

SCHOOL OF INTERDISCIPLINARY ARTS
GRADUATE STUDENT HANDBOOK 2019-2020

I. INTRODUCTION

The School of Interdisciplinary Arts at Ohio University offers a unique program of study in the arts. The Ph.D. program educates scholars and scholar/artists who are grounded in a single discipline and able to view that area through the lens of the other arts. The School also provides extensive course offerings at the undergraduate level that fulfill university general education requirements.

Interdisciplinary Arts is an exploration of interrelationships, interdependencies and interactions among the arts. This approach employs various methodologies to examine one art form through the study of other arts and other disciplines. Advanced study of the arts should be based on strong knowledge of individual art forms, coupled with insight into how the arts are interrelated. Interdisciplinary Arts students at Ohio University undertake a strong education in a single discipline, with an emphasis in a second area, and engage in a series of interdisciplinary seminars. Students take courses from faculty across the College of Fine Arts, as well as in disciplines outside the fine arts. This doctoral program serves as preparation for a variety of professional careers, especially college and university teaching.

The program prepares students for scholarly research, while also valuing creative activity through the arts. In addition, the cultural and intellectual contexts in which the works become significant are critical to the understanding of the works themselves.

The centerpiece of the program is a series of core interdisciplinary, team-taught seminars. Faculty and student scholars come together to investigate intensively a selected topic from multiple perspectives and disciplines.

In the contemporary world, the boundaries between arts are becoming increasingly permeable, and today's scholars recognize that discipline-based research can be inadequate to illuminate the arts, both present and past.

II. ADMISSION

The Ph.D. in Interdisciplinary Arts is a full-time program of study (a minimum of four consecutive semesters.) Under special circumstances,

and with prior approval, part-time study may be possible. Admission is for Fall Semester only for students receiving a stipend. Students completing a Master's degree from the Ohio University College of Fine Arts are encouraged to apply.

A. Admission Requirements

Potential candidates must possess a Master's degree from an accredited American or international university. The following materials must be submitted.

1. Official transcripts of all previous degree/certificate work.
2. Three current letters of recommendation that address the candidate's academic achievement and potential.
3. A three-five page essay in which the applicant discusses reasons for selecting a degree in interdisciplinary arts for a graduate degree, and a statement of philosophical and practical expectations from such study.
4. Intended primary and secondary areas of study.
5. Admission application forms from the Ohio University Graduate Catalog.
6. A sample research paper from the applicant's previous work.
7. Graduate Record Examination scores.
8. International students must submit evidence of proficiency in the English language. They must achieve at least the minimum score required by the Graduate College. Students with scores lower than the minimum may be considered for admission, but will be retested upon arrival at Ohio University and may be required to take additional intensive English courses. International students applying for a Graduate Teaching Associateship must submit their scores on the Test of Spoken English (TSE) or take the SPEAK test upon arrival in Ohio. Students must score the minimum required by Graduate College to be offered a teaching stipend.
9. International students must submit an affidavit of financial support as evidence of financial responsibility. (See: O.U. Graduate Catalog)
10. All applicants must follow the Admission Policies and Procedures specified in the O.U. Graduate Catalog.
11. A personal interview is recommended.

A.1 Scholar/Artist Track Additional Admission Requirement

The participating units within the College of Fine Arts are the Schools of Art + Design, Dance, Film, Music, and Theater. Applicants to this track must already have a Master's degree. The student should contact the appropriate College of Fine Arts professor (outside of IARTS), indicating interest in applying. The student's portfolio of creative work will be reviewed by this professor. A letter from the professor indicating support for the student's project, as well as the portfolio, should be included in the application (along with the other required materials). Final determination for admission will be made by the School of Interdisciplinary Arts.

B. Application Deadlines

January 31: Priority consideration for graduate teaching assistantship. Later applications may be considered, depending on enrollment and availability of financial assistance. Admission is granted for fall semester only. Students will be notified within one month of the application deadline.

III. PROGRAM REQUIREMENTS

A. Curricular Requirements (Scholarly Track)

Two Interdisciplinary Arts seminars (IART 8901).

Four seminars in primary area (any area from African arts and literatures, art and architectural history, ethnomusicology/musicology, film studies/comparative literature, philosophy of art, and theater/performance studies), three of which should be taken in Interdisciplinary Arts, and one of which should be taken from outside Interdisciplinary Arts. Seminars are to be chosen in consultation with the primary advisor.

Two seminars in secondary area (any area from African arts and literatures, art and architectural history, ethnomusicology/musicology, film studies/comparative literature, philosophy of art, and theater/performance studies), one of which should be taken in Interdisciplinary Arts, and one of which should be taken from either inside or outside Interdisciplinary Arts. Seminars are to be chosen in consultation with the secondary advisor.

One seminar in Philosophy of Art (IART 7401, IART 7402 or IART 7403)

One Critical Theory seminar (IART 7404)

One Transnational and Global Theories seminar (IART 7407)

One Graduate Elective
Two research/pedagogy courses (IART 7001 and 7002)
One dissertation proposal course (IART 7002)

Sample program*

YEAR #1

FALL

Interdisciplinary seminar
Seminar primary area
Philosophy of Art seminar
Research methods course

SPRING

Seminar primary area
Transnational/Global or Critical Theory seminar
Seminar secondary area
Pedagogy course

YEAR #2

FALL

Interdisciplinary seminar
Seminar primary area
Seminar secondary area

SPRING

Seminar primary area
Transnational/Global or Critical Theory seminar
Elective
Pedagogy course

YEAR #3

FALL

Comprehensive examinations
Dissertation proposal course

SPRING

Dissertation research
Pedagogy course

YEAR #4

FALL

Dissertation research

SPRING

Dissertation research
Pedagogy course

*Students are encouraged to satisfy the language requirement as early as possible in their course of study, and must complete it no later than their fourth year.

A.1 Curricular Requirements (Scholar/Artist Track)

The Scholar/Artist student will pursue a primary scholarly area in accordance with the existing requirements. The secondary area will be Art + Design/Dance/Film/Music/or Theater training, with at least two graduate-level performance/studio courses with the pertinent arts faculty member over a two-year period. In addition, that faculty member will serve on the student's dissertation committee. The candidate will produce an integrated scholarly/creative dissertation. (Note: If the student's secondary area is Theater, then the secondary

sequence would normally occur within one academic year, either the first or second, with the other course requirements being duly adjusted.)

Sample program*

YEAR #1

FALL

Interdisciplinary seminar
Seminar primary area
Philosophy of Art seminar
Research methods course

SPRING

Seminar primary area
Transnational/Global or Critical Theory seminar
Dance/Film/Music/or Theater graduate course
Pedagogy course

YEAR #2

FALL

Interdisciplinary seminar
Seminar primary area
Dance/Film/Music/or Theater

SPRING

Seminar primary area
Transnational/Global or Critical Theory
Elective
Pedagogy course

YEAR #3

FALL

Comprehensive examinations
Dissertation proposal course

SPRING

Dissertation research
Pedagogy course

YEAR #4

FALL

Dissertation research

SPRING

Dissertation research
Pedagogy course

*Students are encouraged to satisfy the language requirement as early as possible in their course of study, and must complete it no later than their fourth year.

B. Program Principles

The program requirements are based on the following principles:

- Students study with a wide variety of professors.
- Students have the opportunity to have regular elective choices of seminars throughout the College of Fine Arts and Ohio University.
- Doctoral students in Interdisciplinary Arts are regularly in the classroom with other students who are engaged in graduate study of the arts.

- A student gains a strong scholarly expertise in one area and a secondary scholarly expertise in another area.
- The program should be imbued with interdisciplinary study. These core seminars, the centerpiece of the program, are team-taught by the entire Interdisciplinary Arts faculty.
- Students have the opportunity to study and engage in the practice of the arts in order to understand the crossover between theory/criticism/history and practice.
- The education is project/inquiry based, from the seminars to individual, independent research. Students learn how to conduct interdisciplinary research on a given project, with the goal of applying the techniques to further studies.
- Scholarship is fostered at the graduate student level. Students are expected to submit papers to scholarly conferences (with possible travel funding from the College of Fine Arts).
- Students are encouraged to engage in professional activity: for example, grant writing, publishing, and/or presentation of new art.

C. Language Requirements

Students are required to have a reading knowledge of a language other than English. The African Studies Program, Department of Linguistics, and Department of Modern Languages offer instruction in a variety of languages. Upon entering IARTS, students should create with their advisor a plan to fulfill the language requirement. This may be accomplished in one of the following ways:

1. A translation examination administered by the appropriate department or program.
2. Two years of undergraduate or graduate instruction in said language within the last ten years.
3. Test scores from the Educational Testing Service (ETS) that certify reading proficiency in said language.

Students are required to contact the appropriate program or department to determine whether a translation examination can be given in the language of interest. If the opportunity is available, the examination must be taken at least one year before the student's anticipated date of graduation. The student will choose a book-length example of academic writing related to the student's research in the chosen language. It should be a primary text, a secondary text, or an anthology. After gaining approval of the primary academic advisor, the student will send the text to the pertinent language instructor, who will determine the length of the passage to be translated, as well as the time allowed for translation. The student may utilize a dictionary in the

language at this examination. The language instructor will then determine the proficiency of the student in the language with either a pass or a fail grade.

The Department of Modern Languages does not offer a translation examination as outlined above. The IARTS language requirement can be fulfilled by successfully completing the language sequence (ML 5110, 5120, 5210, and 5220) over the course of two years. If you have previous instruction in the language, you may take a placement exam in the Department of Modern Languages (to be arranged in Gordy Hall 283) to determine whether any of these four courses might be waived.

D. Residence Requirements

Minimum residency requirements are stated in the O.U. Graduate Catalog. It should be noted, however, that a minimum of two consecutive years is necessary for completion of all coursework for the Ph.D. degree in Interdisciplinary Arts.

E. Examinations

Diagnostic Exams, Qualifying Exams, and Creative Progress Reviews:

- a. The student should gain broad knowledge of the canons of two disciplines and will be tested through diagnostic and qualifying examinations.
- b. All students take a diagnostic examination within the first week of classes in their primary area. This diagnostic examination will largely be used for advising purposes and to help in determining subsequent study.
- c. A student in the scholarly track may enter with less knowledge of her/his secondary area. This knowledge can be gained through two semesters of sitting in on undergraduate or graduate survey courses offered by the given School or Division. At any time prior to the end of the spring semester of the first year, the student takes the qualifying exam in the secondary area.
- d. For the student in the scholar/artist track, a creative progress review will be conducted near the end of the fall semester in the student's second year by the pertinent arts faculty member, in consultation with the primary area advisor.
- e. If the student does not receive a passing grade on any of these exams/reviews, remedial action is necessary, which may include retaking/re-conducting at the end of the semester in which it was

taken.

Comprehensive Examinations: In the fall semester of the third year of study (when the coursework is complete) the faculty evaluate the student to determine eligibility for the comprehensive examination. The exam must contain all newly written content without reuse of student's work from prior years. Students are required to complete all coursework for which they received an I (Incomplete) or PR (Progress). The student must be enrolled as a full-time student and continue to fulfill her/his teaching responsibilities during the examination semester.

Comprehensive Examination for the Scholar Track

The goal of the comprehensive examination is for the student to demonstrate comprehensive knowledge of particular topics within the students' primary area, secondary area, and a topic covered in the Interdisciplinary Seminar. The exam consists of three components: (1) in-class examination (2) take-home examination, and (3) professional portfolio.

1. In-class exam

- a. 2 questions related to the primary area
- b. 2 questions related to the secondary area

During the two years of coursework the PhD candidate should work with the primary and secondary advisor to create a bibliography of sources as well as a list of artistic works that s/he will draw on for the in-class examination. This material should include two different areas for each discipline, and should include a bibliography of scholarly works and a list of artists and works of art. The areas should not be too broad or too specific. (For example, "Modern Drama" would be too broad, while "Modern Drama in Germany" would be specific enough.) The bibliography and list of artists and works of art must be approved by the appropriate advisor. Preparation for these bases of the examination should begin in the fall semester of the first year, and the final deadline for submission is the day after spring break in the second year. The in-class examinations will take place over a period of two days, with one four-hour session each day.

2. Take-home examination

- a. 1 question related to the Interdisciplinary Seminars

The take-home examination focuses on issues covered in the interdisciplinary seminars that the students took in their two years of

coursework. The students have one week to complete the take-home exam.

3. Professional portfolio

The professional portfolio should contain a curriculum vitae, teaching philosophy, sample cover letter for job openings, statement of research objectives, employment strategy, plan for applying for grants and fellowships, syllabi of courses taught, student and faculty evaluations, and a 250-word statement about your dissertation proposal. The portfolio is due by the eighth week of the fall semester of the third year, and will be reviewed by the student's advisor.

Comprehensive Examination for the Scholar/Artist Track:

The goal of the comprehensive examination for the scholar/artist track is for the student to demonstrate mastery of particular topics within the students' primary area, artistic area, and a topic covered in the Interdisciplinary Seminar. The exam consists of five components: (1) in-class examination (2) take-home examination (3) artist's statement (4) portfolio review and (5) professional portfolio.

1. In-class exam

- a. 2 questions related to the primary area

During the two years of coursework the PhD candidate should work with the primary advisor to create a bibliography of sources as well as a list of artistic works that s/he will draw on for the in-class examination. This material should include two different areas, and should include a bibliography of scholarly works and a list of artists and works of art. The areas should not be too broad or too specific. (For example, "Modern Drama" would be too broad, while "Modern Drama in Germany" would be specific enough.) The bibliography and list of artists and works of art must be approved by the appropriate advisor. Preparation for these bases of the examination should begin in the fall semester of the first year, and the final deadline for submission is the day after spring break in the second year. The in-class examination will take place on one day in a four-hour session.

2. Take-home examination

- a. 1 question related to the Interdisciplinary Seminars

The take-home examination focuses on issues covered in the interdisciplinary seminars that the students took in their two years of

coursework. The students have one week to complete the take-home exam.

3. Artist's Statement

The artist's statement should provide a general introduction to the scholar/artist's vision, work, and artistic goals, and where the work fits in with the dissertation project and contemporary practice.

4. Portfolio Review

In the second semester of the first year the scholar/artist must consult with her/his artistic advisor to determine what s/he must submit for the portfolio review. The portfolio must demonstrate that the student has developed competence in her/his particular creative practice. In most cases the portfolio will document the artistic works that the scholar/artist accomplished during the first two years in the program.

5. Professional Portfolio

The professional portfolio should contain a curriculum vitae, teaching philosophy, sample cover letter for job openings, statement of research objectives, employment strategy, plan for applying for grants and fellowships, syllabi of courses taught, student and faculty evaluations, and a 250-word statement about your dissertation proposal. The portfolio is due by the eighth week of the fall semester of the third year, and will be reviewed by the student's advisor.

Examination Schedule:

The in-class exam takes place at the beginning of the fall semester. The student may handwrite the answers to the in-class exam or enter them on a computer (depending on availability of a facility). The student enters the answers directly into a computer, prints out the answers and submits them to the School Office Associate. The take-home examination will be submitted electronically and is due one week after the questions are given to the student.

Two weeks after the in-class examination (one week after the take-home answer is due), the student will participate in an oral examination, scheduled for one hour. This exam is based on the written answers and any related material derived from the coursework. Students should review their written answers before the oral exam and be prepared to clarify and amplify their answers. Students should bring a copy of their written exam to the oral exam. Students will receive written notification by the faculty of the

examination results. In the event of an unsatisfactory written and/or oral examination, the faculty will make specific recommendations to the student concerning either conditions for continuation in the program or dismissal from the program. The results of the Comprehensive Examination are valid for up to five years. If the student has not graduated by that time, (s)he must retake the examination to demonstrate competency in the field. This policy does not replace or change the Ohio University policy on the time limit for the Ph.D. degree.

F. Dissertation Proposal

The dissertation proposal should be developed in consultation with the chair and the members of the committee. The student is expected to submit the proposal to the dissertation committee and the entire faculty upon the completion of the dissertation proposal seminar (at the end of the fall semester of the third year of study). Faculty not on the dissertation committee have the option of providing feedback to the chair of the dissertation committee prior to the oral proposal defense. The proposal must be approved by the full dissertation committee by the end of the fall semester grading period.

The proposal should consist of the following:

- I. Introduction with thesis statement: Discussion of the case to be examined, with a clear research question and argument.
- II. Prior Studies: Synthesis and evaluation of the literature that is critical to the dissertation, with a clear statement of the dissertation's contribution to this scholarship.
- III. Methodology: Discussion of research methods, justified in terms of the overall project.
- IV. Tentative Chapter Outline*

*The scholar/artist must conclude the tentative chapter outline with a discussion of the artistic project. First, the scholar/artist must detail what s/he specifically intends to complete for the creative component. Second, the scholar/artist must explain how her/his artistic project and the scholarly dissertation will constitute an integrated scholar/creative dissertation.

V. Bibliography

G. Dissertation Committee

The committee will consist of at least three Ohio University faculty members. Two members should be from the Interdisciplinary Arts faculty. Under normal circumstances, the student's primary advisor will be the dissertation chair and the secondary advisor will also serve on the committee. At least one member of the committee (Dean's Representative) should be from Ohio University, but outside of IARTS. The fourth member should be from either IARTS, Ohio University, or outside the university. It is recommended that all committee members external to IARTS hold a terminal degree in their respective fields. If a member is chosen from outside Ohio University, it is the responsibility of the dissertation chair to approve the candidate's choice. The student will propose the committee to the dissertation chair for review. This proposed committee will then be forwarded to the Director of the School for final approval.

If replacements to the committee are needed, these will be approved and appointed by the Director of the School, except for the representative appointed by the Dean of the College of Fine Arts.

H. Admission to Candidacy

Admission to candidacy is achieved after you have completed the following steps:

- satisfaction of all required scholarly/artistic disciplines
- successful completion of the comprehensive examination
- approval of the research proposal by the faculty
- formation of the dissertation committee (including the Dean's representative)

It should be noted that completion of the language requirement (which may occur as late as the end of the fourth year of study) is not a condition for admission to candidacy.

I. Dissertation

Registration: Students must be registered for a minimum of 1 credit hour of IART 8950 during any semester in which they are

submitting materials for faculty review/advising. A 1 credit hour registration of IART 8950 is required in the semester of graduation.

Students submitting dissertation chapters to their committee must allow for a three-week reading period during the academic semester (materials submitted during the last two weeks of a semester or vacation periods will not be read until the next semester.) A candidate beginning work on a dissertation should consult the College of Fine Arts THESIS AND DISSERTATION GUIDELINES. The format must follow MLA or Chicago, as recommended by the dissertation director. The student is solely responsible for the correct format. A student should submit drafts of each chapter to the advisor on a timely basis. The dissertation-writing schedule must allow time for revision. The committee members should be consulted. They may be shown material as it is developed.

Timeline for dissertation defense (last possible dates for dissertation review) in the fall semester:

End of Week 3: Complete draft of dissertation to committee. The committee has three weeks to respond.

End of Week 6: Committee responds to the student with feedback. The committee will advise the dissertation director as to whether the dissertation, with recommended revisions, is ready for defense.

End of Week 8: Revised dissertation is sent to the committee for review.

End of Week 10: The committee will advise the dissertation director as to whether the candidate may schedule the defense. The student will work with the administrative associate to schedule a date for the oral defense.

Timeline for dissertation defense (last possible dates for dissertation review) in the spring semester, whose calendar is more accelerated than in the fall:

End of Week 2: Complete draft of dissertation to committee. The

committee has two weeks to respond.

End of Week 4: Committee responds to the student with feedback. The committee will advise the dissertation director as to whether the dissertation, with recommended revisions, is ready for defense.

Beginning of Week 6: Revised dissertation is sent to the committee for review.

End of Week 7: The committee will advise the dissertation director as to whether the candidate may schedule the defense. The student will work with the administrative associate to schedule a date for the oral defense.

College of Fine Arts deadline for arranging a dissertation defense: no later than two weeks prior to the oral defense.

Oral defense: Dissertation defenses are open to the public, and will be publicized to the academic community. If the chair so elects, the examination may be opened up to questions from the attendees.

After the oral defense: Upon successful completion of the oral defense, the student is responsible for the timely completion of all suggested revisions and corrections. Specific instructions related to the finished manuscript are outlined in the College of Fine Arts publication listed above. DISSERTATION AND GRADUATION DEADLINES ARE PUBLISHED EACH SEMESTER BY THE UNIVERSITY. STUDENTS ARE REQUIRED TO MEET THE DEADLINES.

J. Time Limit for Ph.D. Program

The doctoral program of study must be completed within seven calendar years of the date of its initiation as determined by the individual department and recorded in the Office of Graduate Student Services. Students who do not complete requirements for the degree within the given period may be permitted to continue in graduate study, but only if exceptional circumstances are associated with the delay in progress.

The Dean of the College of Fine Arts may grant a one-semester,

one-time extension. If circumstances require an extension beyond the one-semester Dean's extension, the student must apply for re-admission to the program. The application for re-admission must be reviewed by the graduate committee of the program and the Dean of the college. The criteria for re-admission should be the currency of the student's (1) knowledge of the required work, (2) research literature, and (3) research methods and techniques. The Graduate Committee may require additional coursework, retaking the oral/written comprehensive examination, changing or updating the dissertation proposal, or fulfilling any degree requirements that may have been added to the program since the initiation of the student's program. If approved for re-admission, the specifications for re-admission must be presented in writing to the student with a copy of those specifications placed on file in the Office of Graduate Student Services.

K. Grading Policy

The School of Interdisciplinary Arts uses the University's twelve-point grading system. The system applies to the doctoral student in her/his capacity as a student in the program as well as to students teaching in the undergraduate courses.

L. Waiver/Substitution Policy

Students are expected to complete the required program. In the event that a student and her/his advisor feel that a given course should be waived or substituted, the student must complete a form stating the reason. The waiver/substitution must be approved by the student's primary and secondary advisors and the Director of the school. Waivers will be granted only under extremely rare circumstances. More than one waiver/substitution will also be granted only under extreme circumstances.

M. Probation Policy

If, in the judgment of the faculty, a student fails to meet professional standards or to show improvement in necessary skills, that student is placed on program probation for the following semester. Normally this action occurs at the end of a semester, and the probation is for the following semester. Written notice of this decision is provided, along with an explanation of the academic reasons for the decision as well as a

meeting with the Director of the School. The student is expected to make improvement immediately in the indicated areas.

At the end of the period of program probation, the faculty, in consultation with the director of the School of Interdisciplinary Arts, takes one of three actions:

1. Removal of program probation; recommendation for continuation in the program.
2. Continued program probation for an additional semester.
3. Denial of further enrollment.

In no case will program probation continue for more than two consecutive semesters.

N. Adjunct Teaching Policy

Only students who have been advanced to candidacy may be considered eligible for adjunct teaching positions. These adjunct positions are awarded to the School of Interdisciplinary Arts when added sections of general education courses are needed and university funds are available. These adjunct positions, when available, are generally awarded to students for whom no other university funding is available. To be eligible, students must have completed all requirements for the Ph.D., including an approved dissertation proposal, with the exception of the dissertation itself. The goal of this policy is to encourage students to progress in a timely fashion through their doctoral requirements and to support them in that process.

O. Curricular Offerings

School of Interdisciplinary Arts curricular offerings may be found via the link: "Master Curriculum Files" on the Ohio University Registrar's homepage. Graduate courses outside of Interdisciplinary Arts that may be used toward completion of the degree can also be found at this link. Said courses must be above the 5000-level.

Any proposed modification of the basic curriculum for the degree must be approved by the School faculty in response to a written petition from the student.

IV. Awards

Seigfred Outstanding Scholar Award

Who is eligible? Third year students
When awarded? End of fall semester of third year
What are criteria? Written and oral comprehensive exams, and prior coursework. The amount of the award varies annually and is dependent on available monies.

Seigfred Outstanding Teacher Award

Who is eligible? Third year students
When awarded? End of fall semester of third year
What are criteria? Student evaluations and faculty evaluations (if available), and teaching portfolio. Teaching evaluation score of 4.0 or above preferable. The amount of the award varies annually and is dependent on available monies.

Dissertation Research Award

Who is eligible? Typically for third year and above
Application deadline? February 1
When awarded? During month of February
What are criteria? Student who best demonstrates that the award is critical to a successful dissertation. Submit statement of justification, research schedule, itemized budget, and approved dissertation proposal. The award is dependent on monies available.

Final Dissertation Award Pass with Distinction

Who is eligible? Ph.D. candidates who have completed their defense.
When awarded? August (to include fall, spring, or summer defense)
What are criteria? Exemplary dissertation and oral defense. No monetary amount is attached to the award.

V. GRADUATE STIPEND POLICY

- A. Under the provisions of State Law in Ohio, the School of Interdisciplinary Arts is expressly forbidden to promise a graduate associateship for a year in which there is no University budget.
- B. Graduate associateships in the School of Interdisciplinary Arts are awarded on a yearly basis. Renewal is subject to review by the Interdisciplinary Arts faculty each spring. A student who receives a graduate associateship one year should not assume that it will be renewed the following year.
- C. When possible, the School of Interdisciplinary Arts attempts to provide a graduate associateship to a qualified student for a four-year period. This allows the student to complete course work in two years, to devote the third year to the comprehensive exams and the dissertation, and the fourth year to the dissertation. Fourth year funding is contingent upon submission of a proposal by the end of the fall semester of the third year and approval of the proposal by faculty no later than January 31.
- D. Mega stipends may be awarded to students with extensive teaching experience and/or academic excellence. GTAs who hold the mega stipend teach one mega-section of IART 1170 or IART 1180 each semester. Upon satisfactory annual review the stipend may be renewed.
- E. The Diversity Award is a recruitment-based award and is typically not awarded after the first year of study.

VI. GRADUATE TEACHING ASSOCIATE RESPONSIBILITIES

All GTAs in the School of Interdisciplinary Arts are required to comply with University policy as specified in the Graduate and Undergraduate Catalogs and the Guide for Teaching Associates published by the Provost's Office. The following list of policies and procedures are those practiced in the School of Interdisciplinary Arts within the context of the University policies and procedures:

- A. Upon the award of the stipend/tuition fee waiver, each GTA signs an

Academic Year Graduate Teaching Associate contract. The contract obliges the student to maintain satisfactory progress toward the degree and to teach or assist in one IART 1170 or 1180 class. During fall semester of the first year, GTAs are required to participate in preparation for teaching IART 1170 and 1180. Students who accept a GTA contract from the School of Interdisciplinary Arts may not enter into any other OU contractual agreement without consultation and approval by the Graduate Faculty.

- B. Teaching assignments are determined by the Director. The GTA must meet the assigned class the number of times per week specified in the Schedule of Classes. (During Pre-Registration each semester, GTAs submit a written copy of their own academic schedule and a request for teaching times to the Director.) You may not alter the assigned class time or number of meetings per week once the semester has begun.
- C. In case of illness, the GTA must make every effort to arrange for a substitute in advance. If this is not possible, the GTA should call the Interdisciplinary Arts office and ask the Office Associate to post a notice in the classroom advising the students of your absence. A GTA's own academic responsibilities such as comprehensive exams, term-paper deadlines, reports, etc., are not considered legitimate causes for missing either classes being taken or taught.
- D. Each GTA must conduct a minimum of two office hours per week. These hours should be posted on your office door, included in your syllabus, and a copy given to the Office Associate.
- E. Records
 - 1. Grade Books: Keep a record of your grades so they may be verified upon student request. All grade records should be turned in to the Office Associate at the end of your residency in the program.
 - 2. Faculty Final Grades: You will go on-line to submit your final grades. Print out a copy of your final grades and give it to the School Office Associate.
 - 3. Change of Grade Forms: You may obtain these forms from the Office Associate and send the completed form to the Office of Student Records, Chubb Hall, through campus mail.
 - 4. Examinations/Papers: Return all examinations and papers to the student at the end of each semester. Students may pick up exams/papers from a box located at your office door. Any papers or exams not returned to students must

be kept on file for one year. Students should be instructed not to call the Interdisciplinary Arts Office Associate for grades.

- F. Examinations: Each GTA should give at least a mid-term and final exam each semester. The final exam must be given during exam week. The time and day for final exams is specified in the Schedule of Classes. It is illegal under University policy to change the scheduled time. Any genuine conflict may be brought to the Director's attention and processed through the Dean's office. GTAs may not process a Change of Exam request.
- G. Syllabus: In preparing their syllabi, all GTAs are required to adhere to the Course Template for IART 1170 and IART 1180. The syllabi must be approved prior to distribution. A hard copy of each syllabus taught must be presented to the IARTS Office Associate before the start of the semester.
- H. Textbook: There are required textbooks for IART 1170 and IART1180. You may not substitute a text of your choice.
- I. Evaluations: GTAs are evaluated via standardized evaluations forms. During the evaluation process GTAs must select an undergraduate student to distribute, collect, and deliver the evaluations to the IART Office Associate. GTAs must leave the classroom during the evaluation process.

VII. SUPPLIES AND EQUIPMENT

OFFICE ASSIGNMENTS: When possible office space is provided for all students receiving a teaching stipend. Depending on space availability, each student will have his/her own desk and chair as well as limited bookcase and filing space. GTAs are asked to restrict the number of personal items of equipment to one computer/word-processor. (Students may have a coffee/teapot. No other cooking utensils are permitted.) Office use is limited to study and appointments with undergraduate students. State Law prohibits the use of State property for a domicile. State and University policy prohibits the use of alcohol or drugs on campus.

Students may request a change of office assignment annually. The

deadline for written requests is April 15th. Accommodation of such requests is wholly dependent on space-availability.

KEYS: Keys will be assigned to all students on a teaching stipend. Keys distributed will open the 31 S. Court St. entrance, wing/office, and conference room. Keys must be returned at the end of the stipend period. Lost keys must be reported to the Office Associate immediately. State Law prohibits the unauthorized duplication of university keys. Any lost keys will require a \$20 payment to Ohio University.

TELEPHONE: GTAs are not provided with a telephone. Telephone messages related to teaching or academic work will be placed in your mailbox.

MAIL: Both campus and federal mail will be placed in your mailbox. (During vacation periods, mail delivery to the School is suspended. There will be no GTA mail delivery during these periods.) . Since office mailboxes are restricted to academic/teaching use, the School address should not be listed by GTAs as their permanent address for delivery of personal mail. The School provides postage only for teaching-related matters.

SUPPLIES: The School provides standard office supplies for teaching related needs. School stationery is supplied only for teaching-related correspondence. The GTA is responsible for providing supplies necessary for his/her own graduate work.

OFFICE EQUIPMENT: The workroom copy machine may be used only for the reproduction of teaching related materials such as syllabi, handout materials and tests. Each GTA will be assigned a code for departmental copy machine usage. GTAs are limited to making 500 copies for a small section of IART 1170 & 1180 and 3500 copies for a large section of IART 1170 & 1180 per semester. Commercial copy machines are available outside the department for personal use.

WORKROOMS: The copy room will be available for GTA use. This room is equipped with work tables and a computer (available for E-mail and Internet access). Students must assume responsibility for securing this room after non-business hour use. The printer provided is for teaching materials only.

CLASSROOM EQUIPMENT: All classroom equipment is restricted to classroom use. All equipment should be checked to make sure the power is off or unplugged at the end of each class. Equipment repairs and/or failures should be reported to the Office Associate immediately.

KITCHEN FACILITIES: Students are welcome to use the kitchen facilities and must assume responsibility for cleaning the area after use.