

Master of Arts in Theatre Program Handbook

Welcome

- to the University of Nevada, Las Vegas Department of Theatre and the Nevada Conservatory Theatre. Our Master of Arts program involves graduate-level course work in theatre history, dramatic literature and dramaturgy. It is designed to supplement and advance the student's undergraduate work in the field of Theatre and Drama and to familiarize the student with professional standards, research methods, and modes of thought in the discipline. The M.A. is enhanced by association with our Master of Fine Arts in Theatre program, collaboration with the Nevada Conservatory Theatre and additional graduate course offerings in the UNLV Department of English.

You may never work harder than you do in Graduate College and this requires that you be self-motivated and ready to work. More so than your undergraduate education, a graduate education is what you make of it. The Department of Theatre is committed to providing an open and inclusive community for all its faculty, staff, and students. Develop relationships with faculty and your peers.

- Norma Saldivar
Chair, Department of Theatre

Mission Statement

The Department of Theatre in the College of Fine Arts offers a diversified curriculum that allows students to immerse themselves in all aspects of performance and production, while taking advantage of the entertainment richness of Las Vegas. Whether it is in the classroom, on the stage, or behind the camera, the Department of Theatre expert faculty fosters creative development and growth that prepares students for the world of production and performance.

Purpose

The purpose of this handbook is to provide program specific information that is not found in the UNLV Graduate Catalog. Students are responsible for understanding and following the policies and procedures delineated in this document and the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: valarie.burke@unlv.edu or gradassociatedean@unlv.edu.

Department Graduate Faculty

A current listing of the graduate faculty can be found in the UNLV Graduate Catalog. Faculty must hold graduate faculty status to be involved in graduate education at UNLV. For up to date information regarding graduate faculty status in your department, visit the [Graduate Faculty status web page](#).

Program Information

The Master of Arts in Theatre typically leads to professional advancement for the secondary school or community college teacher; to careers in writing, editing, and publishing; or to further study in Theatre at the doctoral level.



Contact Information

[Theatre Department Website](#) [Nevada Conservatory Theatre Website](#)

THEATRE *Department Main Office:* Florence Dugan Humanities Bldg. (FDH) / theatre@unlv.edu / 702.895.3666

THEATRE *Department Chair*: Norma Saldivar / FDH 410 / norma.saldivar@unlv.edu

THEATRE *Department Graduate Coordinator*: Norma Saldivar / FDH 410 / norma.saldivar@unlv.edu

Program Requirements

Program requirements regarding [admission, coursework and culminating experience are found in the graduate catalog.](#)

Advisory Committee Guidelines

In consultation with his/her advisor, a student will organize an advisory committee of at least three department faculty with Graduate faculty status, one of whom is the advisor. In addition, a fourth member from outside the department, known as the Graduate College Representative, must be appointed. Additional committee members may be added at the student and department's discretion. The proposed committee is submitted to the Graduate College through the Rebel Gateway. This committee may be changed at any point by submitting a change of committee through the Rebel Gateway.

This committee will guide, mentor and examine the student throughout the graduate experience in the Theatre Department at UNLV. They will sign all the forms and documents required by the Department and the Graduate College at each step in the process. Please see Graduate Catalog policy for committee appointment guidelines.

Degree Program Benchmarks

The M.A. in Theatre requires completion of a minimum of 31 credit hours with a minimum GPA of 3.00. Courses with a grade of "C- "or below may not be counted for credit toward graduation. Coursework includes the following or other advisor-approved courses.

History & Research (9 credits) – THTR 681, Theatre History I, THTR 682 Theatre History II, THTR 701 – Research in Theatre & Drama

Seminar (4 credits) – THTR 702 Graduate Seminar

Electives (12 credits) – Determined in consultation with the advisor

Thesis (6 credits) – THTR 798 (taken over at least two semesters with a minimum of two credit hours in the student's final semester of study)

At least two-thirds of the coursework shall be in theatre and theatre-related courses and at least one-half of the credits required for the degree must be in courses intended for graduate students only.

Upon acceptance to the program, a **Graduate Reading List** will be provided to the candidate. This list includes major works in theatre history, performance theory, dramatic criticism and play texts. Students enrolled in the M.A. program are expected to read and be familiar with all volumes on the list and will be tested on comprehension as part of their culminating experience.

In the first semester of enrollment the candidate will assemble an **Advisory Committee** as detailed above.

The first duty of that committee will be to evaluate and approve the candidate's thesis topic. The thesis should be an original contribution of knowledge and research about a suitable dramatic or theatrical subject, no less than fifty pages in length. In matters of form and style, the student should follow the procedures set forth by the Graduate College in the catalog and in its Thesis and Dissertation Manual. The student will submit to the committee a thesis **Prospectus** that is a plan for the project. It should explain what makes this topic interesting and unique, presenting conclusions to be pursued and the contribution to current scholarship. It should outline the structure of the paper, identify research resources including a preliminary bibliography, and a timeline for completion. The prospectus should be submitted to the advisory committee at least two weeks prior to a scheduled committee meeting to discuss the project. The committee may offer recommendations and changes before signing off on the prospectus.

Prior to completion of 18 credits the candidate will submit a **Plan of Study** to the Graduate College. **PoS Part I** is available in the Rebel Gateway and simply confirms the degree plan (M.A. Theatre Arts). **PoS Part II** requires a listing of courses taken and to be taken to complete the degree (see coursework listings at beginning of the section).

In the semester prior to graduation, the candidate should **Apply for Graduation** through MyUNLV and pay the fee as appropriate.

The candidate should consult regularly with the advisor as research on the thesis topic proceeds. Once the advisor considers the thesis to be ready for review, the student may submit the project to the advisory committee, scheduling a **Defense** at least two weeks later but at least three weeks prior to the end of the semester of graduation.

The thesis shall be submitted to **iThenticate** before the Defense for a similarity check and the report will be submitted to the committee at the Defense.

One week prior to the Defense, the candidate will complete a **written comprehensive examination** on the Graduate Reading List provided at matriculation.

The Defense is typically two hours and is open to the public. Once scheduled, notify the Graduate College so that it may announce it. The first half of the Defense is focused on answering questions of the committee about the thesis, defending the research and conclusions. The second half is based on the Graduate Reading List, the curricular content represented in the student's individual course of study, and the results of their comprehensive examination. At the end of the Defense, the advisory committee will determine results, passing the candidate, passing with corrections, or failing.

When the thesis is ready to go forward, the candidate will submit a **Culminating Experience Results** form through the Rebel Gateway, attaching the iThenticate report. Additionally, a final properly formatted electronic copy of the thesis will be submitted to the Graduate College.

Upon approval and by invitation from the Graduate College, the thesis may be uploaded in **ProQuest** and **Digital Scholarship @ UNLV**.

Program Timeline

Of the 31 total credits required (see coursework listings at beginning of the previous section or the Graduate Catalog): Four full-time (6-9 credits) semesters or two full academic years is the average duration of the program of study for the M.A. in Theatre.

Annual Review Procedures

Each winter break and early spring term, graduate students are **required** to complete the Graduate Student Individual Development Plan (IDP) form. The review covers the prior calendar year and assesses student progress, and it establishes reasonable goals for the year ahead. Reported student data is shared with students' graduate coordinators and advisors to foster opportunities for discussion about students' strengths and weaknesses, accomplishments and next requirements, and mentoring plans so that students know what they need to do in order to progress successfully through their programs in a timely manner. Students who are graduating are also required to complete the form in order to record their achievements since the data is also used to track metrics related to the annual productivity of all students. The mandatory review covers the prior calendar year and assesses student progress while setting goals for the year ahead.

M.A. Competencies. Growth and development in the M.A. are assessed by these rubrics:

- Possession of a broad general knowledge of the theatre, as well as specialization in the area of emphasis.
- Development of a substantial awareness of the history and literature of theatre and/or performance.
- Familiarity with various methods and philosophies of scholarship and an ability to undertake independent research.
- Cultivation of intellectual connections between theatre and other disciplines.
- Oral and written skills to communicate complex concepts regarding theatre and/or performance.
- Knowledge and skills in the use of research tools applicable to the program, such as foreign languages and statistics.

Within the Department, the Advisor and the Graduate Coordinator will meet regularly with the student to discuss progress. The Advisor will update the Advisory Committee calling a meeting of the committee if necessary to discuss progress with the candidate.

If a student fails to successfully progress in their degree program, the Department will recommend that the student be placed on **probation** by the Graduate College. Students on probation may be dismissed/separated

from the program for failing to successfully meet the conditions of their probation by the deadline provided. Please see the [Probation and Separation](#) section of the Graduate Catalog for more information.

Professional Code of Ethics/Discipline Guidelines

UNLV Graduate College policy regarding academic integrity can be found in the Graduate Catalog. UNLV Graduate College policy regarding **Academic Integrity** can be found in the [Graduate Catalog](#).

Theatre is a collaborative art requiring an open, positive, and collegial pattern of behavior in all interactions including studio class work, rehearsal, and performance. Should a candidate be involved in a production of the Nevada Conservatory Theatre, the student will adhere to all rehearsal rules and shop guidelines as appropriate.

Theatre Resources

MLA Guidelines should be followed on all formal writing and projects unless specified otherwise. All papers submitted should be in **PDF** format unless otherwise specified.

Organizations that enhance your education:

Theatre Communications Group (TCG) is a non-profit service organization headquartered in New York City that promotes professional non-profit theatre in the United States. TCG publishes *American Theatre* magazine and *ARTSEARCH*, a theatrical employment bulletin, as well as [trade editions](#) of theatrical scripts. TCG Books is considered the largest independent publisher of dramatic literature in North America. **TCG** hosts an **annual conference**.

Association for Theatre in Higher Education (ATHE) is a non-profit membership organization whose mission is "To support and advance the study and practice of theatre and performance in higher education." **ATHE** hosts an **annual conference**.

Educational Theatre Association (EdTA) is the professional association for theatre education. EdTA is a national nonprofit organization with approximately 135,000 student and professional members. **EdTA** hosts an **annual conference**.

The American Society for Theatre Research (ASTR) is a U.S.-based professional organization that fosters scholarship on worldwide theatre and performance, both historical and contemporary. **ASTR** hosts an **annual conference**.

United States Institute of Theatre Technology (USITT) connects performing arts design, technology and management communities to ensure a vibrant dialogue among practitioners, educators, and students. USITT was founded in 1960 as an organization to promote dialogue, research, and learning among practitioners of theatre design and technology. **USITT** hosts an **annual conference**.

University Resident Theatre Association (URTA), founded in 1969, works to ensure the continued renewal of the American theatre by supporting excellence in the professional training of new artists. The Department recruits annually at URTA Auditions & Interviews. As a member of URTA, the Department of Theatre must meet educational standards that include regular integration of guest professional theatre artists into the program. Faculty and Guest Artists represent these unions:

Actors' Equity Association (AEA), the union of professional actors and stage managers in live theatre

Society of Stage Directors & Choreographers (SSDC), the union of professional directors and choreographers in live theatre

International Alliance of Theatrical Stage Employees (IATSE), the union of technicians, artisans and crafts persons in the entertainment industry

United Scenic Artists (USA), a division of IATSE, represents designers and artists in Scenic, Costumes, Lighting, Sound, Projections and new media

Screen Actors' Guild-American Federation of Television & Radio Actors (SAG-AFTRA) includes film & television actors, recording artists & singers, radio personalities and other media professionals

University Libraries offers numerous Theatre journals and databases that support research and specialized study. Contact Priscilla Finley, Humanities Librarian (<mailto:priscilla.finley@unlv.edu>).

Health, Welfare & Services

1. The Department of Theatre will make reasonable effort to adapt the activities required in the classroom or production to the special needs of the student. Issues of student impairment that fall under the purview of the Americans with Disabilities Act (ADA) are managed by the University's Disability Resource Center (DRC). Students with an identified or suspected impairment should contact the DRC to document the impairment and access the appropriate accommodations. We expect all students to participate to the full extent of their capabilities.
2. Please notify the necessary faculty and/or supervisor of any illness or injury requiring absence from classes. Tardiness is unprofessional and unacceptable.
3. University policy regarding drugs reflects current state and federal legislation. Illegal drugs, as well as alcohol, are dangerous and destructive to the work within the Department. A student demonstratively incapacitated for work or performance in class due to alcohol, drugs or other non-medical reasons may be asked to leave and may be referred to the Office of Student Conduct.
4. INJURIES should be reported to the faculty and/or supervisor at the time of occurrence. An accident report must be completed and returned to the Department office. If immediate medical attention is necessary, call "911" from a campus phone or 895-3668 from a cell phone to reach Public Safety.
5. REBELMAIL is the University e-mail system. Activate it immediately so that information from the Graduate College and the University reaches you. It is easy to forward REBELMAIL to another e-mail account. To find out how, go to account, open Settings, click Forwarding and follow instructions. In addition, Graduate Assistants receive a staff email address that is typically FirstName.LastName@unlv.edu. This email is preferred by the Department and Production for communication.
6. GOOGLE DRIVE is available for storage and sharing information. Become familiar with productivity programs available through GOOGLE SUITE.
7. DEPARTMENT ACADEMIC FORMS required for enrollment in Supervised Individual Study, Internship or Creative Project are fillable PDF requiring an electronic signature. Request forms through the Theatre Main Office or your advisor.
8. THEATRE LISTSERV provides useful information, job opportunities, and announcements to members. Contact the Theatre Office for instructions to join.
9. GRADUATE OFFICE is FDH 443. MAILBOXES for graduate students are located there as well as Mac computers connected to a laser printer in the Main Theatre Office (FDH 410).
10. MAIL for faculty and staff may be left in individual mailboxes in the Theatre Office (FDH 410). Items for undergraduates may be left with the department administrative assistants. **5036** is the campus mail stop for the Theatre Department. Mail and packages should be addressed:
Recipient's Name
FDH 410, Box 455036
4505 S. Maryland Parkway
Las Vegas, NV 89154-5036.
11. KEYS are ordered online by the administrative assistants. All grad students will receive keys for entry to the Grad Office (FDH 443) and the Xerox room (FDH 411). Entry to most buildings requires a KeyCard. Your card should be programmed to allow entry to Florence Dugan Humanities building so that you can access the Grad Office after hours. Access to other rooms and buildings will be requested by your Faculty Advisor as needed.
12. TICKETS for Department productions are available through the Performing Arts Center Box Office, located on the South face of the Cottage Grove Parking Garage. All Graduate students receive the student discount on tickets for each NCT production.

University Resources

Leadership and Professional Development Academy

The goal of the Professional Development Academy is to serve as a virtual resource providing support and many professional opportunities to UNLV graduate students. The Academy offers information about events and services such as graduate certificate programs, workshops, training sessions and career services. You can follow Academy activities via social media or look for regular updates on the website.

Academic Success Center

The goal of the Academic Success Center is to help students do well academically and complete their studies on time. They offer or will refer you to such programs and resources as tutoring, advising, skills testing, career exploration and more. They guide students every step of the way to the many established resources created to ensure they complete their educational goals. Learn more about the programs and services the center currently offers.

Alumni Association

With an alumni base 120,000 strong, the UNLV Alumni Association offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

Commencement Office

Located in the UNLV Office of the Registrar, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College. It is the students' responsibility to ensure they apply for **graduation on time** and submit all required forms to the Graduate College. Questions regarding thesis/dissertation should be directed to the Graduate College **Student Services Team** and questions regarding required forms should be directed to the Graduate College **RPC Team**

Office of Diversity Initiatives

The vision of the Office of Diversity Initiatives is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission of the Office of Diversity Initiatives is to provide leadership and support for UNLV's diversity mission: *to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment*. This Office also handles UNLV Title IX questions, inquiries, and reporting.

Disability Resource Center (DRC)

The DRC is committed to supporting students with disabilities at UNLV through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The DRC is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Graduate students with disabilities must disclose to the DRC in order to receive appropriate accommodations.

Office of International Student and Scholars

International Students and Scholars (ISS) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues; provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the campus and the U.S.

Jean Nidetch Women's Center

The Jean Nidetch Women's Center is committed to creating a supportive and inclusive environment for all genders through programming, services, and advocacy for the UNLV community. The Women's Center has informational resources, brochures, and flyers for a variety of on and off campus organizations to help empower and protect yourself, and learn about your options. They also provide free tampons, pads, and condoms.

The Intersection

The Intersection is a one-stop resource for UNLV's highly diverse student body — a comprehensive multicultural center grounded in the academic life of our students. As an intersecting campus resource, the Intersection helps ensure students, particularly first-generation and students of color, successfully navigate their academic careers. Here, all members of campus can discuss their differences, discover their similarities, and build a shared sense of belonging.

UNLV Libraries

UNLV Libraries has always been more than books; they are about encouraging students and creating quality programs that elevate growth and learning. Please visit their website for important information about the services they offer to graduate students.

Graduate & Professional Student Association (GPSA)

The Graduate & Professional Student Association serves all currently enrolled University of Nevada, Las Vegas graduate and professional students. The GPSA maintains the Graduate Student Commons located in the Lied Library room 2141 and Gateway Building PDAC Room. The facility a working office equipped with a copier, fax, flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate student representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student research through the graduate research and travel grants program.

Office of Student Conduct

The Office of Student Conduct is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Conduct collaborates with the UNLV community to provide an inclusive system through enforcement of the *UNLV Student Code of Conduct* by:

- Promoting awareness of student rights and responsibilities;
- Establishing accountability for student choices;
- Creating opportunities for involvement in the process; and
- Striving to uphold the values and ethics that advance the common good.

Military and Veteran Services Center

The Military and Veteran Service Center is staffed with veterans and GI Bill-experienced staff to assist more than 1,000 veterans, dependents, active duty service members, National Guard members, and reservists. Their mission is to develop a welcoming, veteran-friendly campus environment that fosters academic and personal success.

The Financial Aid & Scholarships Office

The Financial Aid & Scholarships Office supports higher-education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

Writing Center

This is a free service to UNLV students to help you with any writing project, from papers to

creative writing, to resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm, make an outline, work on your drafts, or just be a soundboard for your ideas. The center staff can assist you in person, or via the Online Writing Lab (OWL) page.

University Policies and Procedures

Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the [Graduate Student Handbook](#), and following websites:

- [Academic Integrity](#)
- [Activation for Military Service](#)
- [Change of Address](#)
- [FERPA/Privacy Rights](#)
- [Health Insurance - Mandatory](#)
- [Jean Clery Campus Safety and Security Report](#)
- [Proof of Immunization](#)
- [Policies and Procedures on the Protection of Research Subjects](#)
- [Rebelmail Policy](#)
- [Student Conduct Code](#)
- [Student Computer Use Policy](#)
- [Title IX](#)

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito.

The Title IX Coordinator can be reached through the online reporting form at [Title IX Reporting Form](#), by email at titleixcoordinator@unlv.edu, by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the [Graduate Student Handbook](#):

- [Academic Calendar](#)
- [Academic Policies](#)
- [Admission and Registration Information](#)
- [Progression and Completion Policies \(listed alphabetically\)](#)

In addition, the [Graduate College website](#) contains additional information regarding policies and procedures.

Nothing in this handbook supersedes any NSHE, UNLV, or Graduate College policy.

Handbook Information

Last revised	Revised by	Changes summary
July, 2020	Shannon Sumpter	Creation of new handbook

Appendices

1. Sample Curricular Table: Master of Arts in Theatre
2. Theatre Dept Organizational Chart

SAMPLE CURRICULAR TABLE

Degree Title: Master of Arts in THEATRE

Projected number of years to complete the program: 2

Program supervisor: Norma Saldivar

Seminar (A)	Scholarly Studies (B)	Electives (C)	Thesis (D)	Total Number Of CREDIT (A+B+C+D)
4 CREDIT S	9 CREDITS	12 CREDITS	6 CREDITS	31 CREDITS
13 %	29 %	39 %	19 %	100%

Seminar (≥ 10%)

THTR 702	Graduate Seminar	4 credits
TOTAL STUDIO OR RELATED AREAS		4 credits

Scholarly Studies in Theatre (< 30%)

THTR 681	Theatre	3 credits
THTR 682	History	3 credits
THTR 701	I Theatre History	3 credits
	II Research in Theatre & Drama	
TOTAL STUDIO OR RELATED AREAS		9 credits
Thesis (< 20%)		
THTR 798	Thesis	3 credits
THTR 798	Thesis	3 credits
TOTAL STUDIO OR RELATED AREAS		6 credits

Electives (≤ 40%)

Recommendations below but may also include Art, Art History, History, Dance, Design, Technology or other courses with Advisor's approval for a total of: 12 credits

THTR 661	Play Structure & Analysis	3 credits
THTR 707	Form, Style and Structure	3 credits
THTR 719	Dramaturgy	3 credits
THTR 793	Special Topics in Theatre	3 credits
THTR 795	Supervised Individual Study	3 credits
DAN 790	Independent Study	3 credits
EDH 715	Theory of Educational Organizations	3 credits
EDH 723	Women in Higher Education	3 credits
ENG 643A-667B	Dramatic Literature Courses	3 credits
ENG 700	Bibliography and Methods	3 credits
ENG 703	Survey of Literary Criticism and Theory	3 credits
ENG 725	Studies in Shakespeare	3 credits
FILM 720	Advanced Cinematic Structure	3 credits
	Multiple-any discipline (with approval of advisor)	3 credits

TOTAL ELECTIVES 12 credits

TOTAL 31 CREDITS

REMINDERS: A minimum of **50%** of credits (i.e. 15), excluding Thesis, must be at the **700** level. A minimum GPA of **3.00** is required to graduate. No grade below a **C** may be counted for credits needed to graduate.

ORGANIZATIONAL CHART UNLV DEPARTMENT OF THEATRE

