**Administrative Staff:** *duties include, but are not limited to:*

Michael Lincoln, Head of Theater Division linolnm@ohio.edu
*Producer and Artistic Director, finalizes work assignments, curriculum assignments, casting, policy and procedure, documents, graduation, internship arrangements and approval*
   Kantner Hall 307B
   740.593.9194

Rani Deigh Crowe, Assistant Director School of Dance, Film, and Theater
*Advises all first year students, addresses student concerns, completes course scheduling*
   Kantner Hall 307C
   740.593.9355
   wagnerm@ohio.edu

Treva Nichols, Business Manager
*Oversees business operations of School, purchasing, receipts, etc.*
   Kantner 103
   740.593.4815
   nicholst@ohio.edu

Barbara Fiocchi, Administrative Associate
*Addresses student concerns, grad contracts, coordinates scheduling, organizes meetings, calendar, and appointments with the Director*
   Kantner Hall 307A
   740.593.4818
   theater@ohio.edu
Mission Statement

The mission of the Division of Theater is consistent with its identity as a professionally oriented school within a College of Fine Arts’ context: We provide rigorous training and the highest quality education for our students so that, upon graduation, they have the skills and knowledge necessary for successful entry into the profession.

The mission of our MFA programs is to prepare artists and craftsmen to succeed in the professional theater. The mission of our MA program is to prepare scholars for further work or study, or to enter the professional theater as dramaturgs. Our programs combine academic and cross-cultural studies with professional market placement in the United States and abroad.

The MFA programs provide specialized training in acting, directing, playwriting, design (sets, lights, costumes, sound) and technology (tech direction, scenic painting, properties construction, costume technology, costume craft technology). Students in these programs are required or encouraged to spend a portion of their studies in an internship with a professional theater or studio. Program thesis requirements include realized production work and performance or portfolio work in preparation for professional auditions.

The MA program provides a rich mixture of practical and theoretical tools for understanding and creating theater in order to prepare majors to teach theater, work as dramaturgs, or prepare for entry into PhD programs. The program provides training in theater history, dramatic theory, criticism, and dramaturgy.

Training Objective

Our training objective is to train individuals who can contribute to their profession and the culture as a whole. The programs combine a foundation in professional craft methodologies with high performance standards that reflect the best in professional practices.
Admission Requirements

All Division of Theater Graduate students are required to meet the following admission requirements.

- Baccalaureate degree from an accredited college or university
- Ability to demonstrate motivation and talent for the program of your choice
- Present a background of training that correlates with your professional goals.
- For unconditional admission, you must have a satisfactory academic record with strong indications of success in your chosen area and sufficient preparation to qualify for graduate courses.
- Taking appropriate course in addition to normal requirements must make up any deficiencies.
  - It is expected that you will have a firm grounding in theater history and dramatic literature, as well as, demonstrable ability in fundamental production techniques, or that these areas will be included in your graduate program.

Applicants for any of the programs must demonstrate qualification by audition, submission of portfolio, interview, or other appropriate means before final admission approval is granted.

Students in the Professional Actor Training Program, the Professional Director Training Program, and the Production Design and Technology Program:

- Must begin their program of study in the fall semester. (under normal circumstances)
- Application materials must be received by March 15.

Students in the Playwriting program are encouraged to begin their programs in the fall semester and should observe the March 15 application deadline.

An MA degree candidate may apply for admission for any semester.
- Admission is based on a 3.0 g.p.a. in undergraduate work, three letters of recommendation and a sample critical or research paper (for Theater History and Criticism) a writing sample (for General Theater).
- Admission to an area of specialization is required for entry
- A personal interview is recommended.
Financial Aid

Applicants seeking financial aid in the form of OGS(Office of Graduate Studies) stipends or graduate assistantships for the following academic year should submit application materials to the Division of Theater by March 15.

Applicants seeking financial aid in the form of work-study and/or loans should contact the Office of Student Financial Aid and Scholarships
http://wwwsfa.chubb.ohiou.edu/html/index.html

Application materials are available online at http://www.ohio.edu/graduate and can also be requested by contacting Graduate Student Services
Ohio University
Athens, OH 45701-2979, USA
FAX: 740-593-4625 E-Mail: gradstu@ohio.edu

Graduate Stipend/Fee Waiver Policy

Under the provisions of State Law in Ohio, the Division of Theater is expressly forbidden to promise a graduate assistantship for a year for which there is no University budget. Graduate assistantships in the Division of Theater are awarded on a yearly basis (when possible: some contracts are renewed on a semester due to extenuating circumstances, e.g. internship approval, probation, etc.). Renewal is subject to review by the Division of Theater Director and faculty each spring. A student who receives a graduate assistantship one year should not assume that it will be renewed the following year.

Graduate awards are made on a year-to-year basis and are not automatically renewed. Program Heads must communicate continuing graduate student funding recommendations to the Director in writing before March 1. Re-appointment will be based on satisfactory performance of assigned duties; quality of course work (must maintain at least a 3.0 grade average). Awards are granted on the basis of Division needs. However, individual program areas should make recommendations.

College of Fine Arts Graduate Funding Policy It is the policy of the College to fund graduate students at or above the level they received upon entrance to the program, contingent on the continuation of state funding, unless reasons for discontinuance are provided in writing to the college. (The exception to this policy is Super Stipend Awards that are granted for a student’s first year, these students will likely receive a decreased stipend as they continue throughout their program. Super stipends have not been awarded in recent history since 2005) Graduate contracts will be approved only if they comply with this policy.
Graduate Awards

Graduate Assistantships
Students who have been awarded assistantships will be assigned to teaching, research, or other Division of Theater related duties by approval of the Graduate Chair and Division Director. Specific assignments are determined by the needs of the Division. A full assistantship requires 20 hours of work per week (10 hours for ½ GA). All graduate assistants must be fully enrolled each semester (18 credit hours).

OGS (Office of Graduate Studies) Stipends
Each year the Division of Theater receives a sum of money to be distributed in the form of tuition waivers. In order to provide financial aid to the largest number of students, full and half scholarships for one or two semesters are awarded. In general, OGS awards are made on the basis of individual program area recommendations. Students receiving OGS must be enrolled for 18 credit hours per semester. A full OGS requires 7 hours of work per week (4 hours for ½ OGS).

GA /OGS Fulfillment of Duties
Once assigned your duties you are expected to carry them out in a professional and diligent manner. Refusal to carry out your assignment will result in the loss of GA/OGS support, with no guarantee of renewal. Lack of performance or frequent absence provides cause to revoke support, as does inappropriate or improper conduct in the execution of duties.

Mini-Stipends for Summer
Mini-stipends are available for students continuing their studies during the Summer Sessions. Requests for Summer Stipends should be made in writing to the Students advisor and The Division of Theater Administrative Assistant before the end of April. Students receiving Summer Stipends must be fully enrolled (9 credit hours), eligible for a summer tuition waiver (by expecting to receive assistantships in the next fall, see below).

- Students who receive graduate funding in the Spring Semester prior to Summer Session and/or will receive funding the following Fall Semester are eligible for a summer tuition waiver.
- Graduate Assistantships are not granted for summer.

Important Details about your financial support:

- All first time employees complete an I-9 (eligibility to work form) at the Office of Graduate Student Services.
- If your OU financial assistance has not been credited on your bill, please take your bill to Graduate Contracts, RTech 220.
- It is your right to pay into PERS (public employee’s retirement system for the state of Ohio). PERS deductions will be taken from your monthly check unless you sign a waiver form. The difference in a full assistantship in one year is approximately $600, about $67 per month. You may wish to sign a PERS Waiver form to maximize your stipend check amount. Waiver forms can be obtained at the School of Theater Administrative Offices.
Other Scholarships and Awards

Each spring the Division of Theater requests nominations for the following scholarships and fellowships that are awarded by the faculty and staff. These scholarships and awards require a written nomination, which may be submitted by the nominee, faculty, staff, or a fellow student. Each nomination should consist of a completed form stating the nominee’s name; qualifications; and the specifics of why the nominee should be the recipient. All nominations must be submitted to the Division of Theater office, each scholarship has a unique deadline. The Division of Theater faculty and staff will determine all final selections with the exceptions of the Martha and Foster Harmon Fellowship, Christopher and Charlotte Lane, The Monomoy Theater Alumni Award and the Elizabeth Baker Scholarship, which are awarded by either the Director of the Division as recommended by the Director of the Monomoy Theater.

The Virginia Hahne Scholarship Fund
This fund is specifically meant for full-time undergraduate or graduate students attending the Athens campus of OU and majoring in acting. The graduate student must be majoring in acting; the undergraduate scholarship must be given to an undergraduate interested in either acting or directing. To be eligible, students must have a 2.5 accumulative g.p.a. and must present three letters of recommendation from faculty members in the School of Theater.

Martha and Foster Harmon Fellowship
An endowed graduate fellowship to be awarded to a full-time graduate student demonstrating:

- Exceptional talent and dedication to the live theater arts; aiming for a professional career
- Academic record and progress recognized as a strong endorsement
- With good character and sense of responsibility
- Belief in the principles of a free society
- Financial need should also be a qualifying factor
- The nominations for this award should include a statement that suggests how the award is to be used to enhance the training of the candidate and what service is being provided to the School of Theater. This fellowship must be applied for each year. It can be renewable. Payment of this award will be made in three installments. The recipient is required to render services to the School of Theater.

The Scott McPherson Writer’s Award
This cash award is intended to recognize student(s) work and participation as writer(s) in the Dramatic Writing program, School of Theater, Ohio University. The award(s) shall be made to an undergraduate or graduate student who is/are active participants in the program and demonstrate an outstanding quality of work. The faculty of the Playwriting Program will select the winner(s) from qualified students enrolled in the program. The award may be used to assist the recipient(s) with educational and/or
professional opportunities such as internships, writing workshops or conferences, or related expenses that will further the educational experiences of the student(s).

**Monomoy Theatre Alumni Scholarship**
This award was established by former students who attended the summer term at Monomoy Theatre. It is intended for a student majoring in theater. It is to be used to help cover summer expenses while in residence at the theater. Awarded by the director of the Monomoy Theatre.
(In 1958, Elizabeth Evans Baker the wife of Ohio University’s 14th President, John Calhoun Baker, established Monomoy Theater in Chatham, Massachusetts, on Cape Cod)

**The Christopher and Charlotte Lane Memorial Scholarship**
This endowed scholarship was established in memory of the Lanes, who were tragically killed in an automobile accident. This award is meant specifically for a full-time graduate or undergraduate student majoring in theater. It is to be used to help cover personal expenses while attending the summer term at Monomoy Theatre. The student should be a director, actor or designer. Awarded by the Director of the Monomoy Theater.

**Marian Hare Memorial Award**
This award is named in honor of Marian Hare, who was in charge of the business office at the Monomoy Theatre for many years. The award is for a full-time graduate or undergraduate student majoring in theater. It is to be used to help cover personal expenses while attending the summer term at Monomoy Theatre.
Evaluation and Probation Policies

Throughout the program, you are closely observed and counseled by the faculty in your area. You are expected to show consistent progress toward improvement of those skills that the faculty deems necessary for entry into the profession. At the end of every semester of residence, and in some programs at the midterm of each semester, a thorough evaluation is made. The faculty in your area discuss with you particular areas of strength and weakness in your performance and how they may affect your professional potential. Areas of weakness may be addressed with a letter of concern that outlines any weakness and suggests a plan for improvement.

At any time, if in the judgment of (a) the faculty member(s) in your area, you fail to meet professional standards or show improvement in necessary skills, a committee will be formed to determine if program probation is warranted. Please note that you will be automatically placed on probation if your GPA falls below 3.0. However, probation is not necessarily related to a student’s GPA but can result from lack of performance or professional behavior in production, rehearsal, audition process, or in the carrying out of assistantship duties, for example. The committee will consist of two faculty members from your area, and one from outside your discipline, who is appointed by the Director of the Division. There will be no distinction between graduate and undergraduate faculty in selecting the committee. If no more than one faculty member is available in an area, the Director will appoint the additional two members to comprise the committee. Written notice of probation is provided by the committee to the student and the Division Director - along with an explanation of the academic or artistic reason(s) for the decision. The committee targets areas for the student’s improvement with clear guidelines and measurements to be achieved. The Division Director will assign a faculty member to oversee progress and implement the timetable for improvement.

- At the end of the period of program probation, the probation committee, in consultation with the director of the Division of Theater, takes one of three actions:
  - Removal of program probation; recommendation for continuation in the program.
  - Continued program probation for an additional semester
  - Denial of further enrollment
- If you are placed on probation in the first seven weeks of a semester, the period of probation may extend until the end of that semester. If you are placed on probation after the first seven weeks of the semester, the period of probation may extend until the end of the following semester.
- In no case will program probation continue for more than two consecutive semesters.
- Graduate Stipends, Awards, OGS, scholarships and other financial assistance may be revoked when a student is placed on program probation.
- Current assignments in your area will be changed or revoked accordingly as a result of, and at the time of, probation. Probation will be considered “just cause” for removal of assignment. These may include, but are not limited to, directing, design, playwriting, dramaturgy slots, or acting
roles in main stage or studio/lab productions.
Grading Policies

Unless a special grade report is submitted, an incomplete “I” will convert to an “F” two weeks into the next semester that the student is registered.

No grade below a “C” can be counted toward a degree requirement.

If a graduate course is repeated, both grades will be used to calculate the GPA. The Original course and grade are not removed from the student’s records.

If your semesters GPA drops below 3.0 you will be placed on program probation.

If your cumulative GPA drops below 3.0 any funding or assistance you receive from the University may be revoked.

If you have 3 or more grades recorded as “PR” not completed by the deadline established by your program head, any funding (stipend and/or scholarship) may be suspended for the subsequent semester or semesters until acceptable grades are recorded.

Production Requirements

Graduate candidates are required to participate each semester in the production activities of the Division as part of their curriculum, and as a realization of and as an extension of their academic work. Only mainstage and studio productions are considered curricular in nature. Lab shows are generally non-curricular, student-generated projects. Mainstage or studio productions are given priority status, and are cast in the semester prior to actual production. Mainstage and some studio shows are budgeted, whereas lab shows receive no financial support, and are cast in the semester of production. Since space and personnel are a constant concern, all shows must be approved by the Division Director. Students initiating a project must submit a Lab Show proposal form (available for downloading) outlining schedule, casting needs, production needs, possible dates of performance, and project rationale (reason for project, expected outcomes). These should submitted well in advance of the projected performance dates.

Practicum Procedures

Academic credit for work on productions is provided through a sequence of Practicum courses. Special course numbers are available for each area - Directing, Design and Tech, Management, and Acting; as well as each year in Graduate School – THAR 5xx for 1st Year through THAR 7xxx for third year. This yearly progression is designed to track each student’s skills development through graduation and entry into the profession. Each of the graduate programs have their own specific practicum requirements; but, essentially, graduate students are expected to work with their advisor to develop practica in their area of specialization or in a corollary area, each semester in residence.
Auditions

All BFA acting and MFA PATP students must participate in the Division of Theater semester auditions. Any exception to this, for any reason, must be received in writing and are subject to the approval of the Director of the Division prior to the audition.

To monitor or ensure this policy: On the working day prior to auditions the Production Manager will present the Director of the Division with a complete list of DOT students who are auditioning for review.

As for callbacks: Students listed on the callback sheets must attend at the time designated. Any scheduling conflicts will be worked out by and with the Production Stage manager.

The audition process is a necessary and valuable component of professional actor training. It has inherent value, and the actor must approach the audition with rigor and the striving for excellence. In the professional theater, it is of crucial importance as the means to work as an actor. Because of the highly competitive nature of the acting business, a successful or competitive career may hinge on the ability to audition well. For your mentors and instructors (directors) here, the quality of the audition provides an early benchmark from which to measure the student’s progress during his/her residence at OU. For those students soon departing for internships or graduating, the audition provides a vital barometer of their readiness for the profession.

As the MFA and BFA are professionally oriented acting programs any breach of the audition policy, or the unwillingness to be cast in School productions, is a serious matter of concern. Penalties will range from a written reprimand and change of assignment, to program probation including loss of GA or OGS, or removal from program.

Individual Program Requirements

See graduate Catalog
Equipment and Supplies

Keys
Necessary keys will be provided from The Division of Theater Administrative Associate. All keys must be returned at the end of each semester. All keys must be returned at the end of students’ enrollment. Final grade reports and graduation will be delayed until this requirement is met.

Phone
Teaching Assistants are not provided with a telephone. Telephone messages related to teaching or academic work will be placed in your mailbox by the office staff.

Mail
You must provide new changes of local address and contact information to the Administrative Associate. Your personal Mailbox located on the third floor should be checked daily. General departmental correspondence, including official notices, are also distributed into mailboxes. Both campus and federal mail will be placed in your mailbox by the office staff.

E-Mail
Students are required to activate their university e-mail accounts. Division of Theater notices, meetings schedules, and other important communications are often sent via e-mail only. If you wish to have your university email rerouted to a personal account (e.g. a Hotmail, gmail, or yahoo address) follow the instructions provided by Ohio University IT.

Lab/Studio Space Policies
Students must make all space arrangements/allocations and reservations through the Division of Theater Administrative Associate. Students are responsible for the clearing and cleaning of space after every use.
Student Services

The Head of the Division of Theater is the Graduate Chair

Grievance Procedure
Any student with a grievance should attempt to settle it directly with the faculty/staff member(s) involved. If this is not possible, then consult the Assistant Director or Director of the Division.

The University Ombudsperson’s primary responsibility is to assist students and other members of the University community in expediting settlement of complaints and grievances. Division of Theater students who have a grievance may contact the University Ombudsperson at any step in the above process. The Ombudsperson’s office is located at 501 Baker University Center.

Students are free to discuss grievances with the Assistant Director and Director of the Division of Theater at any point during the grievance.

Registration

You will not be able to register for classes until you meet with your adviser and discuss your plans for coursework. Your adviser will then lift your advising hold.

The DARS report is printed only once for each semester. Hold onto this form until you receive a new DARS report.

Refer to Schedule of Classes for deadlines to register, make adjustments to schedule and payment of bill.

All students are required to register for THAR 1090 Lunchbag Theater Seminar each semester of residence. Attendance is mandatory.

Advising

Contact the Program Head in your area to determine your advisor. Consult with your advisor on all academic matters to be certain you are progressing appropriately towards graduation.

Educational/Professional opportunities
Internships – Many of our graduate programs require you to complete a professional internship for your degree. Check with your advisor in your area.

Graduate Acting students audition for several different internship opportunities (third year) during their second year of residency, and audition in March for the Monomoy Theatre (summer).

Graduate design and technology are required to complete at least one professional ten-week internship. Students have worked at a wide spectrum of regional theaters, Hollywood and Broadway studios including: the Broadway design studios of Marty Pakledinaz, William Ivey Long, Santo Loquasto, Tony Walton, Paul Gallo, Michael Lincoln and Beverly Emmons, as well as, major regional theaters such as: Santa Fe Opera, Glimmerglass Opera, Williamstown Theater Festival, Monomoy Theater, Berkshire Theater Festival, Washington Opera, Arena Stage, Los Angeles Opera, The D.C. Shakespeare Theater and The Denver Center.

Graduate directors intern at various regional venues including the Guthrie Theater, Signature Theater, Old Globe, and others, including foreign internships.

Graduate Playwrights internships have been established with the Tony Award winning Victory Gardens Theater (Chicago) and New Dramatists (New York) which lead the nation in their work with playwrights and the development of new plays. Other playwriting internships have been established with The Acting Company (NYC), Pan Asian Repertory (NYC), Steppenwolf (Chicago), Goodman Theatre, (Chicago), Indiana Repertory Theater (Indianapolis), People's Lights and Theatre Company, (Philadelphia), Freedom Theatre (Philadelphia), and Intiman (Seattle).

The MA program has placed students at the Pearl Theater (NYC), The Alley Theater (Texas), Milwaukee Repertory (Wisconsin), and Florida Stage.

All Division of Theater students are encouraged to research and create internship opportunities that meet their individual training goals. Information about internships can be found through faculty, staff, in the Division of Theater Administrative offices, on the callboards and bulletin boards, in ArtSearch, online, etc.

All internships taken for credit must be pre-approved by the Head of the Division of Theater. Internship proposal and evaluation forms must be completed and filed. The director of the Internship should be in regular contact with your program advisor throughout your internship, and provide an outcomes assessment at the conclusion of your residency.

Travel Awards
The College of Fine Arts has a limited number of Creative/Scholarly Activity Awards to support Graduate Student professional activity. Awards of $50.00 (min.) to $150.00 (max.) to help defray travel costs will be made to graduate students whose creative/scholarly work has been accepted for presentation. Students are limited to one award per academic year. Applications are available at the Division of Theater Administrative Office. The guidelines for the travel award are:

- Must be enrolled as full-time student.
- Must provide verification that your creative/scholarly work has been accepted for performance, exhibition or presentation
- Awards are limited to travel costs.

## Guest Artists

Throughout the year visiting artists will be in residence to conduct workshops, master classes, and tutorials. Please consider this part of your curriculum if you are assigned to work/study with a guest artist. Also, avail yourself of this opportunity to grow in your craft – utilizing the visiting artist as a resource, whenever possible.

## General Information

**No Smoking Policy**

No Smoking will be permitted in the building. Cases of non-compliance will be dealt with through the Office of University Judiciaries. Violation of this regulation is a misdemeanor under Ohio law (1976 Substitute Senate Bill No. 96).

## Appendices

I. Division of Theater Audition Policy and Procedures  
II. Ohio University Division of Theater Actor’s Rule Handbook  
III. Division of Theater Main Stage Production Process