

GRADUATE STUDENT HANDBOOK

The University of New Mexico
Department of
Theatre and Dance

2018-2019
Academic Year

Revised 2/5/2019

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About this Book

This handbook provides information about the policies and procedures of the Graduate Programs in Theatre and Dance at the University of New Mexico.

It is intended to serve as a reference for current graduate students, as well as an introduction to the Department for prospective graduate students.

Please keep in mind, however, that the official document governing all graduate programs at the University of New Mexico is the UNM Catalog. In case of any discrepancy between the Catalog and this Handbook, the Catalog shall be considered the authoritative document.

The Catalog may be accessed online at:

<http://catalog.unm.edu/catalogs/2018-2019/>

While the faculty and staff of the Theatre and Dance Department will make every effort to assist you in navigating the often serpentine paths of the University administration, **it is your responsibility and yours alone, to be sure that you fulfill all requirements and meet all deadlines necessary to obtain your degree.**

There are more things in Heaven and Earth, Horatio Than are dreamt of in your philosophy.
--

Got a Question?

Questions about the Graduate Programs in Theatre and Dance should be addressed to:

For Theatre:

Sarah Lentz
Department of Theatre and Dance
MSC 04 2575

1 University of New Mexico
Albuquerque, NM 87131
USA

(505) 277-2737
Fax: (505) 277-8921
E-mail: slentz@unm.edu

For Dance:

Donna Jewell
Department of Theatre and Dance
MSC 04-2575
1 University of New Mexico
Albuquerque, NM 87131
USA

(505) 277-3660
Fax: (505) 277-9625 E-mail:
djewell@unm.edu

Theatre and Dance Faculty

Theatre and Dance Faculty

Dorothy Baca, MFA University of California-Los Angeles
Professor
Costume Design

Kathleen Clarke, MFA, Acting, University of Washington
Assistant Professor
Acting and Voice

Kathleen Clawson, MM University of New Mexico
Lecturer
Musical Theatre

Vladimir Conde Reche, MFA University of Iowa
Associate Professor,
Contemporary Dance

Marisol Encinias, Extensive Professional Experience
Lecturer II
Flamenco

Eva Encinias-Sandoval, Extensive Professional Experience Professor
Flamenco

Amanda Hamp, MFA University of Iowa
Assistant Professor, Head of Dance
Dance

Donna Jewell, MFA New York University
Professor, Department Chair
Contemporary Dance
Graduate Advisor for Dance

Laster, Dominika, Ph.D. New York University
Assistant Professor
Theatre History and Criticism

William Liotta, MFA California Institute of the Arts
Professor
Sound Design, Lighting Design

Gregory Moss, MFA Brown University
Associate Professor
Dramatic Writing

Inseung Park, MFA University of Texas, Austin
Associate Professor
Design

Stacia Smith-Alexander, MA Art Education, University of New Mexico
Lecturer II
Costume Shop Supervisor

Shepard Sobel, MA Theater from the University of Florida
Lecturer II
Acting and Directing

William Walters, MFA Southern Methodist University
Associate Professor
Acting and Directing

Judith Chazin Bennahum, Ph.D. University of New Mexico
Professor Emerita, Dance

Jim Linnell, Ph.D. University of California-Berkeley
Professor Emeritus

Susan Pearson, MFA Southern Methodist University
Professor Emerita, Theatre

John Malolepsy, MFA University of Wisconsin
Professor Emeritus, Design

Jennifer Predock-Linnell, Ph.D. University of New Mexico
Professor Emerita, Dance

Denise Schulz, MFA University of Texas
Professor Emerita, Theatre

Mary Anne Newhall, Ph.D., University of New Mexico
Professor Emerita, Dance

The above listing includes all full-time faculties for the 2018-2019 academic year. For faculty biographies and contact information, as well as a complete listing of part-time faculty and full and part-time staff, please see the Department Web-Page at: <http://www.theatre.unm.edu>

Degrees

The Department of Theatre and Dance offers three graduate degrees:

- Master of Fine Arts (MFA) in Dramatic Writing**
- Master of Fine Arts (MFA) in Dance**
- Master of Arts (MA) in Theatre and Dance** with emphasis in one of the following:
 - Dance History and Criticism**
 - Theatre Education and Outreach**
 - **Dramatic Writing**

Standard time of completion (assuming full-time enrollment and no prior deficiencies) is three academic years for the MFA, and two academic years for the MA.

The MFA programs provide intensive professional training in a particular specialty, augmented by a core curriculum emphasizing scholarship and critical perspectives on performance.

The MA program allows for a more general approach to the area of emphasis, and is intended to help the student grow as an artist and scholar. As such, it is often used as a transitional degree for students who plan to go on to MFA or PhD programs in theatre, dance, or performance studies.

For those students considering careers in higher education, please note that the MFA is considered a terminal degree, while the MA is not. A terminal degree is generally required for teaching at the college level.

Orientation

The Department of Theatre and Dance celebrates the creative vision and emphasizes the importance of new work. Thus, the playwright and the choreographer are at the center of the program. This does not mean that MA students are second-class citizens, but rather that critics and historians learn to marshal their abilities as positive forces in the creative process; educators focus on harnessing the creativity of their students and themselves in developing or responding to new work, collaborative creation and applying theory to practice.

The Department is organized to involve graduate students as quickly as possible in actually producing new performances. We believe in having graduate students make artistic decisions as soon as their skills allow. The Department provides a range of creative opportunities for graduate students, ranging from assisting faculty directors and choreographers to acting, dancing, and stage managing, to creating and producing their own work. It is your responsibility as a student to take advantage of these opportunities from the outset, and to aspire to higher levels of responsibility as you progress through the program.

The Graduate Faculty believes strongly in treating graduate students as adults and emerging artists. We expect each student to accept responsibility for his or her own actions, successes and failures, and to seek out and create experiences which will promote their growth as an artist and a scholar.

Facilities

The Department maintains two theaters suitable for theatre and dance, as well as a dedicated dance performance space.

- **Rodey Theatre** is a 410-seat space, which can be configured as either a proscenium or a thrust stage. The most comfortable and versatile theatre of its size in the Albuquerque

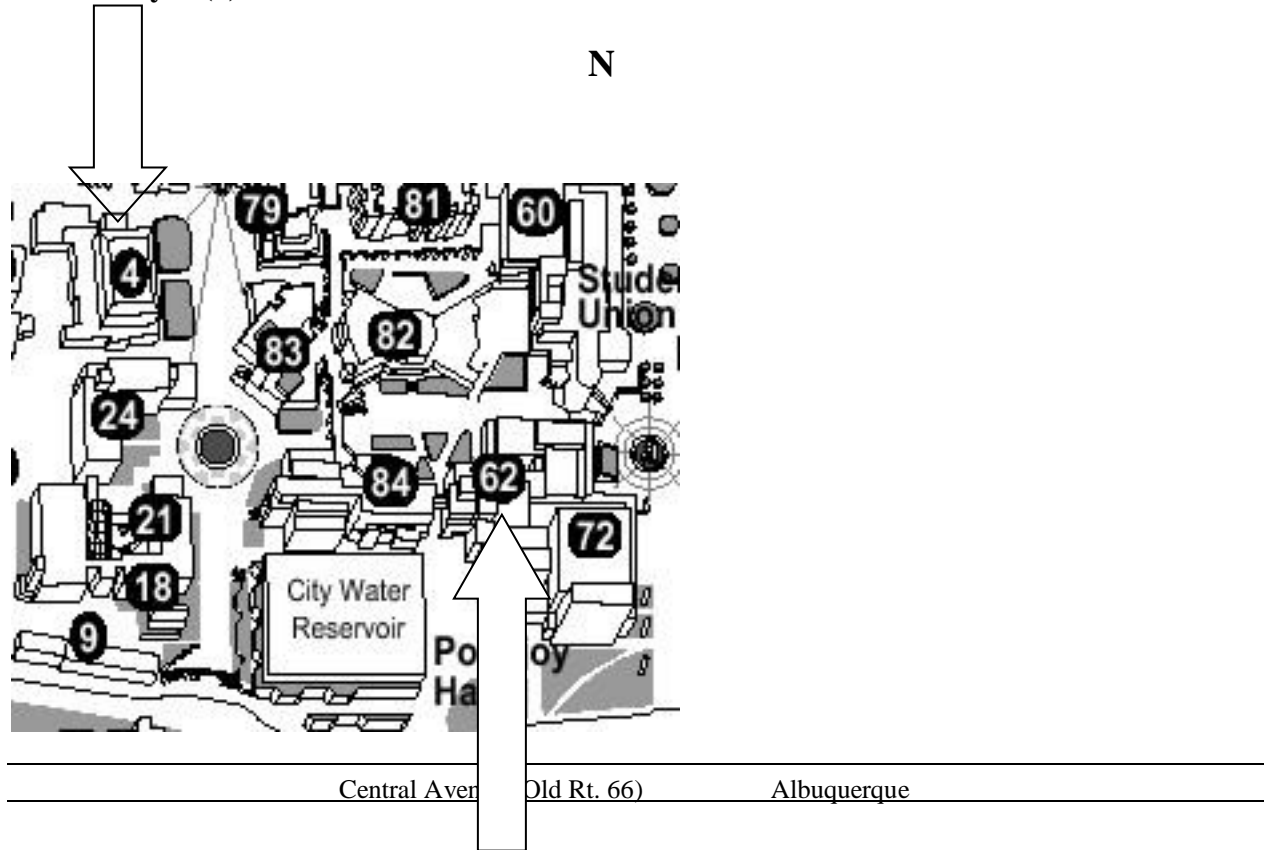
area, Rodey is home to our Mainstage Season as well as numerous special events produced by groups outside the Department of Theatre and Dance.

- **Theatre X** (formerly, the Experimental Theater) is a black box theatre, which seats up to 100 spectators, depending on its configuration. This space is home to most of our student-written and/or student-directed productions.
- **Carlisle Performance Space** is a 200-seat performance space which houses studio-level dance concerts including most of our student-choreographed productions, as well as hosting occasional professional dance performances.
- We also occasionally produce performances in off-campus venues, such as Albuquerque's Vortex Theatre, VSA North 4th Arts Center, Q-Staff, and the National Hispanic Cultural Center.

Production in the theaters is supported by a scene-construction shop, a costume shop, lighting and sound labs, and a computer design lab. The Center for the Arts also houses a limited amount of rehearsal space, and Carlisle Gym (physical home of the Dance Program) includes five dance studios.

The main administrative office of the Department is located at 2414 Central SE, Corner of Stanford and Central; the Dance Program offices are located in Carlisle Gym, Room 108. Faculty offices are spread between both buildings. (see map on facing page).

Carlisle Gym (4)



Center for the Arts (62)

For complete map of the UNM Campus, go to:

<http://ling.unm.edu/documents/campus-map.pdf>

UNM, Albuquerque, and the Arts

As the flagship university in the New Mexico higher education system, UNM enrolls approximately 25,000 students annually. Of these, approximately 2800 are graduate students, including about 180 graduate students in the College of Fine Arts. Approximately 60% of UNM graduate students are female, and more than 40% are non-white.

Founded in 1889, the University of New Mexico now occupies 600 acres along old Route 66 in the heart of Albuquerque, a city of half a million people. From the magnificent mesas to the west, past the banks of the historic Rio Grande to the Sandia Mountains to the east, Albuquerque, and nearby Santa Fe, are a blend of several cultures and cuisines, styles and stories, people, pursuits and panoramas.

Albuquerque is the center of theatre, dance, music and other performance, not just for New Mexico, but also for western Texas, eastern Arizona, and southern Colorado. UNM's Popejoy Hall, a 2000-seat touring house, plays host to world-class performers of all types throughout the school year. Off-campus, you can find everything from storefront avant-garde drama to professional flamenco dance companies to community theatre to rodeos and monster-truck rallies. There are major Native American communities nearby and some native students in our programs, as well as a Hispanic community, which is not so much a minority as majority culture in the state. The state capital, Santa Fe, is home to many museums and galleries, as well as a nationally renowned summer opera company, and is only an hour's drive away.

Not to mention what 300-plus cloudless days a year will do for your creative spirit.

Requirements for Admission

- To be considered for admission to most of our graduate programs, you must hold a bachelor's degree from an accredited college or university.*
- For the MFA in Dance, you should have a completed BA, BFA, BS, or MA degree in Dance, Movement Science, or a closely related field, or have equivalent professional dance experience.

- For the MA degrees, we expect you will have completed an undergraduate major in theatre, dance, or a closely related field (such as education, film or performance studies); at the very least, we expect that you will have taken at least 8 semester courses or 12 quarter courses in your area of expected emphasis.
- For the MFA in Dramatic Writing, a specific undergraduate major is less important than a demonstrated and sustained commitment to creative writing.
- *We require a cumulative undergraduate GPA of 3.0 (B) or better.* Exceptions can be made to the GPA requirement, but it is extremely rare that we admit students whose undergraduate GPA in their major is below 3.0.

▫ Students may apply during their final year of undergraduate study; however, any offer of admission is contingent upon successful completion of the bachelor's degree.

▫ In rare, extraordinary cases, students who have completed more than 100 hours of undergraduate coursework but do not have a degree may be considered for graduate admission based on a strong professional record.

- Professional experience may compensate for uneven academic preparation. If you believe that your life experiences make up for gaps in your undergraduate training, you should make this clear in your letter of intent.
- Please note, however, that professional experience in the performing arts is not by itself a substitute for a completed bachelor's degree. All our Graduate Programs are academically rigorous, and require solid preparation in reading, writing, and research skills.
- For students who do not own their own computers, the University maintains a number of free labs or computer pods where students can use Windows or Mac computers to write papers, access e-mail, etc.

How to Apply

Log on to the Admissions website at <http://admissions.unm.edu/> and apply online. Please follow all the directions provided. Be sure to include all the required materials. Information can be found at the website listed below:

<http://grad.unm.edu/prospective-students/admissions-criteria.html>

Questions to:

Sarah Lentz
Department of Theatre and Dance
MSCO4 2575
1 University of New Mexico
Albuquerque, New Mexico 87131-0001

505-277-2737
slentz@unm.edu

There are additional requirements **for Applicants who are not U.S. Citizens or Permanent Residents**. Please contact:

- Office of International Admissions
(505) 277-5829, goglobal@unm.edu

Please note that application materials will not be returned. *Don't*

send us your only copy of anything

Codes: on the Application for Admission or Readmission Form, please indicate which degree you are seeking:

- For the Master of Arts in Theatre and Dance (Dance History and Criticism)

15. Degree Sought: **MA**

16. **Theatre and Dance**

17. Major Code: **354**

- For the MFA in **Dramatic Writing**

15. Degree Sought: **MFA**

16. **Dramatic Writing**

17. Major Code: **417**

- For the MFA in Dance

15. Degree Sought: **MFA**

16. **Dance**

17. Major Code: **178**

Deadline for Applications for the Fall Semester:

For Financial Aid consideration - **February 1**

Final Deadline for all Applications – **April 15**

This deadline cannot be extended for any reason.

Please note:

- We are no longer accepting applications for the MA with emphasis in Directing; this degree has been phased out.
- Applicants from outside the U.S. are especially advised to submit their applications early.

For further information on UNM's admissions policies and procedures, please consult the UNM Catalog online at:

<http://catalog.unm.edu/catalogs/2018-2019/colleges/fine-arts/theatre-dance/index.html>

Submission and Review of Applications:

Applications should be submitted online at **the UNM Office of Admissions**, NOT to the Department of Theatre and Dance. *International Applicants should submit their applications to the Office of International Admissions.* The **UNM Admissions Office** will review your application for completeness and minimum eligibility. Upon approval by The Admissions Office, your application packet will be sent to the Theatre and Dance Department where it will be reviewed by faculty members in your area of intended emphasis.

In certain cases, the faculty may contact you to arrange an interview (by telephone for out-ofstate candidates).

Notification of admission or rejection will normally be sent in April (notification may be earlier or later depending on the volume of applications in a given year).

If, at any point in the process, you wish to inquire as to the status of your application, you may email Sarah Lentz at slentz@unm.edu.

We will respond only regarding the status of your application.
We cannot provide information about admission or rejection via phone or e-mail.

Other Options for Graduate Study

Graduate Non-Degree Option:

Students who have earned a bachelor's degree from an accredited college or university are welcome to enroll in some of our graduate courses on a space-available basis, by registering as a non-degree student. For details on non-degree graduate registration, contact the Office of Graduate Studies at (505) 277-2711.

If you later decide to apply for admission to the Graduate Program, up to twelve (12) credit hours of non-degree coursework may be counted toward your degree. **Please note, however, that enrolling as a graduate non-degree student does not guarantee admission into the Program.**

Transfer Option:

Students transferring from graduate programs outside of UNM must complete the same application process and meet the same deadlines as all other applicants.

The Department has the option of accepting up to six (6) credit hours of graduate-level work completed at another institution, and routinely does so provided that the credit is from an accredited graduate program and applies to the proposed area of emphasis at UNM. Students hoping to transfer credits from another institution should make this clear in their Letter of Intent, and (if admitted) should work with OGS and the Graduate Faculty Advisor from their area to determine exactly how many credit hours UNM will accept before making the transfer.

The policies regarding transfer of credits also apply to students transferring from graduate programs within UNM.

Entering the Program

Undergraduate Deficiencies

Because the Department allows itself some latitude in its acceptance standards, we reserve the right to determine the actual level of preparedness of each student entering the program. Typically, this is done through transcript evaluation and a meeting with the area Graduate Faculty Advisor, at which point the advisor will notify you if any remedial coursework will be required.

Advising

All students in the graduate program are required to meet with their area Graduate Faculty Advisor at least once each semester. The Graduate Faculty Advisor's job is to help you select courses; solve problems and create deadlines related to your work in the program, and graduate on time. Your Graduate Faculty Advisor may or may not turn out to be your Dissertation or Master's Essay Advisor.

Graduate Faculty Advisors by area of emphasis

- Dance MFA **Donna Jewell**
djewell@unm.edu (505) 277-6711
- Dance MA **Amanda Hamp**
ahamp@unm.edu (505) 277-3660
- Dramatic Writing MFA **Greg Moss**
gross011@unm.edu (505) 277-4332

Should you encounter a problem that your Graduate Advisor cannot help you solve, or should you have a problem with your Graduate Advisor, please consult:

- Coordinator, Graduate Studies

Sarah Lentz
slentz@unm.edu 277-2737

Your Files

All files concerning your time at the University of New Mexico are covered by the Family Educational Rights and Privacy Act of 1974. More information on this and other University policies regarding confidentiality is available at:

<https://registrar.unm.edu/privacy-rights/ferpa.html>

Courses for the First Semester

All students, regardless of degree or area of emphasis, must enroll in Theatre/Dance 500, **Introduction to Graduate Study**, during their first Fall Semester after acceptance into the program

Please consult your Graduate Area Advisor for assistance in selecting additional courses.

Standard full-time enrollment is 9-12 credit hours, which usually translates to 3 or 4 graduate level courses. Some electives and technique classes count for less than 3 credit hours; if you plan to enroll for 1- or 2-credit classes, please consult with your Graduate or Area Advisor to determine how this will affect your progress toward your degree.

Registering for Classes

After consulting with your Graduate or Area Advisor, you are free to go ahead and register for classes. Registration at UNM is through a system called **Lobo Web**, which can be accessed on www.unm.edu. You will need a UNM ID# and PIN. Go to <http://my.unm.edu>. If you do not know your NetID and/or Password, go to <http://it.unm.edu/accounts/> and get one.

Major Cards

At the beginning of each semester, all graduate students will receive a “major card”-- this card allows you to purchase two tickets to any performance staged by the Department of Theatre and Dance for a nominal cost. *Do not lose this card, as we cannot replace them.* Graduate students in dance must have them for access to rehearsal spaces in Carlisle Gym. This discount applies only to Department performances. Your major card cannot be used for events in Popejoy Hall, Keller Hall or events staged in the Department by outside companies. However, many of these events do offer a modest discount to UNM students. For details, visit the UNM Ticket Office, located at the front entrance to the UNM Bookstore.

Bookstore

The UNM Bookstore is located at the corner of Central Avenue and Cornell, just across the campus road from the Center for the Arts. This is where you will find most of the required texts for Theatre and Dance courses. UNM students with ID may purchase textbooks without paying the gross receipts (state sales) tax.

Requirements

The Core Sequence

All students must complete the Core Sequence of courses in order to earn their degree. The purpose of this required sequence is to provide a common conceptual framework for all students in the program. This common framework includes:

- Familiarity with research methods and resources in the performing arts
- A critically-informed understanding of the nature and purpose of performance
- Development of the reading, writing, and research skills necessary for the final project, thesis or dissertation as well as for many creative endeavors.

The courses in the Core Sequence include:

- Theatre/Dance 500 -- Introduction to Graduate Study
- Theatre/Dance 503 -- Performance Theory
- Theatre/Dance 506 -- Critical Issues in the Arts

Our current plan is that T/D 503 will be offered in *the Spring of even-numbered years*, while T/D 506 will be offered in *the Spring of odd-numbered years*. 512 Seminars are offered as faculty are available, typically once or twice per academic year.

NOTE: Dance MA students are required to take either 503 or 506, but not both. Dance students are not required to take Dance 512, though they are encouraged to do so.

Graduate students in dance should register for these courses under the Dance course number; Theatre and Dramatic Writing students should register under the Theatre course number.

Under special circumstances, Graduate seminars taken in other departments within the University may be substituted for Theatre 512. Please consult with your Graduate or Area Advisor before enrolling.

Plans of Study -- Master of Arts Degrees

The University offers two options (called Plan I and Plan II) for completing the Master of Arts Degree.

- Plan I (Thesis Plan)
- Minimum of 30 hours of graduate-level coursework, including:
 - 6 hours of Thesis (Theatre/Dance 599) credit
 - Completion of a Master's Thesis
 - Oral Examination
- Plan II (Non-Thesis Plan)
- Minimum of 33 hours of graduate-level coursework, including:
 - 3 hours of Master's Essay (Theatre/Dance 598) credit
 - Creative Project
 - Written Examination and Oral Examination

University regulations include additional criteria for both Plan I and Plan II, including limits on workshop credit, independent study credit, etc. For complete details, please see:

<http://catalog.unm.edu/catalogs/2018-2019/colleges/fine-arts/theatre-dance/graduate-program.html>

Choosing a Plan:

Plan I is the traditional MA program, and culminates in the writing of a thesis-- a work of original research and writing (typically, 60-85 pages) that explores in depth a particular, carefully delimited subject related to your area of emphasis. Plan I is especially recommended for students who intend to eventually pursue a Ph.D. The experience of researching and writing a Master's Thesis is invaluable preparation for the rigors of completing a doctoral dissertation.

Plan I is required for all students emphasizing in Dance History and Criticism.

Plan II does not require a Thesis, but does require both a substantial Creative Project (usually, this means directing a full-length performance or project in the department, the schools or community. as well as a Master's Essay. The Master's Essay is intended to conform to the standards of a major seminar paper or journal article, including careful organization, clarity of argument, original research with full citation, bibliography, etc. Successful Master's Essays in recent years have been between 30 and 50 pages in length. The Master's Essay may address a topic related to the Creative Project, but this is not absolutely necessary. Plan II also includes a written exam, taken during the student's final semester in the program.

All students must select a Plan prior to filing a **Program of Study** (see p. 30) with the Office of Graduate Studies, which is typically done at the end of the first year of full-time coursework. Once the Program of Studies has been filed, you may only switch Plans with the approval of the Department Chair and the Dean of Graduate Studies.

Regardless of which Plan you choose, you are encouraged to begin considering topics for your Thesis or Essay as early as possible, and to be prepared to propose your topic to your Graduate Advisor no later than two semesters before your intended date of graduation.

Time Limit to Degree

The maximum time period allowed to complete a Master's Degree is seven (7) years, dated from the beginning of any coursework which is being counted toward the degree. Extensions of this time limit are exceedingly rare, and are granted only by petition to the Department and the Office of Graduate Studies.

Requirements: MA in Theatre and Dance

By Area of Emphasis

THEA/DANC 500 Introduction to Graduate Study	3
THEA 503 Performance Theory	3
THEA 506 Critical Issues in the Performing Arts	3

Degree Plans:

(Dance concentration in History/Criticism):

Dance History/Criticism

PLAN I: THESIS

Required Core: 500 & 503 or 506	6
Dance History Courses:	
6 hours from 562, 563, 564, 566, or 567	6
Dance 531 Criticism	3
Electives related to concentration	9
Thesis	6
Total	30

Dance History/Criticism

PLAN II: ESSAY

Required Core: 500 & 503 or 506	9
Electives related to concentration	15
THEA 598 Master's Essay in Theatre and Dance	3
Other Electives	6
Total	33

*Please note: Not all courses are offered every semester. Note especially that **Theatre/Dance 503** is offered only during the Spring of even-numbered years and **Theatre/Dance 506** is offered during Spring of odd-numbered years. Please plan your curriculum appropriately to ensure that you complete all required courses by your intended date of graduation.*

Requirements: MFA in Dramatic Writing

<u>Required Courses</u>	<u>Hours</u>
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<u>Graduate Core:</u> 500, 503, 506	9
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Total:	9
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Writing Core:

THEA 555 -- Dramatic Writing I	8
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THEA 556 -- Dramatic Writing II	8
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THEA 557 -- The Writer's Stage	8
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THEA 558 -- Screenwriting	6
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THEA 559 -- Topics in Dramatic Writing	6
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Total:	36
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Electives: (graduate level)	9
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THEA 699 -- MFA Dissertation	6
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Minimum credit hours required for degree 60

Qualifying Review

After completing 20 hours of graduate credit (usually at the end of the first year in the program), each student must submit all writing completed since entering the program for review by the Graduate Faculty, which will assess the student's promise as a dramatic writer. This review will result in one of the following:

- Permission to continue in the MFA program
- Dismissal from the Graduate Program
- "Revise and resubmit" -- the Faculty may request that the student resubmit their work after addressing specific concerns. Resubmission must be completed and re-reviewed before the beginning of the Fall Semester.

The outcome of the Qualifying Review is at the sole discretion of the Graduate Faculty.

Advancement to Candidacy / Comprehensive Examination

After successfully completing 30 hours (i.e. at the end of the second year) of graduate work, all MFA students must pass a **Comprehensive Examination**. *Students are strongly encouraged to meet with Professor Greg Moss early in their 3rd semester to arrange the parameters and schedule of their Exam.*

Students who pass the Comprehensive Examination will be allowed to submit the **Application for Candidacy** to the Office of Graduate Studies, and formally advance to Candidacy (the final stage of the program). Students who fail the Comprehensive Examination may petition to retake the Exam, but the decision to allow this is at the sole discretion of the Graduate Faculty.

Students have **5 years to complete the program** after submitting the **Application for Candidacy**.

MFA Dissertation, Essay, and Exam

The MFA Dissertation is the major, full-length work (play or screenplay) written in the final year of the Candidate's program. The Dissertation Work must be presented publicly in a venue and format to be determined in consultation with the student's Graduate Advisor -- typically, this means a workshop production in the Department of Theatre and Dance; but the presentation may be more or less elaborate, depending on the merit of the Dissertation and the availability of production facilities.

The play or screenplay must be accompanied by a substantial essay (typically, 30-50 pages) that addresses such topics as:

- the process by which the work was developed
- research done to aid in the writing of the work
- analysis of the issues and meanings embodied in the work itself
- problems or epiphanies encountered in the production of the work

After submission of the Dissertation and Essay, the candidate must pass an Oral Examination. This is the last step prior to earning the degree.

Additional Requirements, MFA in Dramatic Writing

In addition to the requirements listed on the previous pages, the successful MFA candidate must complete the following works to graduate:

- 3 full-length plays
- 1 screen play
- 1 short screen or stage piece

Including the Dissertation this makes **a total of 6 complete scripts** required to earn the MFA degree.

Of these 6 scripts, **at least three must be produced** in a forum judged as suitable by the Graduate Faculty. Appropriate venues may include:

- Staged Readings open to the Public
- The Writer's Stage course (557)
- University Productions (at UNM or elsewhere)
- Professional Productions

The Curricular Cycle

The MFA Program in Dramatic Writing is designed to provide a supportive, nurturing context in which writers can develop their craft. Part of this process is the cyclical repetition of the primary writing sequence (555, 556, 557, and 558), which allows newer students to learn from the

example of more experienced students, and facilitates a sustained relationship between the student, the student's work, and the playwriting faculty.

To see how this repetition works in practice, please see the model program on the next page.

For additional questions regarding the requirements of the MFA in Dramatic Writing, please consult the Area Advisor for Dramatic Writing: Elaine Avila, eavila@unm.edu, (505) 277-0603

Model Program of Study, MFA in Dramatic Writing Year

I -- 21 credit hours

FALL

500 -- Intro to Graduate Studies	3 hrs
555 -- Dramatic Writing I	4
558 -- Screenwriting	3

SPRING

503 OR 506 -- Core, depending on availability	3
556 -- Dramatic Writing II	4
559 -- Topics in Dramatic Writing	3

[Qualifying Review at the end of Year I]

Year II -- 21 credit hours

FALL

*557 -- The Writer's Stage	4
555 -- Dramatic Writing I	4
558 -- Screenwriting	3

SPRING

503 OR 506 -- Core, depending on availability	3
556 -- Dramatic Writing II	4
Elective	3

**[Comprehensive Examination
Advancement to Candidacy]**

Year III -- 18 credit hours

FALL

699 -- Dissertation	3
*557 -- The Writer's Stage	4
Elective	3

SPRING

699 -- Dissertation	3
559 -- Topics in Dramatic Writing	3

Staging/Presentation of Dissertation Work

Elective 3
**[submission of Dissertation, including essay; oral
examination]**

**Graduation
Awarding of the MFA in Dramatic Writing**

Occurs in conjunction with **Words Afire. This annual new work festival presents graduate and undergraduate writers. Plays presented are full-length, one-act, and short form. The festival takes place in theatres on and off campus, usually in four different theatres showcasing 15-18 plays. Some are presented as staged readings. Entering students are invited to present a work in reading format in their first semester.*

Requirements: MFA in Dance

<u>Required Courses:</u>	<u>Hours</u>
Graduate Core:	
DANC 500 – Introduction to Graduate Studies	3
THEA 503 – Performance Theory	3
THEA 506 – Critical Issues in the Performing Arts	3
Subtotal: 9	
<u>Dance Core:</u>	
DANC 510 Creative Investigations I	3
DANC 511 - Choreography II or 579 Flamenco Choreography	3
DANC 515 - Creative Investigations II	3
DANC 516 – Dance Pedagogy	3
DANC 549 – Dance Technique for Graduate Student	24
DANC 531, 562, 563, 564, 566 or 567	
Dance History or Dance Criticism	3
DANC 699 – Dissertation	6
Subtotal: 45	
<u>Electives:</u>	
Six hours graduate electives in the student’s area Of interest	6
Subtotal:	6
 Total:	 60

Requirements & Qualifying Review

During their first two years in the program, **MFA in Dance Students** will be expected to audition dance works for the student dance showcase each semester. Each student will receive mentoring during their rehearsal process from at least one graduate faculty member per piece per semester, in addition to feedback from the entire faculty during the audition. Each student will have a conference of approximately 20 minutes with the dance graduate faculty at the end of each semester. The conferences and evaluation and review of the student’s work to date will serve as **the Qualifying Review for Advancement to Candidacy at the end of the student’s first year.**

Advancement to Candidacy / Comprehensive Examination

After successfully completing 40 hours (i.e. at the end of the second year) of graduate work, all MFA students must pass a **Comprehensive Examination**. Students who pass the Comprehensive Examination will be allowed to petition the Graduate Faculty for **Advancement to Candidacy** (the final stage of the program). *Students are strongly encouraged to meet with MFA in Dance Advisor early in their 3rd semester to determine the parameters and schedule of their Exam.*

The Comprehensive Exam requires a committee of no less than three members, including the committee chair, chosen by the graduate student taking the Comprehensive Exam. The student must invite committee members and confirm their acceptance of committee membership. The committee chair will assist the student in scheduling all exam components and submission of forms to Office of Graduate Studies in regards to the examination schedule and outcome.

The MFA in Dance Comprehensive Exam has three components and typically takes between one hour and one and a half hours:

- A written take home exam consisting of at least three questions submitted by committee members to the chair of the committee covering material in the degree program core courses. This take home exam will be distributed to the student two weeks before the exam. The student will distribute the written response to the committee members one week before the exam. Committee members will discuss with and ask questions of the student regarding the written portion during the exam.
- A choreographic task given by the chair of the committee one week prior to the exam, to be presented live during the exam
- A presentation of the student's work to date, with DVD clips of significant selections of works, discourse on how the student sees their work in the field of dance, their influences and artistic goals, and plans for their final concert in their third year.

Students who fail the Comprehensive Examination may petition to retake the Exam, but the decision to allow this is at the sole discretion of the Graduate Faculty.

Each petition for **Advancement to Candidacy** will be reviewed by the Graduate Faculty, who will review the candidate's work to date, and assess the potential of each candidate for continued success in the program. This review has three possible results:

- Advancement to Candidacy -- the student is permitted to enroll in Dissertation hours, and to complete the MFA degree
- Conditional Advancement -- the student is permitted to enroll in Dissertation hours, but will not be permitted to complete the degree unless they take specific steps, prescribed by

the Graduate Faculty, to address problems or concerns about the quality and/or quantity of their work

- Dismissal from the MFA Program: a student whom the faculty votes to dismiss will receive a letter from the Head of Dance detailing the reason(s) for dismissal. The student will then have one month in which to file an appeal with the Graduate Faculty. This appeal will be considered by the Department's Graduate Committee, who will review the student's file and either confirm the Dismissal or prescribe other action (such as Conditional Advancement). *The decision of the Graduate Committee is final and binding.*

MFA Project and Dissertation

In their third and final year of the program, all MFA candidates are required to complete to the satisfaction of the Dance Faculty a final project with accompanying written dissertation.

- **Projects** consist of the creation and presentation of a full evening's work which demonstrate the candidate's highest achievement of artistry and craft. This work may be an extension or revision of a project undertaken earlier in the candidate's program of study, but if so, *the work must gain a significantly new dimension to qualify as a final project.*
- Accompanying the Project, students must submit a **Dissertation** (30-50 pages) in which they identify and analyze specific artistic and choreographic issues of particular concern to them, and of particular relevance to their Project.

All Dissertations must be written as formal research papers, including detailed citations, notes, and a substantive bibliography of no fewer than twenty (20) sources.

For further information or questions regarding the MFA in Dance, please contact the Graduate Advisor for Dance:

- **Donna Jewell**
djewell@unm.edu
(505) 277-3660

Model Program of Study, MFA in Dance

Please note that (with the exception of the final semester) **students are not permitted to enroll in the MFA in Dance program on a part-time basis.**

Year I –

FALL

500 -- Intro to Graduate Studies	3 hours
510 -- Creative Investigations I	3 hours

549 -- Graduate Dance Technique	4 hours
<u>SPRING</u>	
503 OR 506 – Graduate Core	3 hours
Dance Pedagogy or Dance History/Crit	3 hours
549 -- Graduate Dance Technique	4 hours

[Qualifying Review]

Year II – **FALL**

511 – Choreography II or 579 Flamenco Choreography	3 hours
549 – Dance Technique for Graduate Students	4 hours
Elective	3 hours

SPRING

503 OR 506 – Graduate Core	3 hours
515 Creative Investigations II	3 hours
549 – Dance Technique for Graduate Students	4 hours
Dance History or Pedagogy	3 hours

**[Comprehensive Examination
Advancement to Candidacy]**

Year III -

FALL

549 – Dance Technique for Graduate students	4 hours
699 -- Dissertation	3 hours
Elective	3 hours

SPRING

699 -- Dissertation	3 hours
549 -- Graduate Dance Technique	4 hours

**[Presentation of Final Project, submission of Dissertation
and oral defense]**

**Graduation
Awarding of the MFA in Dance**

The Home Stretch

Declaring Candidacy

This is a crucial step in the conclusion of any degree program at UNM.

- MA students must submit a **Program of Study** after completing 12 hours of coursework (typically, at the end of their first year).

- MFA students must submit an **Application for Candidacy** after successful completion of the Comprehensive Examination.

Both forms require students to list all courses taken toward the degree, as well as all courses they will take to complete their degree. The **Program of Study** and **Application for Candidacy** forms are provided by OGS, and are downloadable from their website:

<http://www.unm.edu/~ogshmpg/eforms/index.html>

These forms may also be picked up from the OGS Office (Humanities Building, Room 107). After completing your form, please submit it to the Graduate Coordinator, who will review it and then forward it to the Dean of Graduate Studies for approval.

PLEASE NOTE THAT THE PROGRAM OF STUDY (FOR MA STUDENTS) AND THE APPLICATION FOR CANDIDACY (FOR MFA STUDENTS) MUST BE COMPLETED NO LATER THAN THE SEMESTER BEFORE THE SEMESTER IN WHICH YOU INTEND TO GRADUATE. FAILURE TO SUBMIT THIS FORM ON TIME MAY RESULT IN THE DELAY OF YOUR GRADUATION.

Please follow all the instructions provided by OGS, and be sure to leave yourself plenty of time to collect the required signatures from your advisor, the Director of Graduate Studies, etc.

Any changes, no matter how minor, in the program of study detailed on your form must be approved by everyone who signed the original form. If you plan to make any changes, please consult your Graduate Advisor.

Selecting A Committee

After declaring Candidacy (or filing a Program of Study), your next step is to establish a Graduate Committee. This is the group of faculty members who will evaluate your Thesis, Essay, or Dissertation, as well as administer your Oral and (for Plan II) Written Examination. *All the members of your Graduate Committee must approve your work in order for you to graduate.*

Criteria for selecting a Graduate Committee:

- Each committee must include at least 4 faculty members whom the University has approved for Graduate instruction (3 for MA committees).
- Each committee must include at least 3 members of the Graduate Faculty in Theatre and Dance (2 for the MA).
- Most Graduate Committees consist entirely of Theatre and Dance Faculty. However, we recognize that there are certain situations in which a scholar outside the Department may bring expertise or experience of particular relevance to the project.
- If you are planning to include a Committee Member who is not part of the Graduate Faculty in Theatre and Dance, please consult your Graduate Advisor or the Graduate Coordinator.
- All members of the committee must agree to serve.
- While it is part of our job description as faculty to serve on Graduate Committees, a particular faculty member may have good and sufficient reasons to refuse to serve in a particular case.
- As a common courtesy, it is preferred that you meet with potential committee members in person to discuss your project before you invite them to serve.
- Your Graduate Advisor may serve as the chair of your committee (your “thesis/dissertation advisor”). However, the choice of the Graduate Committee Chair is entirely up to you (provided, of course, that the faculty member you choose agrees to serve).

- As stated, the minimum number of committee members is 4 (3 for MA Committees). However, you may add additional committee members if you feel their expertise is required. If you are considering this, please consult your Graduate Advisor.
- For the MFA, the Comprehensive Exam committee can be different faculty from the dissertation committee.

Dissertation, Thesis, and Essay Proposals

After Advancing to Candidacy and assembling your Graduate Committee, you will need to complete a Proposal for your Dissertation, Thesis, or Essay. Students will not be permitted to enroll for Theatre or Dance 598 (Essay), 599 (Thesis) or 699 (Dissertation) unless and until they have:

- Completed a Proposal
- Had the proposal signed by all the members of their Graduate Committee

Once these steps are accomplished, the student may register for the appropriate course under their Committee Chair.

The Proposal should include the following:

- Introduction: Identify and describe your topic clearly. What is the problem that you seek to study or explore? Why is this topic important to you, and why is it important to the discipline of Theatre or Dance? If you are writing the Essay or Dissertation in conjunction with a creative project, describe the project briefly and explain the relationship between the creative project and the written project.
- Method: Explain how you will develop the project. Will your research be primarily library-based or will you be conducting interviews and field observations? Are there particular collections or people that you will consult? How will you use the material you collect? Why is this approach appropriate to your topic?
- Schema: A detailed description (in narrative or outline form) of the shape you expect the project to take when complete. Consult your Committee Chair regarding the best way to schematize your ideas.
- Aims of Research: **If you have not covered this in your introduction**, describe what you hope to discover, achieve, or prove through this work.
- Annotated Bibliography: Provide the full citations for at least 10 sources that have a direct application to your proposed study. For each citation, write one or two sentences that summarize the contents of the source and its relevance to your project. Please format your citations according to the *MLA Handbook for Writers of Research Papers, Sixth Edition*, available in Zimmerman Library and at most bookstores.
- You are encouraged to seek the assistance and advice of all members of your Graduate Committee in constructing your proposal.

Manuscript Guidelines for Theses and Dissertations

Theses and Dissertations are archived by the University, and therefore must conform to formatting guidelines specified by the Office of Graduate Studies. These guidelines are available from the OGS office, or online at:

<http://www.unm.edu/~ogshmpg/manuscripts/guidelines.html>

In addition, the Department of Theatre and Dance has adopted MLA style guidelines as our house style for theses and dissertations. All citations, footnotes, etc. should follow the *MLA Handbook for Writers of Research Papers, Sixth Edition*, available in Zimmerman Library and most bookstores.

Announcement of Exam

The date, time, and place of your oral examination (and, for Plan II MA students, your written examination) can be worked out between you and your Committee Chair at any time. When you have agreed on a date, you must ask your Advisor to complete an **Announcement of Examination Form** and submit it to the Director of Graduate Studies no less than three (3) weeks before the date of the exam. Please note that Oral Examinations in the Department are generally open to the public.

Yes, we have a lot of forms. Thank you, State of New Mexico Department of Education!

Examinations

Oral Examination (MFA, MA)

Oral Examination, or “Defense”: This Exam presents an opportunity for the members of your Graduate Committee to respond to, ask questions about, and critique your Dissertation, Thesis, or Essay. This Exam takes about one hour, after which the Committee will ask you to leave the room while they confer. After their conference, the Committee will then invite you back into the Exam room and inform you of one of the following results:

- Pass with Distinction
- Pass
- Pass, Contingent upon Revision
- If this result is determined, the Committee will also inform you of the specific revision(s) required and the deadline by which you must submit the revised version to your Committee Chair.
- Fail

Written Examination (Plan II MA only)

This is a three hour exam which covers your Essay, Project, and related fields. The questions are submitted by the members of your Graduate Committee and the exam itself is constructed by your Committee Chair. All three members of your Committee will read the exam, and the Committee as a whole will award one of the following grades:

- Pass with Distinction
- Pass
- Fail

Comprehensive Examination (MFA Students only)

This is typically taken in the end of the second year of coursework and tests the student's mastery of a body of material determined in consultation between the student and the Graduate Faculty in their area. For further information, consult your Area Advisor.

Important Deadlines

For May Graduation

- Program of studies approved by Graduate Unit and submitted to OGS. Deadline for graduation in Spring. **October 1**
- Your thesis, essay, or dissertation proposal must be submitted to your Graduate Advisor by **November 15**.
- The first draft of your project must be distributed to all members of your committee by **February 5**.
- The entire project must be complete, all required examinations (written and/or oral) must be passed, and the final manuscript (for theses and dissertations) submitted to the Office of Graduate Studies by **March 15**.

For July Graduation

- Program of studies approved by Graduate Unit and submitted to OGS. Deadline for graduation in Summer. **March 1**.
- Your thesis, essay, or dissertation proposal must be submitted to your Graduate Advisor by **February 1**.
- The first draft of your project must be distributed to all members of your committee by **April 15**.
- The entire project must be complete, all required examinations (written and/or oral) must be passed, and the final manuscript (for theses and dissertations) submitted to the Office of Graduate Studies by **July 15**.

For December Graduation

- Program of studies approved by Graduate Unit and submitted to OGS. Deadline for graduation in Fall. **July 1**.
- Your thesis, essay, or dissertation proposal must be submitted to your Graduate Advisor by **April 15**.
- The first draft of your project must be distributed to all members of your committee by **September 15**.
- The entire project must be complete, all required examinations (written and/or oral) must be passed, and the final manuscript (for theses and dissertations) submitted to the Office of Graduate Studies by **November 15**.

The above are Departmental Deadlines. A complete listing of OGS-mandated deadlines can be found:

<http://grad.unm.edu/degree-completion/index.html>

Financial Aid

The Department has a limited amount of financial support to offer to graduate students. Typically, this support is awarded to students who have already been in the program for at least a semester and demonstrated both academic and artistic excellence, but occasionally we are able to offer financial aid to an incoming student.

The department solicits **Applications for Financial Aid** during the Spring Semester for the following academic year. Notification of this year's deadline will be posted on bulletin boards in the Center for the Arts and in Carlisle, as well as on e-mail.

Most Departmental aid comes in the form of **Graduate Assistantships**, which typically require a weekly commitment of 10 hours in exchange for 6 hours of tuition remission and a cash stipend of approximately \$3200 per semester. These assistantships also include university health insurance. Additionally, out-of-state students holding a Graduate Assistantship of 10 hours/wk or more will be charged in-state tuition rates for any courses they take beyond the 6-hour tuition waiver. Note that some assistantships are structured and compensated differently.

We also offer a limited number of cash awards which do not require employment.

In addition, the University of New Mexico awards a small number of **OGS 3% Scholarships**, which provide up to 9 hours of tuition remission per semester. Recipients of these scholarships must be permanent residents of New Mexico. **The Deadline for Declaring Residency is 21 days after the FIRST day of classes. The Residency Form can be downloaded from the OGS website: www.unm.edu/grad.**

Limits on Financial Aid

In order to qualify for most forms of Financial Aid, students must be enrolled full-time. Exceptions to the full-time enrollment requirement are rare, and are usually made only for students in their final semester of the program.

Graduate Assistant (GA) contracts are written for either a semester or a year. Renewal of GA contracts is at the sole discretion of the Graduate Faculty.

It is rare that a student completes a graduate degree in the Department without receiving some form of financial aid along the way.

However, it is equally rare that the Department is able to support a student completely for his or her entire time in the program.

Or to put it another way: most students do not pay the entire cost of their graduate education at UNM, but due to the financial limitations of the University, no student gets a "full ride."

For information on other forms of Financial Aid, such as loans, work-study employment, or fellowships from outside organizations, please consult the OGS website:

<http://grad.unm.edu/funding/index.html>

Please note that aid from sources other than the Department may require a separate application process and completion of a FAFSA Form.

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- Because the Department tries its best to support as many graduate students as possible, students whose GA contracts are not renewed should not construe the non-renewal as a negative judgment on their performance.

Additional Policies and Procedures

Student Rights and Responsibilities

Your rights and responsibilities as a University of New Mexico student are detailed in The UNM Pathfinder, the University-wide student handbook. The Pathfinder is available from the Student Services Center, or online at:

<http://www.unm.edu/~sac/pathfind.html>

The Department of Theatre and Dance is committed to providing a supportive, academically and artistically free environment. If you feel that your personal, academic, or artistic freedom has been violated in any way, please contact the Department Chair or the Director of Graduate Studies.

Grades

Grading in the Graduate Programs generally follows these guidelines:

A+	Perfect -- or as close to it as mortal humans may achieve A Really Superior Work
A-	Outstanding
B+	Very Good
B	Satisfactory
B-	Unsatisfactory
C	Failing

The grade of *Incomplete* is generally reserved for cases in which a major medical or family crisis prevents a student from completing the work for a course within the semester the course is offered. Students may only receive a grade of *Incomplete* if they have first reached an agreement with the course instructor; this agreement should include a mutually-determined deadline for the student to complete the work necessary to earn credit for the course. You may not graduate with any grades of *Incomplete* on your transcript.

Graduation

The University awards degrees at the end of the Fall, Spring, and Summer Terms -- i.e. in December, May, and July. However, the University only holds University-Wide Commencement ceremonies in December and May, with the May Commencement being by far the bigger event. The College of Fine Arts also holds a Convocation Ceremony honoring graduates in May and

December. Students who will be awarded their degrees in December or July of a given academic year may request to “walk” in the May Convocation of that year; however, students may only walk in the University-wide Commencement during the semester in which they actually receive the degree. Information regarding Commencement and Convocation will be sent to you from the University Secretary during your final semester in the program.

Conference Room/Reading Room

Room B434 (commonly called “the Conference Room”) of the Center for the Arts is used for many graduate seminars and departmental meetings. When not in formal use, however, it is available to students as a quiet place for reading, writing, or study-group meetings. This room also contains a large collection of theatre and dance books and periodicals not available from the University libraries. Students are welcome to borrow these books on the Honor System.

The Lobo Card

All students must obtain a University Identification Card (“Lobo Card”). The Lobo Card functions as your library card; it also provides your access to Johnson Gym and many other University facilities. For more information on how to obtain and use your Lobo Card, see: <http://www.unm.edu/~unmreg/lobocard.htm>

Local Address

Please be sure that the Department Administrator and/or the Graduate Coordinator has your current local address, phone number and e-mail, and be sure to notify us when one or more of these contacts change.

House Style

The Department of Theatre and Dance has adopted MLA Guidelines as our House Style for theses, dissertations, and research papers. Unless otherwise directed by your instructor, all written work submitted for a grade in the Department should conform to the formatting and citation rules outlined in the MLA Handbook for Writers of Research Papers, Sixth Edition, available from Zimmerman Library and most bookstores.

Graduate Student Organization

All UNM graduate students are represented by the Graduate and Professional Students Association (GPSA), which organizes a variety of events both scholarly and social. For more information, contact: (505) 277-3803 or <http://www.unm.edu/~gpsa/>

Funding for Travel

In the event that you find that you have a paper or performance to present at a regional or national conference or should your thesis project require travel for research purposes, a limited number of grants to support such work are awarded on a competitive basis by the Graduate and Professional Student Association. Information is available on the GPSA Website

<http://www.unm.edu/~gpsa/funding/>

Departmental Graduate Student Organization

As of the writing of this edition of the Handbook, there is not currently an organization specifically for Theatre and Dance graduate students. However, should students wish to create

one, the Department will wholeheartedly support such an effort. We are particularly interested in giving graduate students a voice in departmental governance through the appointment of a gradstudent representative to various committees.

Important Contacts

Questions about the Graduate Programs in Theatre and Dance should be addressed to:

Dramatic Writing Advisor:

Greg Moss (505) 277-3517
Department of Theatre and Dance Fax: (505) 277-8921
MSC 04 2575 E-mail:
1 University of New Mexico gmooss011@unm.edu
Albuquerque, NM 87131
USA

Dance Advisor:

Donna Jewell (505) 277-3660
Department of Theatre and Dance Fax: (505) 277-9625
MSC 04-2575 E-mail:
1 University of New Mexico djewell@unm.edu
Albuquerque, NM 87131

For all other questions:

Coordinator, Graduate Studies
Sarah Lentz
Theatre & Dance Dept. (505)
277-2737
slentz@unm.edu

Theatre Administrative Office
MSC04 2575
1 University of New Mexico
Albuquerque NM 87131-0001 (505)
277-4332, Fax: (505) 277-8921 e-
mail: theatre@unm.edu
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Dance Program Office
Carlisle Gym, Room 108 (505) 277-
3660, Fax: (505) 277-9625
dance@unm.edu

Department Chair: Donna Jewell
Room 128 – Robert Hartung Bldg
505-277-4332
djewell@unm.edu

Office of Graduate Studies (OGS)
Humanities Building, Room 107 (505) 277-
2711
<http://grad.unm.edu/home/index.html>