling degree requirements.

See the [Thesis and Dissertation](#) page for details on completing your thesis requirements.

## Residency/Internship Requirements

Residency/Internship must be a minimum of 6 credits with the option of taking up to 12 credits. (12 credits will be the norm as long as we send students out of Orlando for Third Year Residency, but taking additional courses instead of additional internship credits is an option.)

## Graduate Research

### Ethics in Research

Researchers in every discipline have a responsibility for ethical awareness as the status of the profession rests with each individual researcher. It is important to be honest and ethical in conducting research as well as in taking classes. The ethical collection and use of information includes, but is by no means limited to, the following: confidentiality, accuracy, relevance, self-responsibility, honesty, and awareness of conflict of interest.

The University of Arizona's Code of Research Ethics provides our students with guidelines for responsible practice in research. This code of ethics can be found here:

[facultygovernance.arizona.edu/sites/facgov/files/code-of-ethics-research.pdf](http://facultygovernance.arizona.edu/sites/facgov/files/code-of-ethics-research.pdf) .

### Human Subjects

Human Subjects: Any student who uses human subjects during the course of his/her study (i.e. surveys, interviews, etc.) must gain IRB approval prior to beginning the study. For access to the IRB submission form and sample consent forms, please visit the [Office of Research IRB](#) website. You must include a copy of your human subjects' permission letter as an appendix in your ETD, even if your study received exempt status.

## Academic Behavior Standards

University of Central Florida is committed to a policy of honesty in academic affairs. Examples of conduct for which students may be subject to academic and/or disciplinary penalties including expulsion are:

- Cheating, whereby non-permissible written, visual, or oral assistance including that obtained from another student is utilized on examinations, course assignments, or projects. The unauthorized possession or use of examination or course-related material may also constitute cheating.

- Plagiarism, whereby another's work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own. Any student failing to properly credit ideas or materials taken from another has plagiarized.
- Unauthorized assistance: communication to another through written, visual, or oral means. The presentation of material which has not been studied or learned, but rather was obtained solely through someone else's efforts and used as part of an examination, course assignment or project. The unauthorized possession or use of examination or course related material may also constitute cheating.
- Commercial Use of Academic Material: Selling notes, handouts, etc. without authorization or using them for any commercial purpose without the express written permission of the university and the Instructor is a violation of this rule.

NOTE: A student who has assisted another in any of the aforementioned breach of standards shall be considered equally culpable. In cases of cheating or plagiarism, the instructor may take appropriate academic action ranging from loss of credit for a specific assignment, examination, or project to removal from the course with a grade of "F." Additionally, the instructor may request disciplinary action through the Office of Student Rights and Responsibilities as outlined in The Golden Rule.

## Research/Creative Activities

MFA students are required to complete a residency/internship. For more specific information, please see your specific area coordinator.

Students are encouraged to present their research/creative projects at the Annual Graduate Research Forum, hosted by the UCF Graduate Studies and the Graduate Student Association. For more information about UCF Research Week, please visit the [researchweek.ucf.edu/](http://researchweek.ucf.edu/).

Students are encouraged to present at regional and national conferences such as SETC (South Eastern Theatre Conference), ATHE (Association for Theatre in Higher Education), KC/ACTF (Kennedy Center/American College Theatre Festival) and USITT (United States Institute of Theatre Technology).

Students are encouraged to participate in the Graduate Student Association's workshops on thesis and dissertation formatting, library research, and writing essentials. For additional information about Graduate Student Association's events, workshops, and opportunities, please visit: [Graduate Student Association page](#).

### Graduate Presentation Fellowship

The Graduate Presentation Fellowship provides funding for UCF master's, specialist, and doctoral students to deliver a research paper or comparable creative activity at a professional meeting. Students must be the primary author and presenter. Students who receive travel awards from SGA may also be eligible for College of Graduate Studies awards.

## Financial Support

### Scholarships

For information on scholarships available to students in the Theatre program at UCF, visit the [Scholarships](#) webpage on the [Theatre Department website](#).

## International Students

Several types of employment are available to international students, including on-campus employment. For more information about the types of employment available to international students, and the requirements and restrictions based in visa-type, please see the International Services Center's website: [global.ucf.edu/](http://global.ucf.edu/) > Current Students > Employment.

## Assistantships and Tuition Waivers

For complete information about university assistantship and tuition waivers, please see the UCF Graduate Catalogue: [graduatecatalog.ucf.edu](http://graduatecatalog.ucf.edu) > Financial Information.

To be employed and to maintain employment in a graduate position, the student must be:

- In good academic standing
- Enrolled full time

To be awarded and continue receipt of a tuition waiver, the student must be:

- In good academic standing
- Enrolled full time

Employed in a graduate position (GTA, GRA, GA) or receiving a University fellowship or (if employed off-campus) Employed where payment is processed through Graduate Studies.

Master's students can be offered tuition support for a maximum of nine semesters.

## Assistantships

An assistantship is our usual method of supporting graduate students, and is classified as either Graduate Teaching Assistantships (GTA), Graduate Research Assistantships (GRA), or Graduate Assistantships (GA). Details about your assistantship level of support are provided in the Graduate Financial Support Proposal letter, and your assistantship payments will be bi-weekly, starting near the end of September. The assistantship is intended to enhance your career opportunities by providing you with practical experience within your profession while also assisting you with your housing, food, and other living expenses. Assistantships are usually renewable contingent upon satisfactory performance of assigned duties, the availability of funds, and continued academic progress towards your degree including the maintenance of a graduate GPA of 3.0. Assistantships are designated as either Full-time Assistantships or Half-time Assistantships which differ by the number of service responsibilities assigned to you and the amount of your stipend. Your responsibilities will initially be assigned by your graduate program director.

- A **GTA** enables you to assist in teaching within your profession and requires you to complete a GTA training offered in the first weeks of each semester prior to beginning the assistantship. International students may also be required to take a Versant test to ascertain your proficiency with spoken English.
- A **GRA** enables you to gain valuable experience working as a researcher within your profession.
- A **GA** enables you to work outside of your program area, although your duties may be closely related to your profession.

## UCF Fellowships

The University of Central Florida offers a variety of fellowships with each having unique eligibility requirements. Many are directed toward students pursuing specific degrees in specific professions, while others are broader in

their eligibility requirements. In all cases, the fellowships are competitive and most require nomination by your program. University-wide fellowships do carry an obligation to fill service responsibilities and are provided solely to allow you to focus on your studies without undue financial or outside work distractions. However some college or departmental fellowship may have other requirements. Work outside of the university is discouraged when receiving a fellowship. Your fellowship may also be supplemented by a UCF assistantship. Payment of your fellowship will usually occur through the Office of Financial Aid by a direct deposit or a check once per semester. Continued funding of your fellowship is contingent upon your continued academic progress towards your degree including the maintenance of a graduate GPA of 3.0.

## **Tuition Support**

Your assistantship and/or fellowship are usually accompanied by a tuition award which is dependent upon your continued eligibility for the assistantship and/or fellowship. The award pays your tuition for full-time enrollment of no more than 9 semester hours of coursework per semester. Usually full-time doctoral students receive 100 percent coverage of their tuition while eligible masters' students receive at least 50 percent coverage of their full-time tuition. Only the tuition is covered and you will be responsible for university fees. The current UCF fee schedule can be found at [finaid.ucf.edu/applying/costs/](http://finaid.ucf.edu/applying/costs/). Non-Florida residents pay substantially higher tuition, and therefore U.S. citizens or permanent residents are encouraged to become legal residents of Florida by the beginning of their second year.

## **MFA Provost Fellowship**

This is a competitive award given to students who possess outstanding credentials. The award consists of \$10,000 (\$5,000 each in fall and spring semesters) and a tuition award that covers both out-of-state (if applicable) and in-state tuition for 9 semester hours of coursework. In the summer, a tuition award also covers 6 semester hours of coursework. However, the tuition award does not cover non-tuition fees. The award is for two years only, and no service obligation (e.g. teaching, etc.) is linked to the award.

## **GTA Training Requirements**

If the student is hired in the position of Graduate Teaching Associate, Assistant or Graders, there are training requirements that must be met in order for the contract to be processed. Graders and Assistants must complete an online legal module. Associates must complete both a training and an online legal module. Associates must also have completed at least 18 hours of graduate courses in the discipline they will be teaching. Students who are employed as Graders are required to complete the online legal module. These services are offered by the Faculty Center for Teaching and Learning (FCTL) and more information can be found at the following website: [fctl.ucf.edu/](http://fctl.ucf.edu/) > Events > GTA Programs.

International students who will be hired in GTA positions must be proficient at speaking English. This is determined by successfully passing the Versant test with a score of 55 or better. This test (also known as the Oral Proficiency Exam) is administered during the GTA orientation by the Center for Multicultural and Multilingual Services (CMMS). For international student to register for or inquire about the Versant examination, please contact the Center for Multicultural and Multilingual Services.

## **GTA Performance Appraisal**

At the completion of each semester the student is employed as a GTA, the student's performance will be evaluated by the faculty advisor. These assessments will be used to review strengths and weaknesses in the student's performance in preparation for future employment.

## Graduate Student Associations

The **Graduate Student Association (GSA)** is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit [facebook.com/groups/UCFgsa/](https://facebook.com/groups/UCFgsa/). For individual department or graduate program organizations, please see program advisor.

**United States Institute for Theatre Technology Student Chapter** provides grounds for discussion for ideas and inventions concerning technical theater, whether this be rigging, lighting, scenery, CAD, carpentry, electrician work or any other area of expertise. To learn more, please visit [usitt.org/studentchapters/](http://usitt.org/studentchapters/).

## Professional Development

For information about Artistic Partnerships and the Professional Advisory Board visit the [Professional Affiliations webpage](#) on the [Theatre Department website](#).

For more information about research/creative work opportunities, please refer to the Research/ Creative Activities section in the Handbook.

## Instructor Training and Development

The Faculty Center for Teaching and Learning (FCTL) promotes excellence in all levels of teaching at the University of Central Florida. To that end, they offer several programs for the professional development of Graduate Teaching Assistants at UCF.

- **GTA Training** (mandatory for employment as a GTA): This training provides information and resources for students who will be instructors. The training covers a variety of topics, including course development, learning theories, lecturing, and academic freedom. Those interested in additional training can also attend an optional training session that normally follows the mandatory training.
- **Preparing Tomorrow's Faculty Program**: This certificate program (12-weeks) consists of group and individualized instruction by Faculty Center staff and experienced UCF professors. Textbooks and materials are provided.
- **The University Writing Center (UWC)** ([uwc.cah.ucf.edu](http://uwc.cah.ucf.edu)) provides workshops, one-on-one consultations, phone and online consultations on a wide variety of topics relevant to graduate-level research and writing including electronic thesis resources, thesis revisions, grant writing, and fellowship applications.

For more information about GTA Training, visit: [graduate.ucf.edu/graduate\\_teaching/](http://graduate.ucf.edu/graduate_teaching/)

## Pathways to Success Workshops

Coordinated by the College of Graduate Studies, the Pathways to Success program offers the following free development opportunities for graduate students including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For more information and how to register, please visit [graduate.ucf.edu/pathways-to-success/](http://graduate.ucf.edu/pathways-to-success/).

## Career Services and Experiential Learning

Graduate career development issues are unique and include evaluating academic and nonacademic career choices, discussing graduate school effect on career choices, as well as learning, evaluating, and refining networking and interviewing skills. Whatever your needs, the offices of [Career Services and Experiential Learning](#)

offer services and resources to aid in the career exploration and job search of Master and Doctoral students in every academic discipline.

## Graduate Research Forum

Sponsored by the College of Graduate Studies, the Research Forum is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best poster and best oral presentation in each category will be given and all participants will receive recognition.

## Graduate Excellence Awards

Each year, students can submit a portfolio for nomination of College and University level awards of excellence. These are intended to showcase student excellence in academic achievement, teaching, research, leadership, and community service.

These awards include the following:

- **Award for Excellence by a Graduate Teaching Assistant** - For students who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the assistance provided by the student to the lead instructor and the students in the class. (Not intended for students who are instructor of record)
- **Award for Excellence in Graduate Student Teaching** - For students who serve as instructors of record and have independent classroom responsibilities. The focus of this award is on the quality of the student's teaching and the academic contributions of those activities.
- **Award for the Outstanding Master's Thesis** - To recognize graduate students for excellence in the master's thesis. The focus of this award is on the quality and contribution of the student's thesis research. Excellence of the master's thesis may be demonstrated by evidences such as (but not limited to): publications in refereed or peer reviewed journals, awards and recognitions from professional organizations, and praise from faculty members and other colleagues in the field.

For more information about these awards, please see the College of Graduate Studies website: [graduate.ucf.edu/awards-and-recognition/](http://graduate.ucf.edu/awards-and-recognition/).

For more information about the Council of Southern Graduate Schools (CSGS) thesis and dissertation awards, please see their website: [csgs.org/awards/](http://csgs.org/awards/).

### Atlantic Center for the Arts

We also encourage you to apply for scholarships for the Atlantic Center for the Arts ([atlanticcenterforthearts.org/](http://atlanticcenterforthearts.org/)) where you will be able to work with world-renowned authors. Any UCF student who is accepted by ACA receives full scholarships.

## Job Search

The job search for students in this discipline begins with networking through the Professional Advisory Board. Students should also attend professional conferences to audition and interview for opportunities in the field. It is also important to attend on-campus workshops with various actors and directors from the industry to seek both internship and job opportunities in the field.

## Career Services and Experiential Learning

UCF's Career Services department offers a wide range of programs and services designed to assist graduate students. These services include evaluation and exploration of career goals, preparation for the job search and job search resources. To learn more, visit their website at [www.career.ucf.edu](http://www.career.ucf.edu).

## Forms

- [College of Graduate Studies Forms and References](#)  
A complete listing of general forms and references for graduate students, with direct links, may be found here.
- [Graduate Petition Form](#)  
When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process.
- [Theatre Department Guides and Forms](#)  
A listing of guides, forms and manuals, specifically for students in the Theatre programs.
- [Traveling Scholar Form](#)  
If a student would like to take advantage of special resources available on another campus but not available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved.

## Useful Links

- [Theatre Website](#)
- [College of Arts and Humanities Website](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [Counseling Center](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)
- [Graduate Catalog](#)
- [Graduate Student Association](#)
- [Graduate Student Center](#)
- [Housing and Residence Life](#)
- [Housing, off campus](#)
- [Knights Email](#)
- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)
- [University Writing Center](#)

# Grad Faculty

Asterisk = has previous committee experience, which qualifies the person to serve as vice chair

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