

Theatre and Media Arts Graduate Handbook 2015-2016



DEPARTMENT OF
THEATRE AND MEDIA ARTS

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PREFACE

The Theatre and Media Arts graduate program has prepared this handbook for both student and faculty use. It brings together school and university policies, practices, regulations, and procedures organized in a sequence of probable use. It is meant to be a practical guide, and is not a binding document.

The official and legal documents for all Brigham Young University students are the BYU Undergraduate Catalog and the BYU Graduate Catalog, including official supplements. Programs, policies, and procedures are always in flux; contact the Graduate Coordinator, Megan Sanborn Jones, by email at msjones@byu.edu for the most recent information.

To the Graduate Student

As you begin graduate study in the Theatre and Media Arts program at Brigham Young University, we urge you to become familiar with the documents listed below and to take full advantage of faculty expertise, the library, our programs, and facilities.

Questions?

For specific questions, please contact the Graduate Secretary, Lindsi Neilson, by email at lindsi_neilson@byu.edu or call (801) 422-3750.

THEATRE AND MEDIA ARTS MISSION STATEMENT

The mission of the Department of Theatre and Media Arts is to promote literacy, creativity, and spirituality by exploring their interrelatedness in the arts of theatre and media, in an effort to illuminate and confirm truth and the infinite potential of the human soul.

GRADUATE PROGRAM AND POLICIES

Program Overview

This program is a scholarly two-year degree, and students should be in residence for the duration of the program. The coursework consists of a core of history/theory classes supplemented by electives chosen by the student in conjunction with her/his advisor. The program concludes with comprehensive exams and the writing of a solid scholarly thesis. There are two possible emphases: Theatre History and Critical Studies, or Media Arts Education.

The Theatre History and Critical Studies emphasis is meant to springboard students into either teaching at the community college level or further graduate studies at a PhD level. It includes intensive reading of dramatic literature and contemporary scholarship, critical study of both linguistic and social theories, writing for presentation and publication, and opportunities for training in dramaturgy.

The Media Arts Education emphasis is primarily designed for students who are already full-time secondary education teachers; however, students who are interested in educational outreach after completion of a master's degree may also apply. Classes are offered in the evening and during the spring and summer.

Degree Requirements

- Credit Hours (32): minimum 26 course work hours plus 6 thesis hours (TMA 699R). A minimum of 20 hours must be in theatre/media arts or theatre/media arts-related courses.
- Required courses: all MA students will complete TMA 690; students in theatre history and critical studies will also complete TMA 600, 601, 602, 668R, and 3 hours of media arts history, theory, or criticism; students in media education will also complete TMA 668, 680, 687, 689, 691, 700; all MA students will complete their coursework with electives, selected in consultation with the advisory committee.
- Minor (optional): any approved minor
- Thesis: thesis must make a genuine contribution to body of knowledge and meet highest academic standards. Three kinds of thesis research will be accepted: (A) scholarly analysis of theatre or media education history, theory, or criticism; (B) research and strong creative achievement in theatre arts or media education; (C) measurement studies or action research.
- Examinations: (A) comprehensive written examination; (B) comprehensive oral examination; (C) oral defense of thesis.

MA IN THEATRE AND MEDIA ARTS

Learning Outcomes

Program Purpose

The MA in Theatre and Media Arts is designed to foster disciplined artists and scholars, committed to the gospel of Jesus Christ, whose skills and conduct are models of leadership, inspiration, and achievement. Students emphasize in one of two areas—theatre history and criticism or media education. Programs of study stress the connection between theory and practice, with particular training in focused research methodologies, scholarly writing, and professional application. Students develop intellectual attributes, spiritual awareness, strength of character, and a commitment to life-long learning and service. They are encouraged to become involved in their fields locally and nationally through membership and participation in professional organizations. Graduates from the program are prepared for expanded employment opportunities and/or placement in competitive terminal degree programs.

Curricular Structure

Theatre History and Critical Studies MA students must have an acceptable undergraduate background in theatre arts. The Media Arts Education emphasis is primarily designed for students who are already full-time secondary education teachers; however, students who are interested in educational outreach after completion of a master's degree may also apply. Minimums of 26 course-work hours plus 6 thesis hours are required beyond the baccalaureate. These courses are divided between introductory classes for all graduate students, core classes in Theatre or Media Education, and electives selected by each student in consultation with the advisory committee.

Students must all pass a comprehensive written examination. Students will then write and defend a thesis that synthesizes core learning with an area of focus supported by elective work. All students are encouraged to support their program of studies with participation in national organizations and through teaching assistant opportunities in the department.

Expected Learning Outcomes

Critical Evaluations: Students will examine how text and performance or media structures construct social realities in different historical moments – including the present.

Research Methodologies: Students will select and implement appropriate research methodologies.

Original Research: Students will product original research in their respective areas of academic interest.

Professional Development: Students will develop a variety of skills and materials that will prepare them for further graduate studies, teaching opportunities, limited production, and/or other performance-related work.

Evidence of Learning

Most formal assessment occurs through comprehensive examination and thesis work. At the level of individual courses, further assessment occurs in exams, papers, teacher interviews, participation in discussions, etc. Informal learning occurs in the production process, in conference participation, and in serving as a teaching assistant for the department.

Direct Measures

Theatre and Media Arts graduate faculty use core assessment tools as outlined by BYU Graduate Studies in addition to other evidences of learning. They assess these evidences using evaluation tools that may include, but are not limited to:

- Graduate Studies progress reports
- Comprehensive examinations
- Written theses
- Action Research Projects
- Oral defenses of examinations, theses, and projects
- Other written examinations
- Written research papers
- Journals
- Portfolios
- Further graduate school placement
- Immediate faculty and student verbal and written assessment of in-class performances
- On-campus public performances with feedback from faculty, students, and published sources
- Acceptance of work at national or international conferences
- Faculty verbal and written assessment of teaching assistant performance

Indirect Measures

Indirect measures include but are not limited to the following:

- Student Evaluations
- Alumni Questionnaires
- Student Focus Groups
- Feedback from academic and industry professionals
- Feedback from graduates and colleagues in state and national theatre or media arts organizations
- Feedback from patrons and off-campus colleagues.

**APPLICANT AGREEMENT AND CONDITIONS OF
ACCEPTANCE TO THE TMA GRADUATE PROGRAM
Theatre History/Critical Studies and Media Arts Education**

Having been accepted to the graduate program in the Department of Theatre and Media Arts, students understand and agree to the following:

1. New graduate students of the department are required to attend an Orientation prior to the beginning of fall semester.
2. The department may provide a supplemental tuition award of at least 50% for approved coursework counting toward graduation for the first two years of coursework. After this time, the student will be responsible for his/her own tuition. *The money will be paid directly to the University shortly after the add/drop deadline, approximately three weeks after tuition is due. Students are responsible for paying 100% of the tuition by the due date, but will later be reimbursed by the university.* To determine the exact reimbursement, students may contact the graduate secretary.
3. Other expenses incurred by students to attend classes and complete assignments, such as transportation, living expenses, books and supplies, are the responsibility of the student. The Financial Aid Office controls financial aid and loans. Other available scholarships, teaching assistant, and research assistant positions are awarded competitively.
4. Graduate students will complete the core classes for their area of emphasis. Additional electives can be drawn from any department on campus upon approval of the Advisory Committee. Graduate courses are levels 500 and above. *A full load for Theatre graduate work is 8.5 credits, while a full load for Media Education graduate work is 6.0.*
5. Outside employment or other external obligations will not take priority over coursework or approved projects, nor should such obligations be viewed as acceptable reasons for insufficient academic performance. The graduate program is a full-time program. MA students are expected to graduate in two years. Although most Media Arts Education students are full-time teachers, they are expected to complete the degree in two years.
6. Students are encouraged to identify and present at conferences in their disciplines. TMA Graduate or TMA Fulton Endowment funds may be available to support travel expenses. In some instances, resources may be available to support research. Application forms for funding can be found on the Financial Aid page of the TMA website.
7. Students are required to make timely progress toward graduation. The faculty regularly evaluates the progress made by each student on the basis of submission of an approved study list, the student's performance in required courses, the completion of research requirements, and development in their chosen area of focus. Students receive a satisfactory, marginal, or unsatisfactory evaluation—categories established by University Graduate Studies. The TMA Graduate Committee will communicate the results of these evaluations to the student and to the University Graduate Studies Office. Students who are not making satisfactory progress must consult with their advisor to determine the appropriate course of action. Students must maintain a minimum of 3.25 GPA for satisfactory progress. Students who fail to make satisfactory progress may be placed on warning status, probation, or may be dismissed from the program.

8. Exceptions may be granted for extraordinary circumstances. Students may petition the TMA Graduate Committee in writing for exceptions to any policy, extensions of graduation deadlines, or requests for funding. The Graduate Committee will notify the student of the decision in writing.

TIME TO GRADUATION

The University will allow five years to complete all requirements for an MA degree; however, the TMA graduate program is designed as a two-year program. Teaching and other opportunities should not interfere with timely progress to the degree. You should complete your course work before Winter Semester of your second year, so you can devote your final semester to finishing and defending your thesis.

Theatre History and Critical Studies

The following is a recommended timeline for the Theatre History and Critical Studies emphasis that would allow you to graduate within the appropriate time:

Fall of first year:

- |TMA 600| Theatre History and Theory 1: Greek through Renaissance (3 credits); Theatre history sites –Greek through Renaissance–emphasizing existing archives, representative texts and cultural documents, and contemporary criticism.
- |TMA 690| Introduction to Graduate Studies in Theatre and Media Arts (3 credits); Introductory seminar required of all graduate students during first semester or term the class is offered.
- 1 Elective
- Select Advisor and Thesis Advisory Committee. The advisor will serve as the committee chair.
- Program of Study

Winter of first year:

- |TMA 601| Theatre History and Theory 2: Elizabethan through Eighteenth Century (3 credits); Theatre history sites–Elizabethan through eighteenth century–emphasizing existing archives, representative texts and cultural documents, and contemporary criticism.
- Film Elective (upper division course)
- 1-2 Electives

Spring/Summer of first year:

- Electives

Fall of second year:

- |TMA 602| Theatre History and Theory 3: 19th – 21st Centuries (3 credits); Theatre history sites –nineteenth through twentieth centuries–emphasizing existing archives, representative texts and cultural documents, and contemporary criticism.
- |TMA 668R| Special Studies in Theatre or Media Arts (Directed Readings; 1-3 credits); Supervised research in selected historical, theoretical, or critical problems.
- 1-2 Electives
- Begin Research for thesis

Winter of second year:

- |TMA 668R| Special Studies in Theatre or Media Arts (Directed Readings; 1-3 credits); Supervised research in selected historical, theoretical, or critical problems.
- |TMA 699R| Master's Thesis (1-9 credits)
- Complete all course work
- Take comps
- Get prospectus signed
- Begin thesis

Spring/Summer of second year:

- |TMA 699R| Master's Thesis (1-9 credits)
- Defend/finish thesis
- Submit ETD

Courses by semester: Theatre History and Criticism

Semester	Course Work	Recommended	Electives	Progress Points
Fall of first year	TMA 600 (hist/crit 1) TMA 690 (intro to grad studies)	Film elective, upper division course	One course of your choice	Select advisor and committee; complete program of study
Winter of first year	TMA 601 (hist/crit 2) Professor Thevenin will be teaching a TBD class	---	1-2 courses of your choice	---
Spring/Summer of first year	---	---	Courses of your choice	Research for you thesis
Fall of second year	TMA 602 (hist/crit 3)	TMA 668R (directed readings)	1-2 courses of your choice	---
Winter of second year	TMA 699R (thesis hour)	TMA 668R (directed readings) if you have not yet taken it	---	Complete course work; take comps; get prospectus signed; begin thesis
Spring/Summer of second year	TMA 699R (thesis hour)	---	---	Defend thesis; make corrections; upload ETD; turn in all forms

Media Arts Education

The following is a recommended timeline for the Media Arts Education emphasis that would allow you to graduate within the appropriate time:

Fall of first year:

- |TMA 689| Film History: Social, aesthetic, financial, and technical dimensions of film and media. Key methodologies for teaching film history.
- |TMA 690| Introduction to Graduate Studies in Theatre and Media Arts (3 credits); Introductory seminar required of all graduate students during first semester or term the class is offered.
- No electives
- Select Advisor and Thesis Advisory Committee. The advisor will serve as the committee chair.
- Complete Program of Study

Winter of first year:

- |TMA 691| Screens Theory: Identifying and analyzing similarities and discontinuities in moving images, from classical film through digital media.
- |TMA 687| Pedagogical Theory and Methods of Media Instruction: Educational methods and techniques for addressing media in the secondary classroom; educational models and theories related to cultural and historical representations of media technologies.
- No Electives

Spring/Summer of first year:

- |TMA 668R| (Sp) Special Studies in Media Arts: Supervised research in selected historical, theoretical, or critical problems.
- |TMA 680| (Su) Media Production Experience for Secondary Teachers: Basics of film and video production as they apply to the secondary classroom/student.
- Recommended T ED 691 (Su) Introduction to Research Design: Designing, conducting, analyzing, reporting, and evaluating research studies in education.
- 1 Elective of your choice

Fall of second year:

- |TMA 700R| Master Seminar
- 1 Elective of your choice
- Complete course work

Winter of second year:

- |TMA 699R| Master's Thesis (thesis hours)
- No Electives
- Get prospectus signed
- Begin work on thesis
- Take comps

Spring/Summer of second year:

- |TMA 699R| Master's Thesis (thesis hours)
- Defend your thesis in Spring term
- Submit ETD

Courses by semester: Media Arts Education

Semester	Course Work	Recommended	Electives	Progress Points
Fall of first year	TMA 689 (film theory) TMA 690 (intro to grad studies, MA section)	---	---	Select advisor and committee; complete study list
Winter of first year	TMA 691 (screens theory) TMA 687 (media pedagogy)	---	---	---
Spring/Summer of first year	TMA 668 (Sp) TMA 680 (Su)	TE 691 (Su)	1 course of your choice	---
Fall of second year	TMA 700	---	1 course of your choice	Complete course work; prepare for comps
Winter of second year	TMA 699R (thesis hours)	---	---	Take Comps, get prospectus signed; begin work on thesis
Spring/Summer of second year	TMA 699R (thesis hours)	Defend your thesis in Spring term	---	Defend thesis and submit ETD

Notes on Course Selection

- Graduate courses are numbered 500 and above.
- You may have 9 hours of 400-level credit on your study list, but no more.
- Electives should be selected in consultation with the advisory committee.
- Electives can be taken from any department on campus. We recommend seeking out interesting graduate courses outside our department. Your advisor will be able to help you make these choices.

Electives offered in the TMA Department

TMA 580 Dramaturgy 1 (3)	TMA 680 Media Production Experience for Secondary Teachers (3)
TMA 583 Dramaturgy 2	TMA 687 Pedagogical Theory and Methods of Media Instruction (3)
TMA 585R Production Dramaturgy (1-3)	TMA 688R Academic Internship (1-9)
TMA 616 Theatre and Media Arts Instruction (1)	TMA 689 Film History (3)
TMA 671R Advanced Directing (3)	TMA 691 Screens Theory (3)
TMA 673R Advanced Media Arts Production (1-3)	
TMA 674R Projects in Theatre or Media Arts (1-4)	

Registration Requirements

To meet registration requirements, students must do the following:

- Carry a minimum of **6 credit hours the first semester** of their program.
- Complete a minimum of **12 credit hours each academic year of enrollment** in the program.
- Carry a minimum of **2 credit hours the semester or term of graduation**.
- If graduate students do not take a total of six credit hours during an academic year, they will be dropped from the program. If students think they may be dropped, they should contact the Graduate Secretary before being dropped.

COMMITTEES AND PROGRAM OF STUDY

The TMA Graduate Committee

In consultation with the graduate committee chair (advisor), students select members for their Thesis Advisory Committee. This is done at the same time the Program of Study is created.

The Thesis Advisory Committee must consist of at least three members. The chair (advisor) must be from the student’s major department. If a student declares a minor, one member of the committee must be from the minor department. The committee is formed at the same time the student’s Program of Study is created. If a student wishes to have a committee member from another department or institution, s/he may need to be added as a fourth committee member. Consult with the TMA graduate coordinator if you have questions.

All committee members share in the responsibility for conscientiously advising and directing the student concerning course work, degree requirements, research (thesis and dissertation), and creative work. For example, all will participate in such events as prospectus meetings, comprehensive exams, and thesis defenses. They will be responsible for evaluating the student’s performance.

The individual contribution of committee members may vary in effort, and intensity, but all members must be available for frequent scholarly interaction with the students they advise. Effective committee members

return thesis drafts and other materials promptly so that students do not experience unnecessary delays in completing their programs.

Changes to the Graduate Committee

It may be that your graduate committee requires a change. This can only happen in consultation with the graduate committee chair (advisor). If a change is approved, complete the Request for Program of Study Change (ADV Form 3b), checking the box that states that the signatures on the GS Form constitute a change in the graduate committee. Obtain signatures of the graduate faculty who will serve on the graduate committee.

The Program of Study

The Program of Study is a carefully considered plan that identifies the student's major, lists all courses required, and designates the graduate committee. It may also include a minor. Prerequisite and skill courses are neither determined nor required by the university, but they are tracked in AIM if entered on the Program of Study. Each Program of Study must meet the minimum university degree requirements and all the requirements of the individual programs as specified in the Graduate Catalog and graduate student handbooks. Necessary changes in a student's program or committee can be made if authorized by the student's committee and department graduate coordinator. After making a change, the department must resubmit the Program of Study or graduate committee for university approval; the department retains the Program of Study Change (ADV Form 3b) in their records.

Master's degree students should outline their Program of Study under the direction of their graduate committee during their first semester, completing it no later than the third week of the second semester. Departments may contact Graduate Studies to prevent students who have not submitted a Program of Study from registering for subsequent semesters.

Changing Your Program of Study

The Program of Study can be changed as necessary and with approval(s), usually from your advisor. Such changes include, but are not limited to, the following situations:

- When the advisor has approved a Thesis Advisory Committee
- When students have changed their minds about taking a course, or the department has canceled a course
- If students change emphases
- If there are changes in an already approved Thesis Advisory Committee

A submitted Program of Study becomes an official document for graduate study and is part of the basis of the progress report. It becomes part of your permanent file.

NOTE: It is your responsibility to change your Committee or your Program of Study. If you will not be taking a course that was on the original Program of Study, if you would like to add a course to your Program of Study, or if you have changes to your graduate committee, you must fill out a Program of Study change form. **Failure to make changes on your Program of Study may result in a delayed graduation.** Submit your Program of Study and Changes to your Program of Study to the graduate secretary.

COMPREHENSIVE WRITTEN EXAMINATION

The purpose of the written exam is to prove that the student has finished course work, has learned material appropriate for a Master's degree, and has qualified to begin independent research in preparation for writing a thesis.

The comprehensive written exam should occur shortly after the student completes all required coursework, and prior to significant work on the thesis. The approximate length of the exam is eight to ten hours and may be spread over two to four consecutive days. Exams for the entire cohort are ideally scheduled all at once in February of the second year. There is a sense of community and support when students take the opportunity to study together. Joint exams also allow the office to better administrate the exams. However, a student may schedule the exam individually if necessary. The comprehensive oral exam is generally about two weeks after the written exam.

The process of completing the written exam is as follows:

- The thesis chair will work with the student to decide how many hours of questions will come from which area. The chair will coordinate the preparation of the written comprehensive exam, selecting appropriate faculty, both committee members and other faculty to write the questions. At the discretion of the faculty writing the exam question, study guides may be provided. The chair and/or the graduate secretary will instruct the student in how the different sections of the exam will be administered.
- The student may either use his/her private computer (guaranteeing that no unapproved resources may be accessed) or may borrow a computer from the department on which to take the exam.
- The graduate secretary will oversee the actual administration of the exam, including giving the student each day's questions, scheduling an appropriate space, receiving each day's writing, and distributing copies of the completed exam to all thesis committee members for evaluation, etc.
- You will need to work closely with the graduate secretary to schedule, take, and turn in your exam.

It is not anticipated that this will be a terrible experience, nor are students expected to "fail." Instead, this is an opportunity to prepare very well for a short period of time (a month) and demonstrate at the end of that time a degree of competence for the requisite information.

Committee members are primarily responsible for evaluating their own portions of the exam. However, all committee members read, and, so far as it is appropriate, help to evaluate the entire examination.

The Thesis Advisory Committee, under the direction of the chair, will conduct an oral examination with the student, which will address such matters as course content and the student's performance on the written exam. Other faculty examiners may or may not attend.

The student is responsible for information from every graduate course taken, and should be able to not only present this information in a clear and concise manner, but should also be able to analyze the information in a deeply thoughtful manner. The student should be able to contextualize the information in the larger framework of independent studies, and be able to draw connections between the information and contemporary global conditions.

Only upon successful completion of all required coursework and the comprehensive examinations does the student actually become a candidate for the graduate degree.

THESIS

Thesis Overview

The purpose of the Thesis is to do a substantial written work that demonstrates mastery of research skills and critical methodology, effectively addresses scholarly questions in the field, and contributes significantly to the body of knowledge.

Be aware that University Graduate Studies and the College of Fine Arts and Communication set deadlines for thesis defense, revision, and submission. These deadlines are relatively early in the semester for the defense, revision, and finale submission. The University Graduate Studies website regularly updates its deadlines. The College of Fine Arts and Communications Dean's office has **earlier** deadlines than the University Graduate program. It is the responsibility of the student to monitor deadlines for graduation and thesis submission.

The process of completing your thesis is as follows:

- Meet with your advisory committee chair to revise the thesis prospectus you created in 690, or to create a new thesis prospectus.
- Remember that your advisor/Thesis Advisory Committee chair is your advocate and best friend.
 - Your chair will generally be the person with whom you work most closely on all drafts of your thesis, and will approve the work to be read by the rest of your graduate advisory committee.
 - In some circumstances, your chair will work with you to select another first reader, with whom you will work more closely on first drafts of your work.
- Submit your prospectus to your committee.
- Receive feedback from your committee.
- Resubmit revised drafts of the prospectus until the entire graduate advisory committee and graduate coordinator approve thesis prospectus.
- Work with your committee chair one-on-one when writing and revising drafts, brainstorming meetings, etc., until your draft is ready for review by the full committee.
- Submit draft of chapters or of the entire thesis to your graduate advisory committee.
- Receive feedback from your committee.
- Revise and resubmit until the entire graduate advisory committee approves a finished draft of the thesis, carefully following all department and university format requirements.
- Contact the TMA graduate secretary to schedule a formal meeting to defend the thesis, **at least two weeks before the date you hope the actual defense** occurs.
- Meet with committee for oral defense.
- Make all changes required by the graduate advisory committee, prepare ETD meeting University standards, secure all approvals, and gather all necessary signatures—graduate advisory committee, department chair or graduate coordinator, and college dean. (Since the dean reviews a final, revised copy, it is important to allow sufficient time for this level of review.)
- Submit thesis to university.
- Provide a bound copy to the department.

It is expected that students will choose a topic that deals with Theatre History/Criticism or Media Arts Education, carefully construct arguments that are written at a graduate level, have a clear use of critical methodology to frame their argument, use solid research, and initiate frequent contact with their graduate committee.

Thesis Process

Ideally the process of researching and writing a thesis should be one of the most rewarding experiences of your graduate career as you build strong relationships with the faculty members on your committee and compose a document that reflects your development as a writer and thinker. To ensure that your thesis experience is a positive one for all involved, you should follow a few basic protocols:

1. Stay in regular contact with your committee, especially your chair, but respect their time by visiting them during office hours or other scheduled times. Remember that faculty members have research projects of their own and need blocks of uninterrupted time for writing. Work primarily with the chair, who will approve thesis drafts before you submit them to your readers. Please give each committee member at least a week to review your work.
2. Familiarize yourself with the deadlines provided both by the college and the university. (Keep in mind that college deadlines are generally 10 days earlier than the final university deadlines and these are the deadlines you need to meet.) Defense deadlines are non-negotiable.
3. Anticipate that writing a thesis will require at least 2-3 drafts of each chapter before it is found acceptable for defense and that faculty need at least a full week to read and respond to your work. This means, for example, that you will need to be completely finished with your advisor-approved thesis 3 weeks before the defense date dictated by the college, (about two months before your hoped-for graduation.) So, for example, your thesis would need to be completed and approved by your advisor by towards the end of May if you anticipate an August graduation.
4. Present your completed work in the manner requested by your committee. Most faculty prefer electronic copies of work. Others require hard copies. If the faculty requires hard copies, you are responsible to print out your work and deliver it to the faculty member. If you are no longer in Utah while writing your thesis and a faculty member requires a printed copy, consult with your chair for the best way to proceed.
5. Remember that your committee tells you when you are ready to defend, not vice versa. Professional ethics dictate that the committee will not agree to schedule a defense until they feel comfortable with the thesis, but at times students pressure faculty to hold a defense prematurely because the student feels there are extenuating circumstances. The easiest way to avoid putting yourself and your committee in this bind is to submit drafts well in advance of any personal or university deadlines, thus leaving ample time for feedback and revision. **Committee members will not sign defense papers until they determine the thesis is completely ready for the defense.**

Prospectus

The prospectus may be viewed as a process and as a product. That is, it involves the acquisition of knowledge and skills as well as the reporting of them. Acceptability, therefore, is a matter of whether the student has gained a sufficient degree of mastery of the subject and whether the reporting of the results of these intellectual activities is adequately done.

The student will:

- Discuss with the advisor the prospectus for the thesis;
- Prepare the prospectus by following the departmental guidelines and by working with the advisor as well as committee members
- Submit the completed and signed prospectus to the graduate secretary for the student file.

Your Thesis Advisory Committee must approve the prospectus before you may enroll for thesis credit. This means that the prospectus may go through several drafts before it is approved. Generally, the more detailed

and specific the prospectus, the easier the writing process will be, so expect significant work on the prospectus before it is approved. As with the thesis, begin by seeking the approval of your advisor, then submit the prospectus to the rest of the committee for comments. Once you have responded to all faculty comments, submit the final draft to the entire graduate committee for signatures and turn the prospectus into the graduate secretary.

Thesis Composition and Format

The thesis should be constructed following the guidelines provided by BYU Graduate Studies. Extensive information, instructions, guidelines, and examples are available online at <https://graduatestudies.byu.edu/content/electronic-thesis-and-dissertation-information>.

Please follow these guidelines exactly.

Generally, a thesis will have 5-6 chapters, each about 15-25 pages:

1. **Introduction.** This will include your purpose in writing (your overall thesis), the methodology you will use, and a detailed outline of the entire thesis.
2. **Contextualization.** You must contextualize your study in terms of the other work that has been done on the same (or similar) topics. This section may be included in your introduction, or it may be a chapter of its own.
3. **Research and Analysis.** The core of your thesis is 2-3 chapters that prove your thesis through close reading, original research, and careful analysis. Each chapter should have its own thesis that ties directly back to the overall thesis.
4. **Conclusion.** While you recap your argument in this chapter, its main purpose is to point the reader to areas of application of your ideas, or areas for further study.

You will note that a full thesis is generally structured just like a five-paragraph essay: introduce an arguable thesis, three points to make your argument, and a conclusion that restates your point. Each of these paragraphs is extended into a full chapter of writing, which in turn is structured just like a five-paragraph essay. Do not worry about the length of the thesis. Adequately researching, analyzing, and arguing your thesis topic will generally generate sufficient length.

Attention should be given to proper formatting of the components of the thesis or dissertation body. You will select the appropriate citation style (MLA, Chicago, APA) with your committee. You will need to format the thesis with consistency and exactness. Again, follow the guidelines provided by the BYU Graduate Studies.

Other Departmental Standards

1. **Theory and Practice.** While we encourage creative work, and have a commitment to putting theory into practice, a Master's Degree is an academic one. The Master's thesis therefore should focus on critical studies and analysis and should not be a practical production project (playwriting or directing, for example). You may write, translate, design, or direct a play as supporting work for your topic, but these projects should not be the focus of your thesis.
2. **Quality.** While it is impossible to put exact limits on a level of quality, we expect this work to be of the highest caliber. As the capstone to your Master's level education, this work should be your strongest writing, most thoughtful insights, and most deeply considered conclusions. Some guidelines:
 - **Relevance:** Does this paper add something new to the field? This is not just new to you, but a significant original idea.
 - **Style:** Is it well written? (Style, mechanics, logic, and clarity.)
 - **Argument:** Is there a clearly stated argument or research question/thesis statement?

- Evidence: do you back up your claims with solid evidence from reliable sources? This requires a thorough knowledge of the literature available on the subject.
- Sources: Do you identify sufficient, appropriate, and authoritative sources?
- Analysis: Are you deeply thoughtful, critically insightful, and pushing yourself and your reader to reconsider, reevaluate, discover, or consider in new ways?
- Application: Have you considered the implications of your study? How are they applicable or useful beyond the limits of your published thesis?

Final Oral Examination

The final oral examination examines the candidate's understanding of the context for the thesis and the finished thesis. The thesis committee chair conducts this defense.

Scheduling:

- To schedule the thesis, you will need to print off form ADV8c located on the graduate website and receive signatures from your committee. You must submit your scheduling form to the graduate secretary who will schedule the defense online.
- The final oral exam (thesis defense) must be scheduled **at least two weeks before the exam date**. (The thesis should be given to the graduate committee three weeks before the final oral exam).

Results:

- Pass means that the candidate performed satisfactorily, and no significant thesis revisions or reruns of part of the examination are required.
- Pass with Qualifications means that significant revisions are required on the thesis, or that part of the examination needs to be retaken.
- Recess means that the examiners want the candidate to prepare more and are postponing the examination for a minimum of 30 days. After a recess, a candidate has only one more chance to pass.
- Fail means the candidate must exit the program without a degree. There are no second chances at this point.

The oral defense should be scheduled to allow time for making corrections to the work after the defense and before the deadline for submitting the final document as an ETD. After the defense of the dissertation, thesis, or selected project followed by any required content revisions, the final version of the document is submitted as an ETD for review by the department, college, and Library Administration Office. **All theses, dissertations, and selected projects are required to be submitted as an ETD.** The library does not require paper copies.

The deadlines to meet these requirements are non-negotiable and published by BYU Graduate Studies on their website.

The TMA department requires that students provide it with a bound copy at their expense. It is part of the requirements to graduate and you will not be cleared for graduation until a copy is received. The binding fee includes the fee for mailing personal copies within the U.S. Students wishing the library to mail copies outside the United States may pay for airmail or for overseas surface mail (which requires two to three months for delivery). Students should contact the Library Administration Office for current fee information.

GRADUATE ADVISEMENT FORMS

Advisement forms will be useful to you and to your graduate committee throughout your graduate career. You will use advisement forms to create or change your program of study, schedule your final oral exam, to view graduation deadlines, and to help you write your thesis. Your committee will use advisement forms to evaluate your progress throughout your two years. Please note that graduate forms, deadlines, and thesis templates often change. Therefore, it is your responsibility to go on the graduate website and use the most current forms.

Current forms are located at <http://graduatestudies.byu.edu/content/advisement-forms-adv>

GENERAL GRADUATION PROCEDURES

Before applying for graduation, graduate students should have completed all course work their listed on the student's approved Program of Study or be currently registered for the remaining courses. **Graduate students must register for at least 2.0 credit hours in the semester in which they defend their thesis and 2.0 credits in the semester in which they graduate.** If students defend and graduate in the same semester (or combined Spring/Summer term), they only need register for 2.0 credits. If the defense and graduation occur in different semesters, the students will need to enroll in an additional 2.0 credits the semester of actual graduation, even if the student is no longer in residence. In special cases, students may pay an equivalent registration fee through Graduate Studies for 2.0 credit hours. Audit and independent study credits are not acceptable.

The graduate committee chair/advisor will work closely with students as they prepare to complete the final requirements for their degree and apply for graduation. Missed deadlines and misunderstandings about final requirements can lead to serious delays in graduation plans. The graduate committee chair might periodically check the student's record to see what progress is being made and what help may be needed, but the responsibility is on the student to track progress, update the Thesis Advisory Committee, and to meet deadlines.

Graduate students should apply for graduation by the deadlines listed in the Graduation Deadlines found on the Graduate Studies Web site:
https://graduatestudies.byu.edu/sites/default/files/graduatestudies.byu.edu/files/files/forms/adv_form_8_current.pdf.

Applications received after the deadlines will be processed for the next graduation. All students must apply online in AIM (GRADAPP). After the departments have accepted the graduation information in AIM, Graduate Studies will instruct students by email to review their progress report. Students should report any discrepancies to their departments. Students who do not meet graduation deadlines will be withdrawn from graduation and must reapply.

Graduation Ceremonies

Graduate students are officially included in graduation ceremonies by virtue of meeting all the deadlines for applying for graduation, completion of course work, thesis defense, and so forth. Direct your questions to the graduate secretary, who checks to make sure that all students are cleared for graduation who have successfully defended their theses and submitted copies to the library.

Any student who successfully defends AFTER the deadlines but before the end of a semester/term with graduation ceremonies (Winter Semester or Summer Term) may petition to “walk” through the ceremonies, though the student’s name will not be on the program, either at commencement or convocation.

If a successful defense has not been held, a student may not “walk” through graduation ceremonies.

FINANCIAL AID OPPORTUNITIES AND STUDENT EMPLOYMENT

BYU Theatre And Media Arts Scholarships

The department may provide a supplemental tuition award up to 50% for approved coursework counting toward graduation. This award is available year-round for two years for MA students. After this time, the student will be responsible for his/her own tuition. Any tuition award will be paid directly to the University shortly after the add/drop deadline, approximately three weeks after tuition is due. Students are responsible for paying 100% of the tuition by the due date, but will later be reimbursed by the university. To determine the exact reimbursement, students may contact the graduate secretary.

Additional money may be available for thesis related research and conferences or exceptions to the rules above, by application. The size of these awards is determined by the applicants’ qualifications and the availability of funds. Application processes, qualifications, and deadlines vary from award to award. It is your responsibility to seek out additional funding you may need and to meet the application deadlines. Funds available for use by graduate students include (but are not limited to):

1. Ruth Smith Silver scholarships for international students from the TMA Department.
2. Graduate Area Endowment Funds from the TMA Department.
3. Fulton Creative Grants from the TMA department.
<https://cfac.byu.edu/tma/admissions-and-aid/mary-lou-fulton-chair/>
4. Research Presentation Award and Graduate Research Fellowship Award from BYU Graduate Studies.
<https://graduatestudies.byu.edu/content/funding>

Teaching Assistant And Research Assistant Positions

Teaching assistant positions are filled either by appointment or by application. Most theatre critical studies or directing classes require an application. Most media arts TAs are appointed. TMA 516R is a preparatory and prerequisite course for most TA positions. Currently, the theatre section of 516R is offered during fall semester and the media arts section is offered during winter semester. Positions are awarded according to skill, need, and availability.

Most TA positions are set at ten hours per week, or quarter-time. Students may be offered more than one position, with 28 hours of work (three positions) being offered only in exceptional cases. Legally, international students may work a maximum of twenty hours per week. Advanced graduate students may teach one or two courses full-time.

In addition to teaching assistants, the department hires a few research assistants. Like TAs, RA positions are generally ten hours a week and are awarded according to need of the faculty and skill and availability of the student.

PROGRESS REPORTS, EVALUATIONS, AND TERMINATION

Progress Reports

Progress Reports list all course requirements from a student's Program of Study and summarize the student's progress including completed classes, current registration, deficient classes, and grade point average. In addition, these reports indicate possible problems with academic status, GPA, current registration, prerequisite degrees, courses, minimum registration requirements, and time limit. Students are responsible to work with their departments regarding any needed change. Departments and students may view Progress Reports online or print them at any time for their own records or for distribution.

Evaluations of Student Progress

Student progress will be formally evaluated twice a year as satisfactory, marginal, or unsatisfactory. Students who do not receive satisfactory ratings will be notified in writing stating what they must do to achieve that mark. If a student receives an unsatisfactory rating or two marginal ratings in succession, the department will terminate the student's program at the conclusion of the semester, or submit a petition to BYU Graduate Studies making a convincing case that the student be given another semester to demonstrate satisfactory progress. A copy of a contract listing student and faculty responsibilities and a time line must be attached.

According to university policy, graduate students who do not complete 6 credit hours in an academic year will have their graduate status and registration eligibility formally cancelled. In order to continue the program an Application to Resume Graduate Study must be filed with a \$600 fee paid.

Departments formally monitor each graduate student's progress twice during the academic year, at clearly designated times, and inform the student in writing of his or her status. If marginal or unsatisfactory progress is noted, the student should be advised in writing what they need to do, when it needs to be accomplished, and who to contact for help in order to demonstrate satisfactory progress.

Students who receive an unsatisfactory rating or do not receive an evaluation will not be eligible to obtain financial aid. The Financial Aid Office is required by federal regulations to evaluate a student's performance to ensure that the student will be able to graduate within the maximum time frame. Evaluations must be recorded on AIM screen ADV12. Failure to enter evaluations may result in the student being denied federal financial aid.

Marginal progress may include the following:

- Failure to submit Program of Study
- Failure to establish a graduate committee
- Registering for thesis hours when little or no work has been done
- Failure to submit an approved thesis/dissertation prospectus
- Minimal contact with chair or advisory committee members
- Prospectus or thesis/dissertation draft not approved
- Limited progress toward courses and requirements on Program of Study
- Poor performance in clinical/externship/applied experience
- Poor performance in research

Unsatisfactory progress may include the following:

- Grade in a course falling below B-
- Failure to complete Program of Study
- Failure to establish a graduate committee

- Failing a course
- Registering for thesis hours when little or no work has been done
- Failure to submit an approved thesis/dissertation prospectus
- Failure of comprehensive exams
- Minimal or no contact with chair or advisory committee members
- Prospectus or thesis/dissertation draft not approved
- Lacking progress toward courses and requirements on Program of Study
- Poor performance in clinical/externship/applied experience
- Rated as marginal in previous review and has not remediated weak areas
- Concerns about ethical or professional behavior
- Poor performance in research
- Failure to resolve any problems or fulfill any requirements indicated in a previous marginal or unsatisfactory review

Termination of Graduate Status

A student's graduate status may be terminated for the following reasons:

- Failure to satisfactorily complete the conditions of acceptance
- Failure to fulfill the university's minimum registration requirement
- A request to withdraw (with the intent to pursue a degree at another university, for personal reasons, or in response to department recommendation)
- Two consecutive unacceptable evaluations
- Failure to make what the department or the university deems to be satisfactory progress toward a graduate degree
- Failure on the departmental comprehensive examination
- Failure on the final oral examination (defense of dissertation, thesis, or selected project)
- Violation of the university's standards of conduct or Honor Code
- Failure to comply with the time limit (five years for master's)

A student dismissed or facing dismissal may request review of termination or impending termination. Such requests should be submitted in writing to the department chair. A student who wishes further consideration may request review by the college dean. Ultimately, a final request for review may be made to the Dean of Graduate Studies who may appoint a committee to review the matter.

All requests for review of termination must be initiated within one year of the semester in which the termination takes place. For more information, refer to the Graduate Student Academic Grievance Policy found on the Graduate Studies website.

TMA FULL-TIME FACULTY AND STAFF

Name	Office	Phone	E-mail
<i>Department Administration</i>			
Jensen, Amy (Dept. Chair)	D-581B HFAC	422-1886	amy_p_jensen@gmail.com
Lefler, Tom (Assoc. Chair)	F-534 HFAC	422-3213	thomas_lefler@byu.edu
Funk, Elizabeth (Admin. Asst.)	D-581C HFAC	422-7768	elizabeth_funk@byu.edu
Stapley, Kyle (Media Arts Coordinator)	D-581A HFAC	422-4576	kyle_stapley@byu.edu
<i>Part-time Staff</i>			
Nielson, Lindsa (Scholarships, Hiring, Graduate Secretary)	D-581D HFAC	422-3750	lindsa_nielson@byu.edu
Jackson, Lauren (Website, Newsletters)	D-581 HFAC	422-7768	funkyassistant@gmail.com
Front Desk	D-581 HFAC	422-6645	tma_secretary@byu.edu
<i>Full-time Faculty</i>			
Ashworth, Julia (ThEd Area Head)	F-341 HFAC	422-4539	julia_ashworth@byu.edu
Barber, Brad (Nonfiction Area Head)	F-354 HFAC	422-2890	brad_barber@byu.edu
Breinholt, Stephanie	F-338 HFAC	422-4262	sfb@byu.edu
Christopherson, Scott	TBD	TBD	scottchristopherson@gmail.com
Duncan, Dean*	F-347 HFAC	422-3437	dean_duncan@byu.edu
Farahnakian, Mary	F-378 HFAC	422-7168	mary@byu.edu
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Nelson, George	F-331 HFAC	422-4269	george_nelson@byu.edu
Parkin, Jeff* (Fiction Area Head)	F-442 HFAC	422-8130	jeff_parkin@byu.edu
Russell, Tom*	F-348 HFAC	422-1887	tom_russell@byu.edu
Scanlon, Rory* (TAS Area Head and Design/Tech Coordinator)	F-480 HFAC	422-3430	rorv_scanlon@byu.edu
Sorensen, Rodger*	A-501 HFAC	422-8132	rodger_sorensen@byu.edu
Swenson, Sharon	F-540 HFAC	422-6648	sharon_swenson@byu.edu
Threlfall, Tim	F-361 HFAC	422-8133	tim_threlfall@byu.edu
Thevenin, Ben* (Critical Studies Area Head)	F-351 HFAC	422-3305	Benjamin_thevenin@byu.edu

*Full-time Graduate Faculty

TMA GRADUATE STUDENT BENEFITS

The University encourages formal Grad-to-Grad Mentoring programs within departments. Our TMA graduate program is small enough that mentoring happens naturally and automatically without formal organization. After joint core classes, sharing office space, daily work, and socializing together, you will come to know your fellow students very well with lasting benefits. If you need additional help, faculty and staff are more than happy to assist.

As TMA graduate students, you are entitled to two discount tickets to every theatre performance during the season. After September 10th, go to the TMA Office (D581 HFAC) to pick up your “Major Card.” You can take your major card to the HFAC ticket office to purchase your tickets. You are also welcome to order on line. TMA discount tickets are only valid during the first week of a show’s performance schedule.

Office Space

We have limited office space for graduate students, which are assigned semester by semester as needed. Senior students have higher priority.

Mailboxes

Every graduate student receives a mailbox in the main office, D581 HFAC. You may use this box for campus mail, US mail, or to exchange papers/items with other students at your discretion.

BYU Graduate Student Society (BYUGSS)

Each BYU graduate student is automatically a member of the BYUGSS. The mission of BYUGSS is to:

1. Enrich the BYU graduate student culture by providing events that promote intellectual growth, professional development, spirituality, and social interaction.
2. Enhance the BYU graduate student experience by providing a campus-wide voice for graduate student needs and concerns.
3. Encourage scholarly and creative contribution by promoting graduate research and field-preparation opportunities.

Activities of BYUGSS include free religion courses, intramural teams, and much more. For more information email GSS at byugss@byu.edu or visit <http://gss.byu.edu/>

UNIVERSITY POLICIES

Honor Code

It is a violation of the Honor Code for students to represent someone else’s work as their own. Also, as a condition of attending BYU, you affirmed that you would help others obey the Honor Code. We view violations of the Honor Code with extreme seriousness. It is a Theatre & Media Arts policy that those who cheat on examinations or plagiarize the work of another are given a failing grade for the course.

Sexual Harassment

Title IX of the Education Amendments of 1972 prohibits sexual discrimination against any participant in an educational program or activity that receives federal funds. The act is intended to eliminate sexual discrimination in education. Title IX covers discrimination in programs, admissions, activities, and student-to-student harassment. BYU’s policy against sexual harassment extends not only to employees of the University but to students as well. If you encounter unlawful sexual harassment or gender-based discrimination, please contact the Honor Code Office.

Students With Disabilities

BYU is committed to providing a working and learning atmosphere, which reasonably accommodates qualified persons with disabilities. If you have any disability that may impair your ability to complete courses successfully, please contact the University Accessibility Center. Reasonable academic accommodations are reviewed for all students who have qualified documented disabilities. Services are coordinated with the students and instructor by the UAC. If you need assistance or if you feel you have been unlawfully discriminated against on the basis of disability, you may seek resolution through established grievance policy and procedures.

THEATRE AND MEDIA ARTS SELECTION, VIEWING, AND CREATING POLICY

The selection, viewing and creation of media/performance is structured within the framework of the Gospel and guided by [The Aims of a BYU Education](#). The BYU Department of Theatre and Media Arts seeks to provide students with intellectual and character building experiences with media/theatre. With these principles as a framework, students experiences with the Theatre and Media Arts curriculum should be: (1) spiritually strengthening, (2) intellectually enlarging, (3) character building, (4) leading [students] to lifelong learning and service.

To this end TMA faculty members seek opportunities to help students become both spiritually strong as well as intellectually literate. Theatre and Media Arts students must know and be conversant with relevant historical and contemporary theatre and media texts. More importantly, students must learn to be vigorous in their search for and discernment of truth. A BYU graduate will not have received an Aims education if s/he leaves without spiritually-grounded critical, theoretical, and practical skills, as well as practice in interpreting and evaluating the complex aesthetic, moral, and stylistic elements in media/theatre texts.

The Aims document provides faculty and students with a set of principles that challenges us to reach higher in fulfilling our intellectual and creative stewardships within clear, spiritually relevant, and appropriate criteria. Using the Aims document's four central principles as touchstones in the selection, viewing, discussion, and creation of media/theatre, faculty and students will be able to:

- Explore and wrestle with complex historical, social, political, and creative issues in a spiritually strengthening setting;
- Assist each other in moving beyond easy answers and platitudes by becoming tolerant, open-minded, and self-reliant in partnership with other members of the BYU Theatre and Media Arts educational community;
- Contend with the onslaught of public performance and digital media that is no longer restricted to the stage or the movie theater but finds its way into the home in a variety of ways;
- Develop a framework within which faculty and students can reason together with clear criteria, without resorting to debilitating conflict;
- Strengthen intellectual freedom and spiritual agency by requiring a heightened sense of responsibility from both faculty and students.

As TMA faculty, our goal is to raise the standard of viewing and creation in our students by balancing the secular with the spiritual in both the viewing as well as the creation of visual media/theatre. The key is an educational environment that allows the student to understand concepts, ideas, and theories within the context of the gospel of Jesus Christ. In order to build understanding, strength of character, and charity, students must go through a process of critically studying relevant ideas, texts, and processes. The process continues as students create visual media and theatre within a gospel setting. As students critically examine and create, they will grapple with the challenges of integrating cultural issues and values within the spiritual

framework of the gospel. Faculty are here to help the student navigate this process in accordance with an Aims education.

Despite these clear goals for learning, faculty and students may occasionally disagree about the benefit of the media or theatre texts selected or produced in these educational settings. In an effort to prevent contention on these occasions, the TMA faculty encourages students to study the [*Guidelines for Selecting and Teaching Literacy and Visual Materials at BYU*](#). Studying this document together, faculty and students can engage in direct processes and fruitful discussions that allow for charity, understanding, and growth in both parties.

ETHICAL CONDUCT POLICY FOR THEATRE AND MEDIA ARTS STUDENTS

Cheating and Plagiarism

Any student in a TMA major/minor or participating in a TMA class or project found in violation of the University Honor Code, with regard to cheating and plagiarism, will receive a zero for the assignment involved, may receive an E in the course and may be referred to the Honor Code Office. Execution of this policy will be at the instructor's discretion. In addition, the offending student's case will be reviewed by the department chair and/or associate chair. If the offense is sufficiently serious, the student may be removed from her/his major—no matter how close to graduation the student may be. A second violation of academic honesty, whether done concurrently or subsequently, will automatically result in dismissal from the major. Any theatre or pre-media arts student found cheating might be denied the opportunity to apply to a theatre or media arts program. This decision rests with the department chair. A student found by the instructor to be in violation of this cheating and plagiarism policy has the right to appeal this decision. This process follows the TMA Grievance Policy.

Unprofessional Behavior

Students who demonstrate consistently unprofessional behavior in class may also be dropped from her/his major or not allowed to apply in the first place. Examples of unprofessional behavior include, but are not limited to, the following:

- Excessive absences
- Disruptive behavior
- Sleeping in class
- Chronic tardiness
- Reading non-course material during class
- Playing computer games during class
- Checking e-mail during class
- Checking social media during class
- Damaging property belonging to the university or others
- Using cell phone or text-messaging during class
- Regularly leaving class early without making arrangements with the instructor.

Cruelty and Abuse

More serious matters such as digital, verbal or physical stalking, cruelty or abuse of other students or a faculty member are unacceptable and will be reviewed and may be reported through academic channels to the Honor Code Office and university law enforcement.

POLICY ENFORCEMENT

If an instructor feels he/she has a student in violation of this policy, the following procedure should be observed:

- *First Warning:* This will come from the instructor. A meeting between the instructor and the student will be conducted to resolve the issues of unprofessional behavior. If the violation is excessive enough, the department may be involved immediately.
- *Second Warning:* This will come from the department (either the chair or associate chair assigned to theatre or media arts). At this time, the student will be reviewed for removal from the department. Both sides of the case will be presented to the department chair and/or the associate chair assigned to theatre or media arts. A decision will follow. A letter explaining the decision must be signed by those involved and will be placed in the student's file.

Severe cases may warrant immediate action through the Honor Code Office and university law enforcement and forfeit the warning process. If the student wishes to appeal the decision at any point of the process, he/she should follow the procedures outlined in the TMA Grievance Policy.

THEATRE AND MEDIA ARTS GRIEVANCE POLICY

There may be occasions when a student believes her/his academic work or conduct has been unfairly or inadequately evaluated by the faculty. Usually such differences of opinion can be amicably resolved informally between the student and teacher. Students are strongly encouraged to talk to their instructors first. Faculty hold regular office hours and want to engage with the learning of their students. However, if differences cannot be resolved, the following procedures are intended to encourage satisfactory resolution of academic grievances with a minimum of formal procedure.

1. The student should initially address the grievance in writing to the faculty member responsible, requesting review and resolution. If the faculty member is unavailable or the student has a valid reason to believe the matter will not be dealt with fairly or that retribution may result, the student may submit the grievance directly to the applicable department chair. (The faculty member or department chair shall have the right to consult others regarding the matter as reasonably necessary and with due regard to the student's right to privacy under the Family Educational Rights and Privacy Act. (FERPA: <http://registrar.byu.edu/registrar/records/ferpa.php>))
2. If the grievance is addressed to the faculty member, and it is not resolved satisfactorily, the student may submit a written request and all supporting material for review for further review to the department chair.
3. The department chair will meet with all parties in order to seek resolution as a group. If this is not possible to resolve the issue, the chair will make a decision, which shall be given in writing to both the student and the faculty member within 30 days after receiving the student's request.
4. If the matter is still unresolved, the student may submit a written request for formal review to the applicable dean of the college, following the department chair's written decision.
5. If a formal review is requested, the applicable dean may review the grievance.

Notes

1. Academic evaluations which are subject to this policy include grading, restrictions, limiting participation in university academic programs, dismissal from the university or a university program for academic reasons, actions arising from incidents of academic dishonesty, the withholding, and/or revocation of a diploma for academic reasons, and the withholding of or special notation on transcripts for academic reasons. Evaluations relating to admissions to the university, ecclesiastical endorsements, discipline administered by the Honor Code Office, or petitions are not covered by this policy. Persons who believe they have been unlawfully discriminated against or sexually harassed should contact the Equal Opportunity Office.
2. For purposes of this policy, "faculty" means any teacher or other individual authorized by the university to academically evaluate students, or who has a legitimate need to know regarding the processing and disposition of an academic grievance.

SUMMARY OF CRUCIAL THINGS TO KNOW

1. The TMA department may provide a supplemental tuition award up to 50% for approved coursework counting toward graduation. Supplemental tuition may be available year-round for two years for MA students. After this time, the student will be responsible for his/her own tuition. The money will be paid directly to the University shortly after the add/drop deadline, approximately three weeks after tuition is due. Students are responsible for paying 100% of the tuition by the due date, but will later be reimbursed by the university. To determine the exact reimbursement, students may contact the graduate secretary.
2. Every graduate student is required to have two evaluations each academic year (September through August). Criteria and expectations are identified in this handbook. If a student is given a “marginal” or “unacceptable” evaluation, a letter will be sent out to the student outlining the deficiencies and the expectations, including professor(s) to contact and deadlines to satisfy deficiencies.
3. To meet registration requirements, students must carry a minimum of two credit hours the first semester of their program and complete a minimum of six credit hours each academic year of enrollment in the program. If graduate students do not take a total of six credit hours during an academic year, they will be dropped from the program. If students think there may be a possibility of being dropped, they should contact the graduate secretary before being dropped. Students also must register for a minimum of two credit hours the semester or term of the oral examination AND the semester or term of graduation.
4. Students are required to register for and receive acceptable grades in at least 2 credit hours per semester and 2 credit hours over the course of the spring and summer terms during any period in which they are using university facilities (including faculty time).
5. Graduate students will complete the core classes for their area of emphasis. Additional electives can be drawn from any department on campus upon approval of the advisory committee. Graduate courses are levels 500 and above. A full load for theatre graduate work is 8.5 credits, while a full load for media education graduate work is 6.0.
6. Students are automatically terminated when: 1) they receive 2 consecutive unacceptable evaluations; 2) they do not meet the annual minimum registration requirements; or 3) their time limit expires (5 years for MA programs).
7. Writing, defending, and submitting your thesis is a process and requires detailed planning. You should work closely with your committee chair/advisor during each stage of progress. You should also work closely with the graduate secretary as you schedule your defense and work on the submission of your thesis. Students are required to meet all deadlines when submitting their thesis.
8. There are four graduation diploma dates: December, April, June, and August. Those graduating in December or June may attend the April or August commencements. The deadlines for April and August are earlier than the deadlines for December and June so that the commencement program can be prepared.