

DRAMA GRADUATE STUDENT HANDBOOK
2016 - 2017



UNIVERSITY OF
CALGARY

*Welcome to the
School of Creative and
Performing Arts*

*This handbook was designed to help you navigate
the School of Creative and Performing Arts
and your degree.*

drama

**SCHOOL OF CREATIVE AND PERFORMING ARTS
DRAMA
GRADUATE STUDENT HANDBOOK
2016-2017**

Welcome to the School of Creative and Performing Arts!

rad·i·cal
/' radək(ə)l/
adjective

- arising from or going to the root or the source ... to the origin
- markedly new or introducing radical change ... revolutionary

At the roots of the term “radical” are both a drive for transformative change and a return to one’s roots. At the School of Creative and Performing Arts we’re driven by both of these impulses. We’re pushing our own boundaries, exploring not only the distinctiveness of our three divisions but also the many opportunities for interarts collaboration and exchange now available to us. At the same time as we are reasserting our commitment to the rich established traditions of Drama, Dance and Music, we are reinventing ourselves as a contemporary hub for innovation in teaching, creation and research. The nature and function of the arts in contemporary society is evolving rapidly, and it’s our aim to make a significant contribution to that process. Simply put, at the SCPA we’re imagining the future of performance, as a creative practice and as a focus of scholarly investigation, and we’re excited that you’re joining us on that journey.

Dr. Bruce Barton, Director

Welcome to Drama!

You are joining a cohort of graduate students in the Drama Division who are here to pursue different questions, focusing on diverse aspects of theatre practice and scholarship while using a broad range of research approaches. In the early stages of your learning process you will be introduced to tools, insights and context to inspire and prepare you for independent thesis work. In the later stages of your learning process, it is our ambition that you will make original contributions to the larger body of practice and knowledge, which you initially joined us to study. You have started out on a journey of your choosing with us, and the Faculty members of Drama will teach you, support you, and learn from you as you travel on this new path alongside your cohort of graduate Drama students. Enjoy!

Dr. Pil Hansen, Graduate Program Director

*Please take the time to read the practical advice
contained in these pages.*

Updated: August 30, 2016

PART ONE: DIVISION INFORMATION

Drama's Office is located in Craigie Hall D100, The Faculty of Arts, School of Creative and Performing Arts "Administrative Hub" for Dance, Drama and Music divisions.

Key Contacts:

Professor Bruce Barton
Director, School of Creative and Performing Arts
CHD 104, 403-220-5725
Bruce.Barton@ucalgary.ca

Professor April Viczko
Division Chair, Drama
CHD 107, 403-220-5095
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Professor Pil Hansen
Graduate Program Director
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Ms Alison Schmal
Graduate Program Administrator
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aschmal@ucalgary.ca

On a note of boring, but necessary, reminders:

- *The administrative hub does not provide paper, pens, envelopes, change etc.*
- *The administrative hub is unable to take messages for students, unless there is an emergency.*
- *Students are not allowed to use the fax or photocopy machines for personal use.*

scpa.ucalgary.ca

The SCPA website is your primary link to program information, upcoming events, contact information, and resources! Please do also visit the SCPA Drama Graduate page at scpa.ucalgary.ca/drama/drama-graduate

Program Advising and Student Information Resources

Have a question, but not sure where to start?
Try either Alison Schmal or Prof. Pil Hansen.

Specific questions regarding graduate regulations, policies or registration issues, can be addressed with the **Faculty of Graduate Studies**, located in the MacKimmie Tower Room 213. They are open 10:00 – 4:30 Monday to Friday except statutory holidays, and the phone number is 403-220-4938 or visit the website at <http://www.grad.ucalgary.ca>.

The only time graduate students need to contact **Enrollment Services** is if you wish to pay your fees in person, or for assistance with loans or your Student Centre. The contact numbers is 403-210-ROCK (7625), or visit them in the MacKimmie Block.

Faculty of Graduate Studies (FGS)

All graduate students are enrolled in the Faculty of Graduate Studies (FGS). Located in the MacKimmie Tower, room 213, this office serves the graduate student population, and helps with problems that cannot be solved at the Division level.

UNICARD Campus Card

At the start of your first term please get your UNICARD which is your campus I.D., and provides access to the library, gym, labs, and is your UPass (Universal Bus Pass). Visit <http://www.ucalgary.ca/unicard/>.

Graduate Student Offices

Graduate students in Drama will be assigned offices and in most cases will be sharing an office with a fellow grad student in the same specialization. You will be issued a key by the receptionist or Graduate Program Administrator in early September. It is your responsibility to keep your office clean and safe during the time you are assigned the space. Please do not leave food or drinks, nor decorate in any way that can damage the office or create a fire hazard. Garbage bins are emptied weekly so it may be in your interest to throw out food/drinks in a hallway garbage or recycling bin.

Booking Rooms

If you wish to book an unoccupied classroom for rehearsals and class projects, you can submit your request online at scpa.ucalgary.ca/events/book-facilities. The SCPA Receptionist in CHD 100 can assist you if you have troubles with the system.

1. View Availability

In the tab “[view room schedules](#)” :

- Select department: SCPA
- Select room and date/time you want to request to view availability

2. Make booking request

In the tab “[add booking](#)”

- Log in using your University of Calgary username and password
- Make sure Faculty of Arts and SCPA are selected and continue
- Title*: affiliated course number, production, group, or club name(s)
- Notes*: name, UCID number, email address, Major/Minor and program
- Select a purpose for the room booking
- Select date, time, repeat
- Click submit and confirm the booking
- Log out

* Please only use letters and numbers; special characters (example: / ' : \$ @ *) will result in a website error.

The booking request will go to the booking manager for approval and you will receive an email notification with approval or non-approval. **Booking priority is in effect for all bookable rooms and studios so you may be removed in favour of higher priority bookings and the booking manager will work to accommodate you.**

Please note that Drama students may book rooms for a maximum of three hours per day, until 11 p.m. Only Main Stage production stage managers and ND Theatre are able to block book rooms. Please note that the Reeve and Matthews Theatre can only be booked at restricted times and with permission. Room keys are available from the Receptionist in CHD 100. The key must be returned as soon as you finish with the room; if the key is checked-out overnight or over the weekend, the key should be returned to the CHD 100 drop box in an envelope with your name on it. You will require your UNICARD when checking out the key. The SCPA will follow up on keys not returned on time. Room booking privileges may be withheld if room keys are not returned in a timely manner. Individuals who book spaces must strictly adhere to the regulations guiding bookings.

If you have not booked a room, and have not been provided a key, you should not be using a space in the School of Creative and Performing Arts.

Those who have booked a room and been provided a key are not authorized to loan their key to anyone else, nor are they authorized to permit others to ‘borrow’ the space for rehearsal once the room has been opened.

Changes to Address and Phone Number

Important correspondence will be forwarded to students throughout the academic year so it is important that you register for your U of C email account (<https://itregport.ucalgary.ca>) and check your inbox regularly. All students must ensure that the contact information on the myUofC Student Centre is current. Students are responsible for the accuracy and validity of their contact information.

University Theatre Services (UTS)

University Theatre Services is a support service within the Faculty of Arts whose primary function is to support the academic programs of Dance, Drama and Music. UTS also provides a wide variety of production, publicity, box-office and management support services to all users of the University Theatre, the Rozsa Centre, including the Eckhardt-Gramatté Hall, the Boris Roubakine Recital Hall, the Mezzanine Gallery, and the Reeve Theatre, including both on campus and off campus customers. They also frequently employ students as front-of-house staff if you're in need of a part-time job! UTS offices are located in Craigie Hall G Block (G205) and their website is <http://scpa.ucalgary.ca/theatre-services/welcome-theatre-services>.

Library Resources

The University of Calgary Libraries and Cultural Resources supports the programs in Drama with extensive collections and services.

The Visual & Performing Arts, including Drama, LibGuide web page can be found at <http://libguides.ucalgary.ca/drama>.

Independent Studies

Graduate students may undertake independent studies with the approval of their supervisor and the Division Chair. Independent study courses are not meant to duplicate material already provided in other courses, but to provide additional experiences or the opportunity to delve more deeply into a topic. Students wishing to do an independent study must first make an appointment with the Graduate Program Director, Professor Pil Hansen, or with their Supervisor for advice about how this will fit into their program of study. You will also be required to complete an Application for Independent Study Form and a course outline. Once the student and instructor have signed both forms, the Division Chair reviews the proposal and makes the decision whether or not to approve the independent study course. Completed forms must be submitted by the end of the first week of classes. Please contact the Graduate Program Administrator for forms.

Paid Graduate Internships

The Faculty of Graduate Studies has a program called “Transformative Talent Internships for Graduate Students” in which you can discover how versatile your graduate degree is and demonstrate the skills and value you can bring to organizations and businesses. Students interested in this opportunity need to search for their own internship from an organization that is willing to contribute part of the fee and submit an application to the FGS. If approved, the FGS will typically provide the majority of your internship fee as a grant. For further information please discuss with the Graduate Program Director and/or Administrator or contact gradintern@ucalgary.ca.

Students’ Rights and Responsibilities

Rights

- Every student has the right to a quality education.
- Every student enjoys, within the university environment, all rights and freedoms recognized by law.
- Every student has the right to be treated fairly by the University of Calgary and the School of Creative and Performing Arts.
- Every student has the right to safeguard personal dignity and has the right to be protected by the University of Calgary against harmful conduct of other members of the University community.

Responsibilities

- Students will be prepared to engage in the pursuit of learning.
- The School of Creative and Performing Arts expects that student’s personal integrity and self-respect will be reflected in honest, responsible behavior.
- The School of Creative and Performing Arts expects that students will not engage in behavior that has serious ramifications for the safety, welfare, and academic wellbeing of themselves and others.
- Students are expected to obey the laws of the Nation, Province, Municipality and the policies and procedures of the University of Calgary and School of Creative and Performing Arts.

Adapted from http://www.ucalgary.ca/access/students/rights_responsibilities

Feel free at any time to discuss challenges, issues you are having, or problems with Pil Hansen, Graduate Program Director, Alison Schmal, Graduate Program Administrator, your advisor/supervisor or the Division Chair.

Annual Progress Reports

Each spring graduate students must complete an online Annual Progress Report, which documents the work completed (research, productions, conferences, teaching) over the last year, and upcoming plans for your graduate program. This is reviewed and approved by both your supervisor and the Graduate Program Director. You will receive an email prompt and link to the online system well in advance of its due date (usually mid-May).

Annual Registration Initialization

Every year, after your first year and before your annual registration term (in most cases September 1st) students must complete the registration initialization in their Student Centre. This allows for continued course registration and, if you have completed course work, it updates your file to confirm you are continuing your studies and/or thesis work. At the same time we ask all students to ensure that we have your current email, phone number, and mailing address, along with your emergency contact information.

Graduate Students' Association (GSA)

Once you enroll in a graduate program at the University of Calgary, you automatically become a member of the Graduate Students' Association. To learn more about the GSA and all that it does, please visit their website at <http://gsa.ucalgary.ca>.

Are you an International Student? The GSA has an International Students' Committee to help support you – visit <http://gsa.ucalgary.ca/international-students>.

Graduate Assistantships (aka Teaching/Research Assistant positions)

Many graduate students receive funding from the Division through Graduate Assistantships, either teaching (GAT) or non-teaching (GANT) positions. All aspects of graduate assistantships are based on a Collective Agreement between the Governors of the University of Calgary and the Graduate Students' Association – a copy of the agreement can be found at <http://www.ucalgary.ca/hr/grad-students>.

Tuitions and Fees

At the University of Calgary you pay your graduate tuition in each term, four times a year – Fall, Winter, Spring and Summer. Most of the general fees are paid in your first term of the year (the term you start, usually Fall, which then is your annual registration term). Graduate students who receive funding from the University of Calgary may apply for the Graduate Student Payment Plan which allows you to make payments on your fees over a specified period of time. Further information about tuition and fees can be found at <http://grad.ucalgary.ca/current/tuition>.

Degree Audit

Nearing completion of your degree? It is recommended that before the last term of your courses that you make an appointment with the Graduate Program Administrator for a degree audit. This is to ensure that you have completed your course requirements and are aware of all the steps necessary to ensure that you graduate on time.

Copy of Thesis

Drama requires all students who have submitted their final thesis to the Vault to provide **one** bound copy of their thesis to the Division for archival purposes. The binding may be hard cover or coil bound. It is tradition to offer a bound copy of your thesis to your supervisor if he or she wishes to keep one on file.

*The remainder of the document outlines program requirements and highlights important information. **This is a reference document only**; please refer to the U of C Faculty of Graduate Studies Calendar (<http://grad.ucalgary.ca/current/graduate-calendar>) for complete and up-to-date information.*

PART TWO: PROGRAM REQUIREMENTS

I. MASTER'S DEGREES - DRAMA PROGRAM AND COURSE REQUIREMENTS

Master of Fine Arts (MFA) (thesis-based)

Students will generally be accepted and registered on a full-time basis. Part-time registration will be considered on an individual basis.

Specializations:

- Directing
- Design/Technical
- Playwriting
- Theatre Studies

Master of Fine Arts

- All candidates must take a minimum of **24 units** (4.0 full-course equivalents) of graduate courses, including DRAMA 605.
- All candidates must complete a thesis.
- **Directing** candidates must enroll in DRAM 610, 647 and 649 in the first year.
- **Design/ Technical** candidates must enroll in at least four of the decimalized series that includes DRAMA 623, 625, 627 and 629. Candidates must deliver, to the satisfaction of an examining committee, a portfolio and an oral review relating to their design work at the completion of the first 18 units (3.0 full course equivalents). Details concerning the portfolio and procedures to be followed in case of failure are on file in the Drama office.
- **Playwriting** candidates must enroll in DRAMA 671 and 673 in the first year. DRAMA 647 and 649 are also required courses.
- **Theatre Studies** candidates must enroll in Drama 647 and 649 in the first year.

Drama may give credit for undergraduate courses at the 500 level at the discretion of the supervisor and graduate committee. No more than half of a student's program may be done at the undergraduate level. Please discuss how the undergraduate course will benefit your program with the Graduate Program Director prior to registering for the course.

Additional Requirements

a) For **Directing** candidates, the thesis will consist of the direction of a full-length play and a supporting paper that reflects critically on the production and on the process of its creation.

b) For **Design/Technical** candidates, the thesis will consist of the design of a full-length production in two of the following areas: scene design, costume design, light design, sound design. Technical Direction may serve as one of the areas. Pictorial material and a

supporting paper that reflects critically upon the production and the process of its creation are also required.

c) For **Playwriting** candidates, the thesis will consist of a full-length play and a supporting paper that reflects critically on the play and the process of its creation.

d) For **Theatre Studies** candidates, the thesis will be a substantial scholarly research paper that may be in some cases informed by a creative performance project.

The Master of Fine Arts degree must be completed within **four** years.

Guidelines for Artist's Statement can be found on the Division of Drama Graduate Student webpage.

Further information can be found at:

<http://www.ucalgary.ca/pubs/calendar/grad/current/drama-dram.html>

II. MASTER'S DEGREES IN DRAMA—FACULTY OF GRADUATE STUDIES REGULATIONS

Below is a summary of important information from the Faculty of Graduate Studies Graduate Calendar 2016-2017 Academic Regulations. The full online version can be found at:

<http://www.ucalgary.ca/pubs/calendar/grad/current/gs-academic-regulations.html>

Supervision – Section J

Graduate students in thesis-based programs are required to have a supervisor throughout the duration of their program. (J. 1.1)

At time of admission, a supervisor or an interim supervisor must be appointed. (J.1.3)

The Graduate Program Director must appoint a permanent supervisor no later than **twelve months** after first registration. (J.1.4)

Within two months of the appointment of a permanent supervisor, the graduate student and Supervisor must complete the Student-Supervisor Checklist and file their signed copies with their program office. The relationship between supervisor and the graduate student is an academic one, conducted in a professional manner and in accordance with the Faculty of Graduate Studies Conflict of Interest Policy and the University of Calgary Integrity in Scholarly activity Policy. (J.1.5)

Graduate students have a responsibility to maintain strong, working relationships with their supervisors (J.3.2).

Student Progress (Thesis Based) - Section H.3

Graduate students are expected to maintain adequate progress. This includes timely completion of required course work...and steady and meaningful work on the thesis. Supervisors/graduate programs should ensure, through annual progress reports and otherwise, that the student is informed in writing about concerns regarding progress.

Poor academic standing is defined by any one, or combination, of the following conditions:

1. A student who receives a "C+" or lower in any one course.
2. Thesis-based students who do not maintain a GPA of at least 3.00 within the last 12 months (calculated in the May reviewing period) are considered to be in poor academic standing.

A graduate program may recommend to the Faculty of Graduate Studies that a student be required to withdraw for lack of satisfactory progress in either course work or research.

The Faculty of Graduate Studies, after consultation with the graduate program and/or supervisory committee concerned, may initiate the withdrawal of a student.

Final grades may be accessed through the online Student Centre at my.ucalgary.ca.

Annual Student Progress Report

Each thesis-based graduate student must file an annual progress report with their graduate program, typically during the month of May every year (the time may vary by program). Delinquent students may be denied registration.

The annual progress report is accessed from the Student Centre at my.ucalgary.ca.

Theses - Section L

Every graduate student in a thesis-based program must complete a thesis that makes an original scholarly contribution based on research conducted while in program.

Students must continue to pay the appropriate tuition and general fees until all degree requirements, including the submission of the thesis to the Faculty of Graduate Studies, have been completed.

The thesis must demonstrate that the candidate is acquainted with the published literature in the subject of the thesis, that appropriate research methodology has been used, and that appropriate levels of critical analysis have been applied. (L.1 – Master's)

The University's policy governing Integrity in Scholarly Activity applies to all thesis work. Plagiarism and fabrication of falsification of research data will be considered academic misconduct. (L.2)

Thesis Examinations - Section M

Master's Oral Thesis Examination Committee – Section M.3.5

The examination committee should consist of:

- a. the supervisor
- b. supervisory committee, where applicable,
- c. an additional member of the University of Calgary academic staff,
- d. an internal examiner: a member of the University of Calgary academic staff whom programs may require to be external to the program, or an external member who fits the criteria outlined in M.3.4 Internal and External Examiners.

If there is a formal Supervisory Committee, only one additional Internal Examiner or external examiner is required.

If there is a co-supervisor, but not a formal supervisory committee, an additional member of the University of Calgary academic staff and an internal examiner or external examiner are required.

The Oral Examination – Section M.7

1) The examination begins when the thesis is distributed to the examiners, **at least three weeks prior to the date of the oral examination**. The thesis may not be discussed amongst the examination members (with the exception of the Supervisor and/or Co-Supervisor) or the student. The student may not submit revisions while the examination is in progress.

2) The oral examination is normally open to the public but only members of the examination committee may question the student.

3) The oral examination questioning will not normally exceed two hours.

4) The thesis oral examination may be preceded by a separate public seminar, which will not include any questioning by members of the examination committee. If no public seminar preceded the examination the student may be offered an opportunity to give a brief (15 minute) presentation summarizing the thesis in addition to the two-hour examination time.

Thesis - Section M.8.1

Unanimous pass with no or minor revisions, Unanimous pass with major revisions, Unanimous Fail, or Failure to reach a unanimous decision are the four decisions that can be made by the examining committee.

Oral Examination - Section M.8.2

The examining committee has three options for the oral examination. They are Unanimous pass, unanimous fail, and failure to reach a unanimous decision.

One re-take will be allowed no sooner than six months and no later than twelve months from the date of the first examination.