



**University of Idaho**

Department of Theatre Arts

# GRADUATE HANDBOOK

2024 - 25



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## **PREPARED BY**

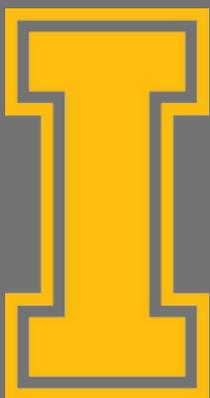
Jesse Dreikosen

Director of Graduate Studies

Department of Theatre Arts

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# Robert Caisley

## Chair of Department of Theatre Arts

Welcome to the University of Idaho Department of Theatre Arts!

It doesn't seem all that long ago that I was embarking on my own adventure towards earning a terminal degree. I remember it as a time of both excitement and apprehension. We want to help you maximize your excitement about your graduate studies, and minimize those apprehensions. Therefore, we designed this Graduate Student Handbook to provide answers to the kinds of questions most of you will have during your first semester. And if you can't find the answers within these pages, please just ask and we'll be sure to get you the information you need.

On behalf of my colleagues, I wanted to say how thrilled we are that you have chosen to take this journey with us. Please know that every faculty and staff member is here to assist in whatever way we can.

Get ready to be inspired, as we begin a new theatre season!

Prof. Robert C. Caisley  
Department Chair

**BE INSPIRED**

#### CONTACT

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# INTRODUCTION

The University of Idaho Department of Theatre Arts is vibrant, diverse and committed to providing the Northwest's most affordable and competitive undergraduate and graduate training in the areas of acting, directing, dramatic writing, pedagogy, dramaturgy, design and technology. The department is also proud to be affiliated with the renowned Oregon Shakespeare Festival, which sponsors the Rex Rabold Fellowship.

The department is part of the College of Letters, Arts and Social Sciences. The College of Letters, Arts and Social Sciences is the largest and most diverse college at the University of Idaho. CLASS degrees make students successful in any profession by focusing on the skills and experiences that employers want – critical thinking, problem solving, teamwork, leadership, communication and real-world experience. The CLASS faculty are nationally recognized researchers, scholars and artists that are leading the research and creative works in their respective fields. Through its diverse offerings, CLASS faculty also teach a majority of the general education required classes to the entire student body. CLASS is proud to offer 44 customizable degrees, including seven fully online degrees that can turn a student's passions into their career.

## **ABOUT THIS HANDBOOK**

Starting graduate school is an exciting time in your academic career, but it can also be a very stressful one. We want to help make your experience at the University of Idaho the most memorable and rewarding for all our students—both on-campus and in our distance- education option.

In an effort to help you navigate a successful course toward graduation, we have put together this handbook. It provides helpful information that will answer all of your questions about the next few years of your academic life. We recommend that you carefully read these materials, and keep the handbook in place where you readily turn to it whenever you have a question. Please know that our office doors are always open to you - you are now part of the Vandal Theatre Family - and we want you to make our department your creative home! Don't hesitate to reach out to any member of the faculty and staff if you have any questions or concerns. You are our #1 priority, and we are delighted that you have decided to attend the University of Idaho.

## **GRADUATE STUDENT ORIENTATION**

At the start of each fall semester, the Department of Theatre Arts hosts an orientation session for incoming graduate students. Part of that orientation is a detailed overview of this handbook, an introduction to the faculty and staff of the department, and a chance for you to ask questions. This meeting will be conducted live on the University of Idaho campus, and via synchronous video conference for our remote learners.

# PROGRAM OVERVIEW

The Master of Fine Arts (MFA) degree at the University of Idaho is a 60 credit degree program, that is typically completed in either two (with an MA to MFA conversion) or three years (without an MA to MFA conversion). Students have two options for completing the MFA either the on-campus program or the distance delivered program. The MFA is also the terminal degree designed to flexibly meet the student's goals, whether for continuing education, to meet needs of students seeking professional work or work as a theatre educator at all levels. Degree tracks are built around specific curricular categories, and individual courses are selected by the candidate in consultation with their major professor. Student progress is monitored by jury and portfolio review each semester. Exit procedures for the program include a creative project, comprehensive exam questions and a final exit meeting.

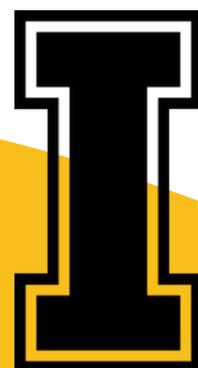
## PROGRAM COMPONENTS

The Department of Theatre Arts confers the MFA in Theatre. Each graduate student declares an area of emphasis at the time of their application to the university. Based on the student election, a Major Professor is assigned to help the MFA candidate develop a Study Plan, which will be your roadmap to graduation.

Areas of emphasis include: directing, playwriting, pedagogy, performance, design, technology & management.

## STUDY PLAN

Each student, once accepted, is responsible for developing at Study Plan, which can be thought of as a roadmap toward graduation. The Study Plan is filed electronically with the College of Graduate Studies during your first semester in the program and must be approved by your Major Professor. 10 credits is the typical class load for a graduate student each semester.



# PROGRAM OVERVIEW

## DISTANCE-DELIVERED MASTER OF FINE ARTS PROGRAM

The most unique program offered by the Department of Theatre Arts is the Distance-delivered MFA in Dramatic Writing, Directing, Pedagogy, or Design, Technology and Management. The Distance-Delivered program is a 60 credit degree program, that is typically completed in either two (with an MA to MFA conversion) or three years (without an MA to MFA conversion), that offers learners a far greater degree of flexibility in earning their MFA, however, it also requires students who are independent thinkers and learners. While the program offers a weekly schedule of classes in which the students participate in group discussions guided by an instructor, approximately two-thirds of the coursework is comprised of one-on-one tutorials with your Major Professor, and student-driven directed study on specialized topics selected in consultation with your Graduate Committee. Students enrolled in the program are responsible for their own learning. You will often be expected to spend time in private study, engaged in reading, research, problem-solving and project development. Your Major Professor provides structure, guidance and feedback, but much of the program's inherent flexibility comes from its students' ability to be active learners and autodidacts who can keep to a timetable and deliver assignments on time.

Candidates must fulfill the general requirements of the College of Graduate Studies and a minimum of 60 credits from the course groupings listed below.

## MA TO MFA CONVERSION PROGRAM

We offer the curriculum of the MFA in both a two-year and three-year option. If you already have earned an approved Master's degree from an accredited institution of higher education, you may be eligible for our MA to MFA Conversion, which allows up to 20 credits from your previous Master's program in Theatre to be applied to your course of study for the MFA. Those students that have graduate coursework not in a MA in Theatre we can usually transfer some credits (typically up to 6 credits).



# DEGREE REQUIREMENTS

## ON-CAMPUS MFA PROGRAM

### Introduction to Graduate Studies (3 credits)

An in-depth, rigorous, exploration of theatrical research and collaboration pedagogy and methodologies within the larger context of the artistic and creative process. Candidates must enroll in THE 516 during their first fall semester in the program.

### Studio Area (18 credits)

A minimum of 18 credits is taken in coursework directly related to an area of specialization. The studio area of study is individualized to the candidate's specific needs and areas of focus. Candidates will enroll in M.F.A. Studio each semester.

### Related Studio Area (18 credits)

A minimum of 18 credits is taken in a related studio area, which generally pertains directly to the candidate's area of specialization. These courses are to develop specific skills associated with the studio area.

### History/Literature/Theory/Criticism (12 credits)

A minimum of 12 credits is taken in history or literature courses, which relate directly to the studio area. Courses taken to fulfill this requirement might include seminars in dramatic literature, theatre history, pedagogy, stagecraft, collaboration methodology, genre studies and critical theory. These courses are heavy on reading, and there is usually written component for each course. The written work generated for this course is often reviewed and discussed in consultation with your Major Professor of Graduate Committee.

### Self-Directed Study/Tutorials (6 credits)

A minimum of 6 credits is taken in self-directed studies. Personalized one-on-one teaching or small group discussions based on preparatory work done in advance of the tutorial. This is one of the strengths of our program, and many of our students report this is the area, which they found most enriching. There are three different courses that could be taken in this category: THE 502 Directed Study, THE 560 Theatre Conference Participation, THE 599 Non-Thesis Masters Research.

### M.F.A. Exit Procedures (3 credits)

Exit procedures vary with the area of specialization. In each case the exit procedure revolves around a thesis project and an exam completed in the last semester in the program. Projects are designed in consultation with the candidate's graduate committee. Candidates must enroll in THE 596 during the semester the project is undertaken.

## **DISTANCE-DELIVERED MFA PROGRAM**

### **Introduction to Graduate Studies (3 credits)**

An in-depth, rigorous, exploration of theatrical research and collaboration pedagogy and methodologies within the larger context of the artistic and creative process. Candidates must enroll in THE 516 during their first fall semester in the program.

### **Studio Area (12-18 credits)**

A minimum of 12 credits is taken in course work directly related to an area of specialization. The studio area of study is individualized to the candidate's specific needs and areas of focus. Candidates may enroll in M.F.A. Studio each semester.

### **Real-World/Experiential Learning (12-18 credits)**

Practical, hands-on work directly related to an area of specialization. This area of study is individualized to the candidate's specific needs and areas of focus. Candidates typically will enroll in THE 595 Professional Off-Campus Studio each semester in the program. While students are expected to declare an area of emphasis, a degree of crossover between disciplines is highly encouraged. Work generated for this course is often reviewed and discussed in consultation with your Major Professor of Graduate Committee.

### **History/Literature/Theory/Criticism (12-18 credits)**

A minimum of 12 credits is taken in history or literature courses, which relate directly to the studio area. Courses taken to fulfill this requirement might include seminars in dramatic literature, theatre history, collaboration methodology, genre studies and critical theory. These courses are heavy on reading, and there is usually written component for each course. The written work generated for this course is often reviewed and discussed in consultation with your Major Professor of Graduate Committee.

### **Self-Directed Study/Tutorials (6 credits)**

A minimum of 6 credits is taken in self-directed studies. Personalized one-on-one teaching or small group discussions based on preparatory work done in advance of the tutorial. This is one of the strengths of our program, and many of our students report this is the area, which they found most enriching. There are three different courses that could be taken in this category: THE 502 Directed Study, THE 560 Theatre Conference Participation, and THE 599 Non-Thesis Masters Research (limited to 6 credits total).

### **M.F.A. Exit Procedures (3 credits)**

Exit procedures vary with the area of specialization. In each case the exit procedure revolves around a thesis project and an exam completed in the last semester in the program. Projects are designed in consultation with the candidate's graduate committee. Candidates must enroll in THE 596 during the semester the project is undertaken.

# YOUR MAJOR PROFESSOR

While the College of Graduate Studies does not require a committee for non-thesis or specialist degrees, the Department of Theatre does require the assignment of a Major Professor and a Graduate Committee.

## MAJOR PROFESSOR RESPONSIBILITIES

All graduate students appoint a Major Professor (MP) to oversee their progress toward successful completion of all Non-Thesis Degree requirements for the MFA in Theatre. The MP should be assigned as soon as possible. Students can expect their MP to provide the following counsel:

- Serve as mentor and main point of contact for the student.
- Work with Director of Graduate Studies (DGS) in registering for classes.
- Ensure timely filing of [MP & Graduate Committee form](#) with COGS.
- Assist DGS in preparation of Transfer Articulation (if MA to MFA conversion.)
- Review and approve [Plan of Study](#).
- Provide oversight and feedback for students enrolled in their section of THE 595, THE 599 and THE 515.
- Make recommendations to the Graduate Committee for student to proceed to Exit.
- Coordinate the preparation and evaluation of materials for THE 596 (see Exit Procedures.)
- Assist in scheduling students' Exit Meetings.
- Bi-weekly progress reports in person or via Zoom (as needed.)
- Call periodic meetings of the full committee (as needed.)
- Coordinate with DGS if any academic petitions need to be filed (DGS will prepare paperwork for signatures.)
- Conduct COGS Annual Evaluation.

# YOUR GRADUATE COMMITTEE

Your MP can help you select other members of your committee. In addition to your MP, you will need to assign at least one more faculty member to your committee. The full graduate faculty in the Department of Theatre Arts can be found on the next page.

The forms for appointing and making changes to your graduate committee can be found on the [MFA Student Canvas Site](#).

# GRADUATE FACULTY



Robert C. Caisley  
Chair of Department



Dr. Sarah Campbell  
Assistant Professor  
Theatre History, Literature and  
Criticism



Michael Brandt  
Clinical Associate Professor  
Technical Director



Jesse Dreikosen  
Associate Chair of Department  
Director of Graduate Studies



Abigail Coleman  
Clinical Assistant Professor  
Costume Design



Jess Hirsh  
Assistant Professor  
Musical Theatre



Craig A. Miller  
Associate Professor  
Acting & Directing



Kelly Quinnett  
Professor  
Head of Performance



Ginger Sorensen  
Clinical Associate Professor  
Costume Director

# JURY/PORTFOLIO REVIEW

Graduate students in the Department of Theatre need to register for THE 515 Jury/Portfolio Review each semester they are in the program, except their final semester (when they will replace THE 515 with THE 596 Exit Procedures.) Jury/Portfolio review is a course designed to monitor your progress in the program, to reflect on your successes and to challenge you with opportunities for further growth. Your MP enters the grade for this course at the end of each semester, in consultation with your graduate committee.

1. Jury Paper: You may be required by your Major Professor to submit a Jury Paper at the end of each semester. Please contact them as soon as possible to see if this requirement applies to you.
2. Jury Meeting: Your graduate committee may request a Jury Meeting at any time; however, these meetings usually only take place at the end of each semester, and are designed as an opportunity to discuss your progress in the program, address any perceived deficiencies, and set goals for the subsequent semester. You will be notified by your Major Professor if the committee would like to schedule a Jury Meeting (these typically take place during finals week.)
3. Portfolio Review: In lieu of a Jury Paper, you may be asked to create a digital portfolio of work that your Major Professor and Committee will review.
4. If assigned, the Jury Paper should take the form of a reflection piece, summarizing your creative and academic experiences over the course of the semester. There is no page requirement for the paper. (Please keep copies of your Jury Papers, as you will then be able to refer back to them when preparing for your Exit from the program.)
5. Please submit your Jury Paper to each member of your graduate committee by the Friday before finals week commences. A copy of your paper will be placed in your student file.

## ANNUAL REVIEW

Graduate students are also required to file the COGS Annual Report of Progress and Performance. The Dean of COGS, Jerry McMurtry has prepared the following memo to explain the importance of this process. It is the student's responsibility to initiate the evaluation process; however, an evaluation may be initiated at any time by the Major Professor. If a Major Professor has not been appointed, the Department Chair will conduct the evaluation. The evaluation must be completed annually by the second Friday of April 3. The form can be found on the COGS website, or on the MFA Student Canvas Site.

# ANNUAL REVIEW



Jerry McMurtry  
Dean  
College of Graduate Studies



March 26, 2019

TO: Graduate Students

FROM: Jerry McMurtry, Dean

RE: Annual Evaluation and Performance Report for all Graduate Students

Each year University of Idaho graduate students are asked to initiate a review of their progress by meeting with their major professor. It is your responsibility as a graduate student to initiate the evaluation by scheduling an appointment with your Major Professor to go over the form which is attached. The goal of the annual evaluation is to create an opportunity for the student and faculty to have a conversation on the students' progress and look toward the future. COGS requests the review and meeting be completed by April 12, 2019.

At the conclusion of the evaluation, the evaluator will recommend one of the following actions regarding your status:

- continuation in the program
- issuance of a warning
- recommendation that you be dismissed from the program

The Department Chair will forward a copy of the report to the College of Graduate Studies (COGS) if you have been issued a warning or have been recommended for dismissal from the program. A copy of this report will be placed in your student file. If you wish to appeal any part of the evaluation you may do so in writing to the Department Chair with notification to the COGS Dean. A meeting will be scheduled with all parties involved and the COGS Dean. Further appeals will be submitted to the Graduate Council and forwarded to the Graduate Petitions Committee.

If you have any questions, please contact the College of Graduate Studies.

#### COLLEGE OF GRADUATE STUDIES

875 Perimeter Drive MS 3017, Moscow, ID 83844-3017 | [uidaho.edu/cogs](http://uidaho.edu/cogs) | 208-885-2647

To enrich education through diversity, the University of Idaho is an equal opportunity/affirmative action employer.

Good Standing: Graduate students are expected to make satisfactory progress toward a degree. This means that they remain in "good standing." Good standing for a graduate student at the University of Idaho is a 3.0 GPA. Please review the the university policy on probation and disqualification for graduate students. Students earning less than a 3.0 GPA will be placed on probation. If they do not gain a 3.0 GPA in the next term they will be disqualified. If the student on probation gains a 3.0 in the subsequent term but the overall GPA is below 3.0 they will remain on probation

# EXIT PROCEDURES

In addition to completing the minimum 60 credits hours that make up the plan of study for the Master of Fine Arts in Theatre, all MFA candidates need to successfully pass their Exit Procedures. These include:

- A. Exit Project (if applicable)
- B. Exit Reflection and Philosophy Statements
- C. Preparation and submission of Exit Materials
- D. Exit Meeting
- E. Application for Graduation

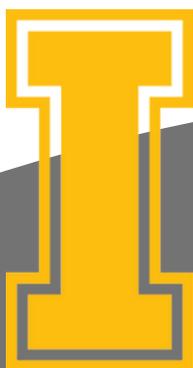
The items listed above are collectively known as the 'Exit Procedures' (THE 596.)

## EXIT PROJECT

This is a practical project (e.g. a full-length play script, major directing or design assignment or leading role in a production in your area of emphasis) assigned by your Major Professor. It is typically undertaken in your final semester. Students are required to reflect on their process in their exit materials. For both on-campus and distance-ed students, the nature and scope of your project is determined in consultation with your Major Professor.

## EXIT REFLECTION & PHILOSOPHY STATEMENTS

While the MFA is a Non-Thesis degree, the faculty believes it is important for our students to have written components as part of their exit procedures. You will be assigned specific components to include in your exit materials which will allow you to reflect on your time in the program and explain your personal approach to your work. These components are assigned by your Major Professor according to your area of emphasis and typically given to you at the time of your advising meeting for your last semester of classes.



# EXIT PROCEDURES

## EXIT MATERIALS

Taken together, the exit materials refer to the written portion of everything you will submit to the members of your graduate committee prior to your exit meeting. Please deliver your materials no later than one week prior to your exit. Ask each of your committee members if they would prefer a hardcopy or electronic copy of your materials. The materials should include:

1. Cover page (sample on the next page)
2. Index/Table of Contents
3. Copy of final approved Plan of Study
4. Chronological (per semester) list of all works/projects completed during time in program for which you may have received course credit
5. General Introduction (reflection/summary of your time in the program including thoughts about the program's impact on your current work)
6. Philosophy Statements
7. Representative samples of your work
8. Current CV or Resume

Your major professor will discuss with you how many work samples will be part of your final packet of materials. Once your exit materials have been agreed upon and approved by your committee, you will receive a notice that you have permission to proceed to exit.

## EXIT MEETING

The exit meeting is your final meeting with your committee members, and the final step you must take before passing all of the requirements of the MFA. Your exit meeting is scheduled in the last few weeks of your final semester. It is your responsibility to contact your committee members and schedule this meeting. We usually hold exits in the Shoup Hall 2nd Floor Conference Room 207 (or via Zoom video conference for distance-ed students.) You will need to reserve the room in the main office. The exit meetings typically take 1 – 1.5hrs, during which time your committee members will ask you questions about your exit project and accompanying materials. At the end of the meeting you will be asked to leave the room (or video conference) while your committee deliberates on your candidacy for the Master of Fine Arts.

If it is determined you have passed the exit, your Major Professor will sign your digital Non-Thesis Reporting Form.

In some cases, if it is determined that your written materials are insufficient, a candidate may be asked by the committee to revise and return all or a portion of their exit materials, and to schedule another exit meeting for a later date. In very rare cases, a candidate may fail their exit, if the committee determines they cannot confer the degree on the student.

# SAMPLE COVER PAGE

TITLE

Exit Materials

Presented in Partial Fulfillment of the Requirements for the Degree of

**Master of Fine Arts**

With an Emphasis in

**Dramatic Writing/Directing/Pedagogy/Design, Technology and  
Management**

in the Department of Theatre Arts University of Idaho

By First Name Middle Last Name

Submitted: insert date

Major Professor: Prof. X

Graduate Committee:

Prof. X

Prof. Y

When creating a title for your exit packet think about what would be appropriate for your time in the program and what you focused on while pursuing your MFA with us.

# APPLICATION FOR GRADUATION

Please visit the Graduation page on the University of Idaho website. It has all the information you need to know in order to graduate, including the application process for graduation. You need to complete the following steps to graduate:

- You must have an approved study plan in Degree Audit before applying for graduation. It is your responsibility to file this plan on time and ensure it is approved by the College of Graduate Studies. If you have not received an email stating your plan has been approved, you did not file your plan, or you filed it incorrectly. Contact the College of Graduate Studies with any questions.
- Check Registration Status in VandalWeb to verify that your degree, major, catalog year, and thesis/non-thesis option is accurate. If they are not you must file a Change of Curriculum form with the Office of the Registrar.
- Check Degree Audit and work with your Major Professor to resolve any outstanding issues. To remove or add classes to your study plan, submit a Change of Study Plan form in VandalWeb.
- Select Apply to Graduate under the Students tab. If you are applying for more than one degree (e.g. M.Arch. and B.S.Arch.), you must file a separate application for each degree.
- Your application will be sent electronically first to your Major Professor and then to the College of Graduate Studies for review and approval. Your application will then be routed to the Office of the Registrar for final review.
- When your application is fully processed, your student account will be billed. Fees are non-refundable once billed.
- Select the Ceremony Reservation and Hometown option under the Students tab to confirm your ceremony attendance and hometown information. You may revise these items as needed throughout the semester.

(Source: Registrar's Office <https://www.uidaho.edu/registrar/graduation>)

**MAKE SURE TO LOOK AT THE GRADUATION CHECKLIST  
ON THE MFA STUDENT CANVAS SITE AS WELL!**



# SAFETY & INTEGRITY

In order to promote integrity and safety in our research and creative activities, we ask all graduate students to be familiar with the university's policy on the subject. While much of this information will not directly apply to students pursuing the MFA in Theatre, there is a wealth of valuable information that can and should guide your decision-making when it comes to the creative research and activities you will engage in while in the program.

Here are some important online resources:

University research protocol approval committees i.e. IRB, IACUC, IBC, Etc.  
<https://www.uidaho.edu/cogs/student-resources/research/before-starting>

The university Responsible Conduct of Research policy, plan and training requirements  
<https://www.uidaho.edu/apm/45/21>

Include a link to UI's Office of Research Assurances  
<https://www.uidaho.edu/research/faculty/research-assurances>

Provide links to policies on Conflicts of Interest  
<http://www.webpages.uidaho.edu/fsh/5600.html> and  
<http://www.webpages.uidaho.edu/fsh/5650.html>



**INTEGRITY IS  
MAKING SURE THAT  
THE THINGS YOU SAY  
AND THE THINGS  
YOU DO ARE IN  
ALIGNMENT**

# STUDENT CONDUCT

In any environment in which people interact in meaningful ways to gain knowledge, it is essential that each member feel as free and safe as possible in their participation. Conflicts do arise, however, from time to time.

To this end, it is our department's policy that everyone will be treated fairly and with mutual respect. We certainly do not have to agree, but everyone deserves to feel they are heard. We learn by engaging in constructive evidence-based dialogue. Therefore, we establish a general understanding that members of this department (including all students, faculty, staff and teaching assistants) will be respected and respectful to one another in discussion, in action, in teaching and in learning. Any student whose attitude, conduct or behavior is considered to be disruptive, inappropriate, interfering with and/or counter-productive to the success of fellow students, or to the stated goals of our department, will be given a warning. If disruptive behavior continues, it may result in the student being asked to leave the program.

Student conduct page: <https://www.uidaho.edu/student-affairs/dean-of-students/student-conduct/academic-integrity/students>

The Ombuds Office Website: <https://www.uidaho.edu/faculty-staff/ombuds>

The Ombuds Office mission is to promote and support a positive and productive working, learning and living environment for the entire Vandal community by improving communication, addressing problems and preventing and resolving conflicts that emerge within the university. The Ombuds Office provides a confidential, impartial, informal and independent place to discuss your concerns. Those using ombud's services can remain anonymous, if they choose, and in control over what, if any, actions are taken.

Conflict Resolution Process:

- Describe the process in the academic unit for the timely change of the major professor when such a change would best serve the progress of the graduate student in his or her program.
- When steps for conflict management between advisors and students are described, and the Chair or Graduate Program Director is identified as the mediator/arbitrator, make sure the policy also identifies options open to students whose major professors are in those administrative positions.
- Provide explicit expectations for graduate students' professional behavior and explicit criteria for dismissal for failure to display professionally accepted behavior.
- Provide and explain the departmental/program policy for handling grievances and appeals.
- Provide explicit guidelines for dealing with conflicts of interest between students and faculty and between students.

# GTA EMPLOYMENT POLICIES

## GRADUATE TEACHING ASSISTANT (GTA) TERMS OF EMPLOYMENT

The following are the terms of employment for Graduate Teaching Assistants at the University of Idaho:

- If you are a new employee, an I-9 must be completed on or before your first day of work to verify that you are eligible to work in the United States. You will also need to visit Human Resources at 415 W. Sixth Street to complete your payroll paperwork within three days of your employment start date to ensure timely receipt of your first payroll check and to comply with federal regulations. Please, bring forms of identification with you to establish your identity, employment eligibility, and social security number. For examples of acceptable documents please check with Human Resources in advance. If you have any questions regarding payroll sign-up, visit [www.uidaho.edu/hrs](http://www.uidaho.edu/hrs) or e-mail [employment@uidaho.edu](mailto:employment@uidaho.edu).
- Your appointment is contingent on the successful completion of a criminal background check, and you may not begin work until the background check is approved by Human Resources. Shortly after your department receives this signed offer letter and terms of employment, you will receive an email from crimcheck with instructions for you to complete a brief online application to initiate the background check. We strongly recommend initiating the process and waiting for the results before committing any financial resources of your own. The University will not reimburse you for any expenses if the outcome is unsuccessful. Background checks are usually completed within two weeks after you initiate the process.
- Continuation of the assistantship after the first semester is contingent upon satisfactory academic performance, satisfactory teaching and/or laboratory performance, progress toward your degree, continuation of the position and/or funding, and abiding by the program and University's policies and procedures. UI policies are available on-line in the Faculty-Staff Handbook at <http://www.webs.uidaho.edu/fsh>. Department policies are available at [www.uidaho.edu/class/theatre](http://www.uidaho.edu/class/theatre) or listed below.
- In your role as a teaching assistant in the Department of Theatre Arts, you are responsible for reading and following policies that pertain to your assistantship role. It is your responsibility to read and follow Federal Regulations (e.g, FERPA, OHRP) and the University policies (Student Code of Conduct , IRB policies) .
- You are required to sign a Patent and Copyright Agreement for University of Idaho Employees. A copy for your signature is enclosed and you may return the signed document with this letter.
- The University of Idaho requires all students to have personal health insurance coverage or enrollment in the Student Health Insurance Program. You may view this information on-line at <http://www.uidaho.edu/shs>.

# GTA EMPLOYMENT POLICIES

## GRADUATE TEACHING ASSISTANT (GTA) TERMS OF EMPLOYMENT

- As a requirement of Human Resources and the College of Graduate Studies, employment as a Graduate Teaching/Research/Support Assistant is contingent upon your completion of a mandatory Teaching/Research/Support Assistant Institute. Please check the COGS website for more details: <http://www.uidaho.edu/cogs/admitted/resources/tatraining>. The Institute, required of all part-time and full-time graduate assistants and located on the Moscow campus, is designed to improve the quality of your teaching/research/support requirements and your overall assistantship experience.
- In addition, all international TAs must register for INTR508, Teaching and Learning Strategies for International Teaching Assistants. There will be required workshops attached to this course throughout the Fall or Spring semester.
- TAs in the English department will register for the department's TA professional training and are excused from the COGS graduate assistant institute.
- Exceptional or emergency circumstances that preclude attendance at the Fall or Spring workshop must be petitioned to the College of Graduate Studies (uigrad@uidaho.edu)

**BE INSPIRED**

## CONCLUSION - WE WANT YOU TO SUCCEED!

Students that regularly meet with their Major Professor, achieve good grades in their graduate course work, and follow their approved plan of study, should be on a trajectory for a successful exit and graduation. We care about our students and want you to succeed. Please communicate any concerns to your committee members. We are here to help with every phase of your learning.

The following pages provide helpful resources for graduate students. Please familiarize yourself with these policies and resources.

# RESOURCES & OPPORTUNITIES

Important information can be accessed online through the following links:

COGS Graduate Student Resources:

[www.uidaho.edu/cogs/resources/student-resources](http://www.uidaho.edu/cogs/resources/student-resources)

Student Code of Conduct:

[www.webpages.uidaho.edu/fsh/2300.html](http://www.webpages.uidaho.edu/fsh/2300.html)

Personal Safety on Campus

<https://www.uidaho.edu/infrastructure/i-safety/personal-safety>

Public Safety and Campus Security

[www.uidaho.edu/infrastructure/pss](http://www.uidaho.edu/infrastructure/pss)

Copyrights, Protectable Discoveries, and other Intellectual Property Rights

[www.webpages.uidaho.edu/fsh/5300.html](http://www.webpages.uidaho.edu/fsh/5300.html)

Responsible Conduct of Research Education

[www.uidaho.edu/apm/45/21](http://www.uidaho.edu/apm/45/21)

Policy against Sexual Harassment

[www.webpages.uidaho.edu/fsh/3220.html#A](http://www.webpages.uidaho.edu/fsh/3220.html#A).

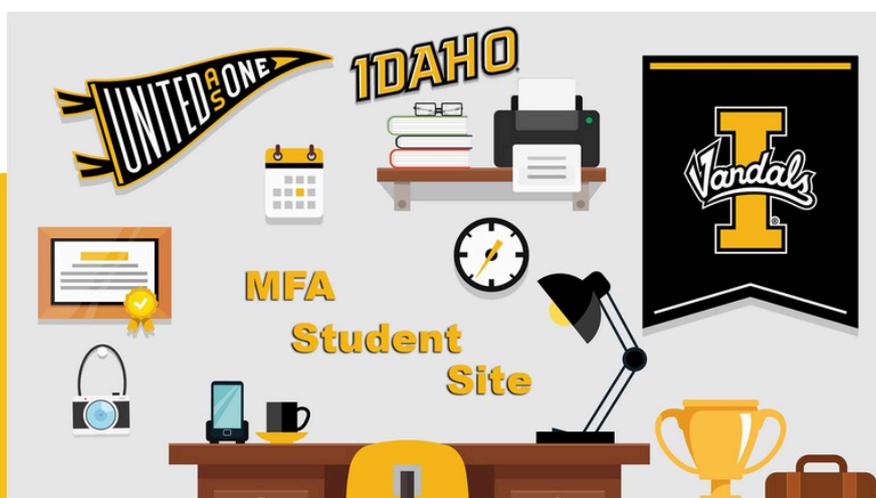
Non-Discrimination Policy

[www.uidaho.edu/ocri/policy-procedure/nondiscrimination-policy](http://www.uidaho.edu/ocri/policy-procedure/nondiscrimination-policy)

COGS FORMS

[www.uidaho.edu/COGS/forms](http://www.uidaho.edu/COGS/forms)

Visit the MFA Student Canvas Site for more resources and opportunities



# RESOURCES & OPPORTUNITIES

## GRADUATE & PROFESSIONAL STUDENT ASSOCIATION (GPSA)

The Graduate & Professional Student Association (GPSA) supports and promotes graduate student education, campus sustainability and graduate student life at the University of Idaho, which includes funding awards related to professional travel, publication and workshops. This includes creating programs and assisting graduate students during their transition from student to professional life. The GPSA is committed to providing a collective voice for graduate students to the University and the State.

For more details, visit our GPSA Hub page: <https://uidahogpsa.com/>



# FAQS

## HOW DO I REGISTER FOR CLASSES?

To register for classes, you will need to first visit [vandalweb.uidaho.edu](http://vandalweb.uidaho.edu). Next, click on the "Students" tab. Then select "Registration," and then "Register: Add/Drop." For further or more detailed instructions, please visit <https://www.uidaho.edu/registrar/registration/instructions>.

## HOW MANY PEOPLE SHOULD I HAVE ON MY GRADUATE COMMITTEE?

For the non-thesis degree, the College of Graduate Studies only requires that you have a Major Professor, however, many students find that it is helpful to have another committee member. Students should avoid selecting more than two additional committee members, as it makes scheduling for exit projects more challenging. Any UI faculty member who is a member of the graduate faculty can serve on your committee. If you have questions about who is on the graduate faculty, please speak with your Major Professor.

## WHERE CAN I FIND INFORMATION ON FUNDING FOR TRAVEL?

Students in the distance program have limited opportunities for funding from the department, however, there are occasionally some funds for travel or for projects that would enhance your education. If you have questions on this specific funding, please send an email to Rob Caisley ([rcaisely@uidaho.edu](mailto:rcaisely@uidaho.edu)) with details on the event or project for which you are requesting funding.

Students are encouraged to seek funding from the Graduate & Professional Student Association (GPSA) which offers travel grants to students each semester.

## HOW DO I REQUEST A FACULTY MEMBER TO TRAVEL TO MY LOCATION FOR MY EXIT PROJECT?

Contact your Major Professor directly to request a faculty member to come and visit you in situ. Please attempt to notify us before or at least by the start of the semester in which you anticipate the visit to happen. The sooner we know about the travel, the better prepared we can be. As part of the program, students can have faculty visit them or, in certain cases, travel to the campus to participate in production work in Moscow.semester.



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