



Graduate Policies and Procedures Manual

2014

Master of Arts - Theatre: Production Specialization



Contact Information:

Director of Summer Institute of Theatre Arts

Professor Scott Robinson

Phone: (509) 963-1273

Email: Scott.Robinson@cwu.edu

Website:

<http://www.cwu.edu/theatre>

Mailing Address:

Central Washington University
Department of Theatre Arts
400 E. University Way MS 7460
Ellensburg, WA 98926-7460

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Program Overview

Faculty and Staff

Chair and Director of Summer Institute for Theatre Arts

Scott R. Robinson, MFA

Professors

Brenda Hubbard, MFA, acting, directing, literature

Scott R. Robinson, MFA, resident costume designer

Michael J. Smith, MFA, acting, directing, voice

Associate Professors

Christina Barrigan, MFA, design head, resident lighting designer

George W. Bellah, 3rd, MFA, movement, stage combat, acting, Asian drama

Terri Brown, PhD, musical theatre head, history

Marc Haniuk, MFA, scenic design and technology

Assistant Professors

Jay Ball, PhD, literature, history,

David Brown, MM, music director, music theory

Senior Lecturers

Jerry Dougherty, MFA, theatre technology

Lecturers

David Barnett, MFA, theatre technology

M. Catherine McMillen, costume shop manager

Jessica Pribble, MFA, costume design and technology

Jason Tucholke, sound design and technology

Staff

David Barnett, McConnell state manager/technical director

Gwen Bruce, fiscal technician II

Mary Makins, senior department secretary

M. Catherine McMillen, costume shop manager

Department Information

About CWU

Central Washington University is one of six state-assisted, four-year institutions of higher education in Washington State. A regional comprehensive university, CWU offers baccalaureate and graduate degrees in more than 100 academic programs to over 9,900 students annually. Throughout its history, the university has distinguished itself in many ways, most notably through its quality teaching and academic programs, its student-centered orientation, and its commitment to research, outreach, international experiences for faculty and students, and provision of life-long learning opportunities to the citizens of Washington. The University is composed of the College of Arts and Humanities, College of the Sciences, College of Education and Professional Studies, and College of Business. CWU faculty, numbering more than 500, have compiled an impressive record of teaching, scholarship and service. The main campus is located in Ellensburg, a community of over 15,000 that enjoys one of the finest living environments of the Pacific Northwest.

About Theatre Arts

CWU has a long-standing tradition of quality live theatre in the region. The Theatre Arts Department and Central Theatre Ensemble are housed in the stately McConnell Hall, which offers facilities and equipment for theatre artists in all areas. CTE produces a full season of plays annually from October through May. Because theatre is a collaborative, fluid and multi-faceted art form, students in this department spend limited time in traditional classrooms. Education begins in the shops and studios and culminates in fully staged productions

Mission Statement

The Department of Theatre Arts is an ensemble of artists, scholars, educators, and practitioners located in the heart of the Pacific Northwest who:

- prepare students for advanced study and professional careers in theatre;
- promote creativity and excellence in a diverse educational environment;
- cultivate, educate, challenge and enrich audiences; and
- train and prepare students from diverse backgrounds to link art and life through experiential learning;

in order to cultivate innovative, collaborative, and courageous artists who will promote an engaged and globally inclusive community.

Program Requirements

Program Description

Theatre Production

The theatre production specialization is specifically designed for the working teacher who produces plays and would like to obtain an advanced degree through hands-on courses in a program offered entirely during the summer months, within the context of the Summer Institute for Theatre Arts. This program is specifically designed around the students work schedule with courses offered annually in July and a culminating project at their local venue. Since it was established in 1996, students representing 27 states and 12 nations have attended this unique limited-residency graduate program. Students join other students each summer learning new skills to take back to the classroom and networking with other theatre artists and educators.

Most graduate courses supporting the Theatre Production specialization are offered summer sessions through the Summer Institute for Theatre Arts.

Housing for summer institute participants is available in nearby university accommodations.

Required courses include study in stage technology, teaching acting skills, dramatic literature and theory within a historical context, supervised practice in directing plays and musicals, and pedagogical approaches to teaching theatre.

Some graduate study can be arranged during the regular school year. It should be noted that students will be required to register for Creative Project (Thesis) credits during the academic year.

MA - Theatre Required Core Courses

- TH 501 - Introduction to Graduate Studies Credits: (1)
- TH 510 - Studies in Dramatic Literature Credits: (4)
- TH 511 - Analysis and Criticism Credits: (4)
- TH 700 - Master's Creative Project Credits: (4)

A minimum of 45 credits is required for the theatre production specialization. Creative project (Creative) credits are included in the minimum. The creative project (Creative) required is a full production of a play or musical at an approved outside venue with written documentation (director's book), and digital recording submitted to the department. The candidate's graduate committee which consists of three faculty members, selected by the candidate, will select a member (usually the chair) who will view the production in performance at the candidate's local

venue. After all required paperwork is submitted and approved by the committee chair an oral examination and defense of the creative project (Creative) is required the quarter following the quarter in which the project was produced. The candidate may schedule the oral examination and project defense on campus or through a committee approved online platform such as Skype or Google HangOuts.

A maximum of 15 graduate credits earned within the previous four years at CWU may be applied to the program. The department and the university reserve the right to determine the acceptability of other transfer credit from any institution; a maximum of 9 credits can be accepted from other institutions. Prerequisites required for admission to the program may not be applied to the total required credit for graduation.

Theatre Production Specialization required courses:

In addition to the MA-Theatre core of 12 credits, student must complete the following:

Required courses

- TH 502 - Introduction to the Creative Project Credits: (1)
- TH 521 - Introduction to Theatre Pedagogy Credits: (3)
- TH 536 - Advanced Movement Credits: (3)
- TH 540 - Graduate Directing I Credits: (3)
- TH 541 - Graduate Directing II Credits: (3)
- TH 542 - Musical Theatre Directing Credits: (4)
- TH 544 - Acting Styles Credits: (3)
- TH 565 - Costume Methods Credits: (3)
- TH 568 - Lighting Methods Credits: (3)
- TH 571 - Design Methods Credits: (3)
- TH 583 – Scenic and Property Methods Credits: (3)

Total Credits: 45

The Application Process

To be considered for regular admission to CWU one must have completed a bachelor's degree from an institution of acceptable standing by the time he or she seeks to enroll. In addition, the applicant is expected to have earned at least a 3.0 GPA in all course work attempted in at least the last 90 quarter (60 semester) hours of recognized academic work. When there are mitigating circumstances, an applicant who did not attain a 3.0 in the last 90 credits of academic work may

be considered for probationary admission. Applicants admitted in this status will be expected to earn a 3.0 GPA during the first quarter of enrollment. For more specific information about probationary status see the Central Washington University catalogue.

To apply for admission, one must obtain an admissions packet [by either downloading one from the website or by contacting the Office of Graduate Studies] and complete and submit the following admissions materials directly to the Office of Graduate Studies:

- Admission application
- Statement of objectives
- Three letters of recommendation
- Official transcripts from all universities attended
- Non-refundable application fee

In addition to the minimum requirements enforced by the Graduate School, the Theatre Arts Department asks that each applicant:

- Submit a curriculum vita or resume outlining previous professional experience
- Have two years of teaching experience or two years of professional theatre experience earned in preparation for teaching
- Have taken 9 quarter [6 semester] hours of 300 level or above theatre history and/or literature, or equivalent, before taking TH 510 Studies in Dramatic Literature and TH 511 Analysis and Criticism [required core courses]
- Have taken at least one acting class before taking any acting classes offered by the Institute
- Have taken at least one theatre design or technology course before taking any design or technical classes offered by the Institute

Send all application materials to:

**CWU School of Graduate Studies
400 East University Way
Ellensburg, Washington 98926-7463**

Admission Requirements - Theatre Production Specialization

Incoming candidates are expected to meet both the requirements for admission to the CWU School of Graduate Studies and the following program requirements:

- Two years of teaching experience or two years of professional theatre experience earned in preparation for teaching
- Permission of the faculty; which will include completion of prerequisite or background courses in theatre history, literature, acting, and basic technical theatre.

If the candidate does not hold a bachelor's degree in theatre and basic course work as listed above, the candidate may be admitted on a conditional basis and reviewed to be continued at the end of each summer. See Conditional Admissions. Neither the GRE nor a foreign language is required for the theatre production specialization.

The deadline for submitting an application for admission to the MA Theatre Production Program is **April 1** for the coming summer session, although applications are accepted throughout the academic year and continue until all spaces have been filled. Consult the department website, <http://www.cwu.edu/theatre>, for information on summer course offerings. Contact the Office of Graduate Studies at (509) 963-3101, www.cwu.edu/masters, or masters@cwu.edu. The application may be completed online at www.cwu.edu/masters/future-cwu-graduate-students#how%20to%20apply. Once the Graduate Office has received a completed application, its staff will send a copy to the Graduate Coordinator. The Graduate Committee will review the materials, and make a recommendation to the Dean of Graduate Studies. The Office of Graduate Studies will notify each applicant by mail concerning the admissions decision.

Graduate courses are held in conjunction with the Summer Institute of Theatre Arts. Most Summer Institute classes are available at the graduate level for post-baccalaureate students as enrichment or to help satisfy "clock hours". Check our website at www.cwu.edu/theatre for specific dates and schedules.

Conditional Admissions:

If a candidate lacks the required courses in Theatre History/Literature, Acting, and/or Design Technology on his/her transcripts, s/he may be conditionally admitted. The conditionally admitted student will be reviewed at the end of each summer for program retention. The review will be based on program course work completion, appropriateness for the program, teachability and perceived ability to successfully complete the program.

Special Resources and Assistance

Students With Disabilities

If you have a disability that may prevent you from meeting course requirements, contact the instructor immediately to file a Student Disability Statement and to develop an Accommodation Plan. Course requirements will not be waived but reasonable accommodations will be developed to help you meet the requirements. You are expected to work with the instructor and the CWU Disability Support Specialist to develop and implement a reasonable Accommodation Plan.

Students with disabilities who wish to set up academic adjustments in this program should send each instructor an electronic copy of their “Academic Adjustments” as soon as possible so they can meet to discuss how the approved adjustments will be implemented in the appropriate class. Students with disabilities without this documentation should contact the Center for Disability Services Office, Bouillon 140 or ds@cwu.edu or [509-963-1202](tel:509-963-1202).

Writing Assistance Is Available

All student writers are invited to meet with consultants at the University Writing Center. Sessions typically last from 30 to 50 minutes and can include brainstorming ideas, developing research skills, organizing an essay, revising, and discussing writing and rhetoric in any discipline.

The center is located in the Academic and Research Commons of the CWU Brooks Library. Online and telephone helps is available. www.cwu.edu/learning-commons/university-writing-center

Advising

Each graduate student is assigned an advisor when they first enter the program. This advisor will generally become your Creative Project Chair. Your Advisor/Creative Project Chair is the person to call or e-mail with questions about the program, course of study, or any other concerns. If your advisor does not know the answer, he or she will find answers or refer you to the appropriate office for assistance.

Program Retention

All students admitted to the MA Theatre Production degree will be reviewed at the end of the second summer for program retention. The review will be based on program course work completion, appropriateness for the program, teachability and perceived ability to successfully complete the program.

Time to Degree Completion

Completion of the master's degree requires 45 credits. Students are encouraged to focus solely on their studies during the Summer Institute. Outside jobs or other activities during Summer Institute classes are discouraged.

It takes a minimum of three summers to complete all graduate coursework. Depending on student's background and qualifications in theatre training and the course rotations it is possible to complete the program in a summers and one academic year. This option is on a case by case basis and is extremely competitive. Written application for this option is required from the student. The student will need to coordinate with their committee chair and the director of summer institutes to assure course work can be completed. For exceptional students teaching assistantship may be available. The creative project is completed **after** all course work is done, usually in the fourth [or fifth] year. *The maximum amount of time permitted to complete a master's degree at CWU is **six years** from the time of first enrollment or first graduate class transferred - whichever is earliest.* .

Petition for Extension

If students find themselves in danger of exceeding the six year limitation, they may file a petition for a program extension with the department, explaining in detail the reasons why the program was not completed within the stated time frame. This petition, if endorsed by the Director of the Institute, will be sent to the Graduate Dean for review. If approved by the Dean, the student will receive an extension of up to one additional year in which to complete all degree requirements.

Continuous Registration

Master's degree students, *including* students in attendance only during summer quarter, must satisfy the continuous registration requirement of being enrolled each consecutive summer. If you are not enrolled each consecutive summer you must apply for "On Leave" status OR be readmitted into the program upon your return.

Credit Transfers

Up to 9 credits [from an outside institution] or 16 credits [from CWU] of graduate level courses may be transferred into the Master's program once the candidate is accepted. Courses taken prior to formal admission to a CWU master's degree program, whether taken at CWU or at another accredited institution offering graduate programs, may be considered for transfer to a CWU master's degree provided that the criteria below are met.

CWU recognizes two kinds of transfer credit, graduate credit elected at CWU prior to admission to a graduate degree program as a post-baccalaureate student and credit elected at other

accredited institutions offering graduate degrees other than CWU. The remainder may be work transferred from post-baccalaureate status at CWU. Credits used to fulfill requirements for another degree, either at CWU or elsewhere will not be transferred.

All credits intended for transfer must be approved as a part of the official Course of Study filed with the School of Graduate Studies. Credit from any non-accredited institution or accredited institution not approved for graduate study will not be accepted for transfer. Credit obtained within the state of Washington from an accredited institution whose main campus is outside of the state will be considered for transfer only by special petition to the Dean of the School of Graduate Studies. The university and the Department of Theatre Arts, reserves the right to determine the acceptability of transfer credit from any institution.

As a general practice, the only credits accepted in transfer are those that are a regular part of an accredited institution's graduate program. Credit for short courses, attendance at conferences, brokered courses, workshops, pass-fail courses, previous teaching experience, and/or experiential learning are normally not accepted in transfer.

Before credit can be considered part of a graduate student's program, an official transcript from the registrar of the institution from which the credit is to be transferred must be received by the Graduate School. No transfer credit will be considered until the student has prepared a Course of Study that is approved by the Director of the Institute.

Credit sought for transfer must be graded "B" or better and must have been completed no more than six years from the term of selection for transfer. The transfer formula for converting semester credit hours into quarter semester hours is as follows: *Semester hour credits x 1.5 = quarter-hour credits.*

Scholastic Standards

All candidates must complete a minimum of 45-quarter hours with at least 40 at the 500 level and an approved production project (offered at an approved venue) which is attended and adjudicated by one member of the candidate's Project Committee. Any graduate student in the master's program whose cumulative grade point average falls below 3.0 at the end of any quarter will be placed on *academic probation*. Failure of the candidate to improve their academic standing by raising their cumulative grade point average to 3.0 or better will result in being dropped from the master's program. For more specific information see the CWU catalogue.

It is important to note that passing all of the required courses does not guarantee granting of the degree. The candidate must also demonstrate to the Committee's satisfaction that they have

successfully completed all of the requirements of the Creative Project and must effectively defend their work, in both written documentation and realized production, in an oral examination.

Program Fees

Graduate students may expect to pay fees in addition to tuition for some or all of the following; fees assessed by the university [such as athletics and technology fees] and fees assessed by our graduate program [such as course materials, program overhead, and creative project evaluation fees]. Fees for course materials are attached to specific courses and range from \$10-\$50. The Creative Project Evaluation Fee is charged on a per credit basis, for a total of \$700 (for students in the 50 United States and British Columbia, Canada), when you register for TH 700 and covers the cost of travel, lodging, per diem, and time to send a member of your committee [usually the chair] to view a performance of your Creative production and evaluate it in both oral and written form.

Additional fees to cover this Creative Project Evaluation travel will be required of international students.

Program Leadership

Director of Summer Institute of Theatre Arts

Directs the Master's Program in Theatre Production and the Summer Institute of Theatre Arts. Duties include;

- Chairing Graduate Studies Committee meetings
- Scheduling summer classes and instructors
- Selecting and recommend to chair guest faculty for summer institute, recommend to chair TA responsibilities
- Establishing housing for summer school in conjunction with Conference Center
- Overseeing public relations philosophy and implementation
- Planning social events
- Monitoring and implementing Summer School Budget

Graduate Coordinator

Coordinates the Master's Program in Theatre Production. Duties include:

- Facilitating the development of criteria for the screening and selection of the MA candidates in conjunction with graduate committee
- Locate and recommend committee membership

- Serving as liaison with Office of Graduate Studies
- Serve on Graduate Council

Graduate Committee

This is a departmental committee comprised of the Director of the Institute, the Graduate Coordinator and at least two other members of the department's Graduate Faculty. The function of this committee is to assist the Director of the Institute in managing and developing the Graduate Program, making policy, procedure and protocol decisions, selection and admission of candidates to the program, and approval of Creative Projects. Decisions regarding exceptions to policy, procedure, and protocol are made by a departmental committee of the whole.

The Creative Project

Master's study in Theatre Production culminates in an off-campus project, which has four components:

- 1. Sections One and Two:** The pre-production documentation (Project Proposal and Text Analysis).
- 2. Section Three:** The project in production.
- 3. Adjudication:** The production will be evaluated on-site by the Committee Chair, through a digital recording [prepared by student] by the Committee members, and through Student self-evaluation (included in Section Three).
- 4. Oral Defense:** An oral exam which will include a defense of the project and possible review of graduate coursework.

Emphasis and Purpose of the Master's Creative Projects

The creative project is the culmination of the student's course work in the master's program. The student directs a full-length play in an approved venue. The project, once approved, should center on the scholarly pre-production text analysis, historical research, and theoretical preparation, leading to the student's artistic choices as displayed in the production. The production is then adjudicated by a team of three (one in person, two from recorded documentation) evaluators who compare the director concept and preparation work to the actual production. Using a list of criteria [see **Evaluation Form** in the **Appendices** under **Forms**], the adjudicators evaluate the merits and weaknesses of the production. After the production closes, the student also evaluates his/her production using the same criteria. The final step in the project process is the oral examination of the student by the Creative Project Committee.

Choosing a Date for your Production and Oral Exam

It is best to put in your request for a production date as early as possible so we can add it to our

master calendar, which is put together in the fall of the preceding academic year. (Remember, the creative project occurs in the year following completion of your coursework). We retain the right to some flexibility in determining project dates, realizing that unforeseen problems might arise. We understand that you also must deal with the schedule demands of your performance venue and will make every effort to accommodate your needs when possible. If for some reason you cancel your production, then your priority on our list of dates moves to the bottom of the list. Therefore, be sure to think through when you want your performance dates, remembering that six months before these dates "Section 1" is due, and two weeks before rehearsals begin, "Section 2" is due. You may choose dates without having a play selected; however, you *must* complete all coursework before producing your creative project.

NOTE Students who miss established deadlines for Section 1 or Section 2 will be deferred to subsequent year, and will most often need to submit a different project.

Play Selection for the Master's Project

Students must select a play that meets the specific criteria of their producing organization. Since most of the plays are performed a variety of venues, the Theatre Department faculty members understand that the production will be carried out within the parameters established by the producing organization. Your advisor/Creative Project Chair and committee members can assist you in selecting a play.

Be sure to choose a play that can be researched properly, remembering that some plays have very little production history or critical analysis to draw upon. Production history and critical analysis are critical components of the final documentation. Make sure that the play offers an appropriate level of challenge for you, your students, and your facilities. Pay particular attention to such requirements as design, age range/complexity of roles, and difficulty/complexity of the material. This is an application of what you have learned. Be careful not to make a choice so difficult and challenging that you and your students feel overwhelmed. We want everyone alive and sane at the end of this process. On the other hand, don't choose something so easy that both you and your students could do it in your sleep. We encourage you to stay away from plays you have previously been involved with, either as a director or performer.

The value of choosing a play early is that you can apply class work to the areas you need to study for your creative project and thus have three years of preparation!

Playscript Approval Process

After discussing the merits and drawbacks of possible scripts you are interested in producing

with your Creative Project Chair, you must submit your selection for approval *at least one year in advance*. If you can get the script approved earlier, this will prove advantageous, as you can then focus your coursework toward your creative project.

To get your script selection approved, begin by downloading and filling out the Playscript Approval Form available on our website. Make sure you respond thoughtfully and fill it out completely, or it may be returned for revision. Then turn in the completed form, along with a clean copy of the script, to your Creative Project Chair. The Chair will then read the proposal/script, approve or disapprove, and pass it on to the other Committee Members. When each Committee member has read the proposal/script and approved/disapproved, it will be returned to the Creative Project Chair, who will then submit it for approval to the Graduate Committee. The Creative Project Committee will then read the proposal/script and approve/disapprove. If the proposal is approved by all, the Creative Project Chair who will notify the candidate. If the proposal is disapproved, it will be returned to the Creative Project Chair, who will notify the candidate and explain the rationale for disapproval. A copy of the approved/disapproved proposal will be sent to the candidate and a copy will be filed in the candidate's folder. *Failure to follow this procedure may result in the Creative Project either being discontinued or redone, at the discretion of Thesis Committee and the Director of the Institute.*

The Creative Project Chair and Committee

Each graduate student is *required* to complete a final Creative project. All Creative Project components are evaluated by the student's Creative Project Chair and Committee. Students are urged to work as closely as possible with their Chair and Committee.

The Creative Project Committee is comprised of three people: the Creative Project Chair and two professors from our department. Sometimes outside evaluators such as professors from area college and universities are permitted to serve on the committee in place of one of our professors. These outside evaluators cannot serve as Creative Project Chairs and the Graduate Committee must first approve any outside evaluator. This outside evaluator must also apply and be approved as a Special member of the Graduate Faculty by the university's Graduate Council. Creative Project Committee members must review all the written materials, see the production [either recorded or live], and participate in the Oral Defense. A fourth committee member, an outside observer from another discipline assigned by the School of Graduate Study, may also participate in the Oral Defense.

An effort is made to assign you to a Creative Project Chair who is familiar with your area of interest. However, we also assign Creative Project Chairs [and Committee members] according to the number of hours professors are permitted to work in a quarter. While your Creative

Project Chair should remain assigned to you for the duration of your project, it is impossible to predict three [or more] years in advance and know which faculty will be available for the time you select to present your project. Therefore, as project time approaches, your Creative Project Chair may be reassigned.

Creative Project Chairs, once assigned, are the people to call or e-mail with questions about the Creative Project, course of study, or any other issues. If a Creative Project Chair does not know the answer, he or she can find answers for you or refer you to the Director of the Institute, the Graduate Coordinator or appropriate office for assistance.

Responsibilities of Project Committee Members

Because the graduate student has achieved a higher level of expertise in drama in order to be admitted to the program, all members of the student's Project Committee will interact with the student in a collegial fashion with a higher expectation of student independence and achievement (more than expected of undergraduate students). The Committee expects that the student is a "self-starter" and is on the path to becoming a master-teacher with the completion of the degree.

The Chair of the Committee shall:

- Facilitate learning and research for the candidate as primary to success rather than slavish adherence to form alone.
- Have an expectation for higher level research, outstanding writing and documentation skills, and creative expression of high achievement.
- As a mentor, guide and encourage.
- As a fellow artist, encourage artistic expression.
- As an academician, demand high quality results.
- As instructor, set up calendar guidelines for each step of the defined process with the student, and expect the student to abide by the due dates.
- Keep the members of the Committee aware of the student's progress, and invite whatever input and assistance the members may wish to provide to the student, but realize that less actual participation is required of the Committee members in the developmental process.
- Remind the student to adhere to the regulations of the Graduate School as described in the current catalogue and to the specific guidelines of the Theatre Arts Masters Program. Assist the candidate in understanding these regulations and guidelines.
- Most importantly, act in concert with the Director of the Institute, Graduate Coordinator, and Graduate Committee on all matters affecting other students or faculty assignment.

Further, the Chair of the Committee shall:

- Require each section of the written documentation to be turned in as indicated in the guidelines at appropriate times.
- Read and determine changes to each section in order to maintain high standards and accuracy, both in content and form, using the current edition of the MLA Handbook as a guide.
- Attend a performance of the final project. If this is not possible, another member of the Committee, the Graduate Coordinator, or the Director of the Institute must attend in the Chair's place [and follow through with an oral and written evaluation, as described below].
- Evaluate the project orally with the company of players, if requested.
- Write an evaluation of the production using the Project Evaluation form as a guide. Provide a copy of this written evaluation to the candidate and the other Committee members in a timely manner [within a week or two of viewing the production].
- Coordinate the procedural requirements of all elements of research, production, and oral examination with the Graduate School, the candidate, and the other members of the Committee.
- Maintain communication with Committee members on the progress of the student's study, production, and evaluation process.
- Organize the oral examination of the candidate in coordination with the Graduate School.

The Individual Committee Members shall:

- Follow in a similar fashion, the professional interpersonal communication standards with the candidate as described above.
- Assist the Committee Chair and student as an academic resource, if appropriate.
- Read and comment on the documentation and assist with MLA editing if requested by the Committee Chair, Graduate Coordinator, or the Director of the Institute.
- Assume that the Committee Chair will act as a philosophical guide and teacher in the artistic development of the project not as editor of preliminary drafts.
- Read carefully the final, finished form of the project documentation and respond with constructive comments concerning both form and content using the current edition of the MLA Handbook as a guide.
- See a live performance, if possible or so requested, of the production, or view the production recording prior to the candidate's oral examination.
- Attend the oral examination and actively participate in the examination by preparing and asking thought-provoking questions that relate to the candidate's Creative Project, Course of Study, and other related issues.

- Participate with other Committee members in the assessment of the student performance and assist in determining grades for the project.

Grading Procedure

After the project process has been completed and following the oral exam, the final letter grade on the project is filed and the oral exam is graded as either a "Satisfactory" or an "Unsatisfactory" as determined by the Creative Project Committee. Once committee members have signed off, this information is given to the Director of the Institute who includes the "S" or "U" in the final assessment of the student's readiness to graduate.

MLA Format

The most current MLA Handbook will be used as the source for proper writing style and documentation. Because the student is documenting a creative project rather than writing a thesis, the style of writing will be more segmented in some sections and may include some lists. However, one should make every attempt to write in a fluid and cohesive way. Documentation of sources should be done in a way that does not interrupt the flow of the writing. The content method is suggested to encourage putting the emphasis on the writer's ideas and solutions rather than the source. However, all sources should be properly documented in endnotes and work cited; plagiarism is not permitted.

The author of a project report must maintain a clear, consistent writing style throughout the document. Grammatical and format errors may result in the project being returned to the student for corrections and may result in a delay in the scheduling of the oral examination and completion/posting of the degree. The academic quality and correct format of the various written portions of the project are the responsibility of the student with the Creative Chair/Committee providing oversight. Completed and proofed drafts of each section should be submitted to the Creative Project Chair/Committee for review and approval several weeks prior to due date to allow time for revision. Submissions should follow exactly the format and reference style required in the final copy. In signing the final document, each committee member is certifying that the project documentation is of acceptable quality both academically and stylistically.

Do not use plastic sleeves for pages except to hold items such as programs, posters, photos, and the like.

*Cotton paper is **not** required for the final submission of the finished documentation.*

Outline for Project Documentation

Title Page, Approval Page, Abstract and Brief

A. Title Page

A title page must accompany each copy of the creative project report (located at the beginning). The title appearing on the title page must agree with the title appearing on the Graduate Committee and Option Approval Form. If there is a change in title, the student must submit for processing a new Option Approval Form. The student's full legal name is required on the title page. A sample title page is included on the website. The form as shown must be precisely followed.

B. Approval Page

An approval page (located between the title page and the abstract) must accompany each copy of the creative project report. Do not include the words "Approval Sheet" on this page. Rather, the page should begin with the name of the institution. The approval page should bear the signatures of all committee members. Committee members should only sign at the close of the final examination when they are satisfied that the Creative Project meets their standards. **Signatures must be in black ink.** See the sample approval page on the website. The format illustrated must be precisely followed.

C. Abstract

An abstract of 150 words or less must accompany each copy of the creative project report (located after the approval page). **An additional copy of the abstract on the creative project must be submitted to the Office of Graduate Studies and Research.** A copy of the abstract is also included in each brief. (See D below.) A sample abstract is available on the website. The format must be precisely followed. The abstract is a condensed summary of the paper, and includes, within the 150-word limit, a summary of the research including the most important results.

D. Brief

Four copies of the brief are required two weeks before the oral exam. All four copies are submitted to the Graduate Office for distribution to the student's committee members. The brief should include information about previous degrees, the courses included in the Master's study, biographical information and a copy of the abstract.

As It Should Appear In Written Documentation

- I. Title page
- II. Approval page
- III. Abstract
- IV. Acknowledgments (optional)
- V. Table of Contents
- VI. Section 1: Preliminary Information
 - a) Copy of Playscript Approval Form
 - b) Copy of Script, Piano/Vocal Score
 - c) Copy of Committee and Option Approval Form
 - d) Permission of hiring authority at the producing venue for production
 - f) Project Schedule
 - h) Concept statement
- V. Section 2: Pre-production Analysis

Traditional Directing Model

- a) Event and Conflict Framing Analysis
 - b) Given Circumstances as Noted in the Play
 - c) Further Research on Given Circumstances
 - d) Given Circumstances Within the World of the Production
 - d) Analysis of Dialogue
 - e) Analysis of Dramatic Action [with one act text example]
 - f) Character Analysis
 - g) Past Productions [reviews]
 - h) The Playwright, Composer, and/or Lyricist
 - m) Listing of Student Learning Goals
- Optional
- i) Tempos *
 - j) Tone*

VI. Section 3: Post production materials

- a) Production journal
- b) Written evaluations of Project Committee
- c) Self-evaluation
- d) Other documentation

VII. Bibliography

- a) Works Cited
- b) Works Consulted

VIII. Appendices* [suggested- other materials are possible, this list is not exhaustive]

- a) Design Renderings
- b) Ground Plans
- c) Production Photos
- d) Performance Programs
- e) Publicity Posters
- f) Newspaper Reviews
- g) Production Music or Soundtrack

* Optional

The Oral Defense of the Creative Project

The oral defense of the Creative Project production is conducted by the Project Committee. It will be held on the CWU campus [Ellensburg]. Out-of-state/international students may elect to arrange distance orals, held by video conferencing; in an approved facility either on a school campus or private conference facility, which functions for those purposes, at the student's own expense. *The candidate must be registered for at least two (2) credits of TH 700 during the quarter he/she plans to take orals.*

The candidate must schedule orals no later than the academic quarter following the Creative Project Production.

Unless the candidate specifically requests otherwise, other faculty and graduate candidates may observe the oral exam. Observers cannot participate and may not enter or leave the room once the defense begins. Other instructions may be given to observers by the Creative Project Chair prior to the start of the defense.

The oral defense is an opportunity for the Creative Project Committee to ask specific questions related to the project in both the written and production form. The candidate must articulate and defend their choices.

Examples of questions used in Oral Examination:

- * Hodge talks about the use of picturization as a director's tool. Discuss how you employed this concept in your production.
- * Discuss how the use of literary symbolism was addressed in visual terms in your design concept.
- * Which form of research was most helpful to you and why?
- * Justify your choice of music during intermission.
- * Describe your process of working with the actors and cite the use of specific techniques that enabled you to achieve the results desired.

The committee will also test the student's knowledge about any area of study covered by the

Master's Program.

The project committee will choose a number of questions at the oral examination from a collection of questions provided prior to the oral exam. The candidate will be expected to elaborate upon for approximately 10 minutes each and answer supplementary questions on the topic for 5- 10 minutes.

Schedule for the Master's Program

Pre-registration

Pre-registration for Summer Quarter classes begins in early May and runs through the first day of class. Students can obtain a Summer Bulletin listing all offered classes through the CWU website. Please remember that you will need to apply for admission to the University prior to registration for your first summer of coursework. All courses have limited enrollment and are subject to availability. *Please remember that pre-registration is an important way to avoid course cancellations! Students are encouraged to enroll on waitlists provided if the course has filled. This will allow the department to know of the exact demand of the course and allow for appropriate overload enrollment and/or the addition of an additional section of the course.*

Summer I

The Summer Institute runs through July.

- ✓ Master's candidates must take TH 501 as an online program prior to arriving.
- ✓ By the end of the first summer term, the student should meet with their assigned advisor/Creative Project Chair to develop a Course of Study.
- ✓ Any courses the student wishes to bring in to the program that were taken prior to admission should be listed on this form as transfer credits sought from other universities.

Summer II

- ✓ During the second summer, the student should continue taking required course work , The student should also apply for project dates and begin play selection process, if they have not already done so.

Summer III

- ✓ Complete the balance of course work for the master's degree program
- ✓

Culminating Experience/Creative Project

- ✓ At least one year prior to suggested production date, the student must submit a Playscript Approval Form to the Creative Project Chair.
- ✓ Six (6) months prior to the suggested production date, the student must submit Section 1 of the pre-production project requirements to the Creative Project Chair. Remember to submit a proofed draft for approval before this due date. The Graduate Committee and Option Approval form must also be submitted to the Graduate School.

- ✓ Next, the student should arrange with the Creative Project Chair a schedule including submitting Section 2 prior to the beginning rehearsals for the production, and arrange which term to register for two credits of TH 700 Creative Project.
- ✓ Once the production date is scheduled, the candidate must assist the Creative Project Chair in securing tickets for the production, arranging for housing, and local transportation. The expense of the evaluator to travel to your school is paid by the candidate through a Creative Evaluation Fee, assessed on a per credit basis when you register for TH 700 Creative Project credits.
- ✓ The candidate arranges and pays for the recording of the production.
- ✓ Following the production, Section 3 of the project must be edited and the entire written project submitted to the Committee for approval and/or feedback no more than 4 weeks from the close of the production.
- ✓ Make sure to have the overall schedule approved by your Creative Project Chair and Committee.

✓

Oral Examination

- ✓ In the first week of the quarter following the production the student applies to take the oral examination [an oral defense of the Creative project]. He/she must submit a request for a final folder check to the Graduate School.
- ✓ Four (4) copies of a Brief must also be submitted to the Graduate Office at least three (3) weeks prior to the orals.
- ✓ He or she must also register for a remaining two credits of TH 700 by receiving the course number from the Project Chair. If everything is in order when the folder check is conducted, the Graduate School will issue a permit to schedule the oral examination.
- ✓ The student sets a date for the oral defense with the Committee [coordinated by the Creative Project Chair], obtains their signatures on the permit, then returns the permit to the Graduate School at least three (3) weeks prior to the date of the oral examination.

Final Steps

- ✓ The *finished* copy of the completed Project Documentation must also be submitted to the Creative Project Committee at least two weeks prior to the Oral Examination. *Failure to do so may cause a rescheduling of the oral defense and interrupt the completion of the degree.*
- ✓ Following successful completion of the oral defense, the student must report to the Graduate Office to fill out the application for the degree and to pay the graduation fee.
- ✓ After the oral defense, it is possible that the student may have some final editing or corrections/revisions to do on the Project Documentation before the final grade is submitted or application for degree is allowed. These edits are required within two weeks of the oral examination.

Forms

School of Graduate Studies forms can be found at

cwu.edu/masters/forms-and-documents

- Current Graduate Students:

Document Name	Description
<i>Course of Study Form</i> [download PDF / DOC]	List the courses that you will take toward your master's degree. You will need to file this form before you have accumulated 25 quarter credits towards your degree and may be required to submit this form earlier if you are applying for grants, fellowships, or financial aid.
<i>Substitution Form</i> [download PDF / DOC]	You will need to file this form if you need to replace a class on your course of study with a different class.
<i>Graduate Committee and Option Approval Form</i> [download PDF / DOC]	Lists your graduate committee and the option (thesis, examination, or project) that you are selecting for your degree. File with the Graduate School as soon as you have formed a committee and selected your thesis option. It may also be required for certain CWU grants and fellowships.
<i>Sample Brief for Defense/Examination Review</i> [download PDF / DOC]	An example of the brief that you will file prior to final examination, thesis defense, or portfolio review.

- Student Funding:

Document Name	Description
<i>Master's Research or Creative Activity Fellowship</i> [download PDF / DOC] [More information]	A competitive program that provides up to \$700 for supplies, equipment, travel, or other expenses related to graduate student thesis research or creative activity.
<i>Graduate Student Summer Research Fellowship</i> [download PDF / DOC] [More information]	A competitive program that provides \$2,800 for 10 weeks of graduate student research between June 16 and September 1. The research does not have to be related to a thesis or similar project.

Theatre Arts department forms can be found at:

www.cwu.edu/theatre/graduate-program-forms