

**GRADUATE PROGRAM IN
THEATRE AND PERFORMANCE STUDIES**

2017-2018 PROGRAM HANDBOOK



**GS/THST 5300 STUDENT PROJECT (2016)
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DISCLAIMER

The information in this handbook is intended as a guide for the 2017-2018 academic year. Every attempt has been made to make it as current as possible. It is important to note, however, that the Faculty of Graduate Studies Calendar (<http://gradstudies.yorku.ca/current-students/regulations/>) contains information that is more complete. In the case of any disagreement with Graduate Program publications, the information contained in the Faculty of Graduate Studies Calendar takes precedence.

The policies outlined in this handbook are for students who began the MA/PhD in the 2017-2018 academic year. Students are reminded that they should follow the degree requirements/policies outlined in the handbook relevant to their academic start year.

WELCOME FROM THE GRADUATE PROGRAM DIRECTOR

Dear graduate students, it is my great pleasure to welcome you to the Graduate Program in Theatre and Performance Studies at York University! We are thrilled to have you as members of our close-knit community of students, faculty, and staff, learning together about theatre and performance, political inquiry, and practice-based research.

Our program, and York University as a whole, are strongly committed to inter/trans/cross disciplinary approaches, methodologies, and pedagogies. Our faculty and students are exploring a multitude of imaginative, creative, embodied, collaborative, and critical approaches to the study of performance and social life. We are passionate about social justice research that unsettles histories, initiates meaningful dialogues within and beyond academia, cultivates reciprocity, engages individuals and communities, and reimagines futures.

Our students, faculty, postdoctoral fellows, and staff organize numerous thought-provoking research events, symposia, and workshops. This past year's highlights include the Performance Studies (Canada) Speaker Series (*Access/Excess: Choreographies of Difference*), an AMPD Grad Research-Creation Salon exploring research-creation methods, and *Performance Discuss.*, a cabaret showcase of student research at Buddies in Bad Times Theatre. Our students also had a productive and inspiring summer by taking part in our annual Theatre and Performance Studies Summer Institute, which focused on performative storytelling.

We encourage you to volunteer for the events and performances our students, faculty, and staff organize this year. We kick off the year with the 2017 Hemi GSI Convergence (*Unsettling the Americas: Radical Hospitalities and Intimate Geographies*), a graduate student conference organized by students, faculty, and staff in partnership with NYU's Hemispheric Institute of Performance and Politics, Aluna Theatre, and Native Earth Performing Arts. The conference will host prominent scholars, artists, and activists from across the Americas. Later in the year, the Centre for Imaginative Ethnography (CIE) will host a symposium and workshops (*Imagining Futures with Romani Refugees*) that will bring together leading Romani scholars, artists, and activists exploring imagination and the arts in ethnographic community-based activism.

We also hope that you will participate in a crossdisciplinary dialogue by exploring course offerings within the School of the Arts, Media, Performance, and Design, and other faculties. We urge you to connect with research centres relevant to your own research interests (e.g. The Centre for Imaginative Ethnography, Sensorium: Digital Arts and Technology Research, Future Cinema Lab, The City Institute, Robarts Centre for Canadian Studies, Centre for Refugee Studies, and Centre for Research on Latin America and the Caribbean). As well, seek out opportunities to meet and collaborate with our four postdoctoral researchers: Heather Fitzsimmons Frey, Alana Gerecke, Sasha Kovacs, and Shelley Liebembuk.

And finally, our program facilitates numerous opportunities to engage with Toronto's vibrant theatre, performance, and arts scene. Our students have worked with cutting-edge groups such as Buddies in Bad Times Theatre, FADO Performance Art Centre, Harbourfront World Stage, Obsidian Theatre, Cahoots Theatre, Native Earth Performing Arts, fu-GEN Asian Canadian Theatre, The Artists Newsstand, among others.

I look forward to assisting you on your graduate journey. There are many exciting opportunities awaiting us in the coming year!

Magdalena Kazubowski-Houston, GPD Theatre and Performance Studies

A QUICK INTRODUCTION

The Graduate Program and the Department
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You may be unfamiliar with the way graduate programs are set up in relation to departments at York. Graduate programs are administratively separate from undergraduate teaching departments – thus the Graduate Program in Theatre and Performance Studies is overseen by the Faculty of Graduate Studies (FGS), while the Department of Theatre falls within the School of the Arts, Media, Performance and Design (AMPD). This separate administrative structure means that a professor might be appointed to an undergraduate department or program, and may also be appointed to one or more graduate programs. The professional membership of a graduate program is not therefore the same as the membership of the department that may carry the same name. In the case of the Graduate Program in Theatre and Performance Studies, faculty members are drawn from a variety of units at York in addition to the Department of Theatre, including Anthropology, Art History and Visual Culture, Cinema and Media Studies, Critical Disability Studies, Dance, English, Environmental Studies, Gender and Women’s Studies, Health, Glendon Drama Studies, and the Schulich School of Business. For a complete list of faculty appointed to the program see <http://theatre-studies.gradstudies.yorku.ca/faculty/>.

As a student you are enrolled in the Graduate Program in Theatre and Performance Studies, but you may be employed, as a Teaching Assistant or Graduate Assistant, in the Department of Theatre or another unit. It is the Department that provides many of the facilities you will use – office space, etc.

When you have questions about graduate courses, your program requirements, etc. your first point of contact will be your supervisor, the Graduate Program Director (Magda Kazubowski-Houston), or Graduate Program Assistant.

People in the Department

It is to your advantage to get to know the Department personnel and how they can be helpful to you in your time here.

Position	Name	Contact
Department Chair	Ines Buchli	thechair@yorku.ca
GPD – Theatre and Performance Studies	Magda Kazubowski-Houston	mkazubow@yorku.ca
GPD – Theatre (MFA)	Gwenyth Dobie	gdobie@yorku.ca
Administrative Office (CFT 324); Monday-Friday 9:00-4:00 Note: The office closes at 3:00 PM on Fridays during the Summer (June, July, August)		
Administrative Assistant	Mary Pecchia	mpecchia@yorku.ca
Graduate Program Assistant	Susanna Talanca	gradthea@yorku.ca
Undergraduate Program Assistant	Rachel Katz	theadep@yorku.ca
Production Office (CFT 304)		
Production Coordinator	Aaron Kelly	akelly1@yorku.ca

Chair: Serves as official spokesperson for the Department and represents us in all dealings with the Dean, the School of the Arts, Media, Performance and Design, the University and the wider community. She is responsible for coordinating the various activities of the Department, the Department's financial operation and the overall academic program.

Graduate Program Directors: Magda Kazubowski-Houston (MA/PhD) and Gwentyth Dobie (MFA) are responsible for studies at the graduate level, and work with the Department Chair to integrate both programs within the overall workings of the Department of Theatre. Problems or concerns in the Graduate Programs need to be brought to the attention of the appropriate Graduate Program Director.

Administrative Assistant: Works closely with the Chair in all matters relating to the operations of the Department - finances, schedules, office management, policy, and any special initiatives (e.g., Opening Night celebrations), etc.

Graduate Program Assistant: The Graduate Program Assistant is one of your most important contacts during your degree at York. Your GPA oversees the operations of the Graduate Program in Theatre and Performance Studies. The GPA is a program and Faculty of Graduate Studies policy expert who can help you with questions about your funding, course requirements, etc.

Area Coordinators: Responsible for the activities and academic component in each area of the undergraduate Theatre program (Theatre Studies, Acting, Production & Design), and chair the frequent area meetings. Problems encountered by TAs, which cannot be solved through discussion with your Course Director (see below), or, which affect activities in the theatre studies undergraduate area should be brought to their attention. This year, the Theatre Studies Area Coordinator is Marlis Schweitzer (schweit@yorku.ca).

Course Directors are the "front-line." Every course has a Director. Most courses have only one: the teacher in the classroom. Some larger courses are divided into sections or tutorials and may have other teachers or leaders, so refer to the course outline for each course; the "official" course director should be listed.

If you have questions or concerns about a graduate course you are taking, or an undergraduate course for which you are the TA, you should *start your inquiries with the course director*. If your concerns are not resolved, consult the Graduate Program Director (if this is a graduate course), or the Area Coordinator (if this is an undergraduate course for which you are a TA). If you are a TA, and the issue cannot be resolved through the Course Director and Area Coordinator, it can be brought to the Graduate Program Director, and subsequently the Department Chair. So, in short, the communication path looks like this: CD, AC, GPD, CHAIR.

Graduate Executive Committee: Vetting Proposals, Applications, & Petitions

All substantive decisions affecting the MA/PhD curriculum and requirements are first vetted by an Executive Committee and then taken to the program membership (i.e. all faculty appointed to the graduate program) for a vote. Decisions regarding petitions, placement applications, independent study proposals, and other minor administrative matters are handled at the executive level. The graduate student representative sits in on most executive meetings and offers important feedback on student perspectives and concerns. However, s/he is not involved in the review of incoming student applications, grant proposals, scholarship/awards adjudication, or other sensitive discussions.

The Graduate Executive Committee is drawn from faculty appointed to the program, three from the Department of Theatre, two from other Departments, and a graduate student representative. The members of this year's committee are as follows:

Magda Kazubowski-Houston (Graduate Program Director)

Laura Levin

Danielle Robinson

Marlis Schweitzer

TBA (Graduate Student Representative)

Darren Gobert

Graduate Executive meetings are held on a monthly basis throughout the academic year, and every effort is made to respond as quickly as possible to student applications and petitions.

Websites to Bookmark

Current Students Website - <http://gradstudies.yorku.ca/current-students/>

Here you'll find the prompts to register in a term, enroll in classes, and find your student financial account information.

Faculty of Graduate Studies (FGS) Website - <http://gradstudies.yorku.ca/>

Information about scholarship, award and bursary opportunities, events, workshops, as well as FGS policies and forms. Remember, it is your responsibility to familiarize yourself with FGS policies.

FGS – Important - <http://gradstudies.yorku.ca/current-students/student-status/important-dates/> Sessional start/end dates, registration deadlines, university closures. **You are strongly encouraged to enter important dates into your calendar each year.**

MA/PhD Theatre and Performance Studies - <http://theatre-studies.gradstudies.yorku.ca/>

Information on Theatre and Performance Studies events, courses, etc. If you're interested in providing content for the website (photos, blogs, etc.) please contact the Graduate Program Assistant.

MA DEGREE REQUIREMENTS

The Master of Arts in Theatre and Performance Studies is normally completed in three full-time terms. Students can chose between three pathways to degree completion.

	Coursework	Major Research Paper (MRP)	Thesis
Total Coursework	24 Credits	18 Credits	12 Credits
Required Courses	<ul style="list-style-type: none"> • Theatre and Performance Studies Graduate Colloquium (THST 5052 0.0) • Theatre and Performance Studies Professional Placement (THST 5051 3.0) • An approved Research Methodology course of at least 3.0 credits • An approved Canadian Theatre course of at least 3.0 credits • A Theatre and Performance Studies (THST) course of at least 3.0 credits that is aligned with the program's sub-fields 		
Additional Requirements		Major Research Paper	Thesis

MRP + Thesis Procedures

Major Research Paper	MA Thesis
Definition: A piece of original research and writing on an approved topic.	Definition: A piece of original research and writing on an approved topic that in its research and analysis demonstrates independence, originality, and thorough understanding of the area of investigation.
Length: 40-50 pages	Length: 100-120 pages
Supervision: Faculty supervisor (appointed to the grad program) + second reader. The student generally goes through at least one round of revisions with the faculty supervisor before sharing with a second reader, who may offer a further round of comments/ revisions.	Supervision: Faculty supervisor (appointed to the grad program) + two committee members. Students defend their MA theses before an examining committee, which includes the supervisory committee and several external committee members from within York.
Timelines: Proposals (including ethics forms) must be submitted no later than Feb. 16, 2018 . Supervisors and readers must approve the final MRP by the end of the Summer term.	Timelines: Proposals (including ethics forms) must be submitted no later than Nov. 24, 2017 . The defense must be held before the end of the Summer term.

The MRP proposal template can be found in the appendix section of this handbook.

Coursework

Students must successfully complete the following required coursework:

- An approved Research Methodology course of at least 3.0 credits
 - THST 5020 3.0 Performance and Culture
 - THST 5200 3.0 Research Methods (Cross listed to DANC 5200)
 - THST 6320 3.0 Performance Art - Politics and Aesthetics
 - THST 6329 3.0 Performance Ethnography
- An approved Canadian Theatre course of at least 3.0 credits
 - THST 5020 3.0 Performance and Culture
 - THST 6320 3.0 Performance Art - Politics and Aesthetics
 - THST 6990 3.0 Suffrage and Sexuality on the Stage
- A Theatre and Performance Studies (THST) course, aligned with the program's sub-fields of at least 3.0 credits
 - THST 5020 3.0 Performance and Culture
 - THST 5111 3.0 Sustainable Design in Performance
 - THST 5200 3.0 Research Methods (Cross listed to DANC 5200)
 - THST 6220 3.0 Shakespeare's Political Theory
 - THST 6320 3.0 Performance Art - Politics and Aesthetics
 - THST 6329 3.0 Performance Ethnography
 - THST 6348 3.0 Cultural Production
 - THST 6545 3.0 Post Apartheid Drama: Theatricalizing the Truth and Reconciliation Commission
 - THST 6990 3.0 Suffrage and Sexuality on the Stage
 - THEA 5221 3.0 The Interactive Stage: Explorations in Electronically Mediated Performances
 - THEA 5900 3.0 Summer Institute
- Theatre and Performance Studies Colloquium (THST 5052 - non-credit)
- Theatre and Performance Studies Professional Placement (THST 5051 3.0)

Remaining coursework requirements can be met through successful completion of graduate level Theatre and Performance Studies or approved graduate-level cognate courses. Please see Coursework, MRP, and Thesis options above to determine the number of additional courses that you must take.

Students may take more than one course from a required area (i.e. both 5020 3.0 Performance and Culture and 5200 Research Methods). In these cases the second course can be used to fulfill the 'THST' requirement. However, in no case can one course be used to fulfill two requirements (i.e. Performance and Culture cannot be used to fulfill both the 'Research Methodology' and the 'Theatre and Performance Studies' requirements).

Each year the Graduate Executive will determine which courses may be used to fulfill each of the requirements. The above course information reflects the course offerings for 2017-18.

Colloquium (THST 5052 0.0)

Students are required to attend a bi-weekly non-credit colloquium during the first two terms of study. Students meet with the Graduate Program Director to discuss research approaches, pedagogical strategies, and various aspects of professional development. In the winter semester, guest visitors will offer mini-lectures on key issues in Theatre and Performance Studies. In addition to equipping students with the skills they need to succeed in grad school,

the Colloquium serves as an important venue for creating a sense of intellectual community among new students in the graduate program. Students are evaluated on a pass/fail basis.

Professional Placement (THST 5051 3.0)

This course is designed to give Theatre and Performance Studies graduate students applied, professionally-oriented work experience in a field related to one of the program's fields of specialization and/or the student's research areas (e.g. performance art curation, production dramaturgy, assistant directing, education and outreach, publicity and marketing, producing, arts blogging, scholarly editing). The assignment is supervised by a member of the graduate Theatre and Performance Studies faculty (often the GPD) in association with an on-site supervisor/mentor. The arrangements for a placement are normally initiated by the student who first presents a written outline of the placement proposal to the GPD for approval. After approval is obtained the student should contact the institution to set up their schedule. The exact nature of the assignment is worked out and agreed upon by the team of student, faculty advisor, and on-site supervisor. The average number of working hours for a 3.0 credit placement is 75-90 hours and there is normally no remuneration involved.

Detailed information on Theatre and Performance Studies Placements can be found in the appendix section of the Handbook.

Independent Study Course

Independent Study courses are open to graduate students in Theatre and Performance Studies who would like to study a topic or discipline in which no courses are available. The time, effort, and academic rigor invested in an Independent Study course should equal or exceed the expectations of the Program's own graduate course offerings. Normally, Independent Study courses are intended for students to work on independently with the guidance of the Grad Faculty Supervisor who meets with the student to determine if work is progressing satisfactorily. All Independent Study applications must be submitted to and approved by the Theatre and Performance Studies Executive, and applications are available from the GPA (gradthea@yorku.ca). Please note the following application deadlines: **September 14, 2017** (for fall term); **January 11, 2018** (for winter term); **April 22, 2018** (for summer term).

Program Length and Minimum Period of Registration

Master's students must register and pay fees for a minimum of the equivalent of three terms of full-time registration. Top-up fees will be assessed in cases where students complete program requirements in fewer than the equivalent of three terms of full-time registration.

Time Limits

All requirements for a Master's degree must be fulfilled within 12 terms (4 years) of registration as a full-time or part-time master's student, in accordance with Faculty of Graduate Studies Registration Policies, including the requirement of continuous registration. Terms in which students are registered as Leave of Absence (elective or exceptional circumstances), Maternity Leave, Parental Leave, or No Course Available are not included in these time limits.

Note that in instances where students require more than 3 terms to complete the program requirements, any subsequent terms may only be carried out in part time (unfunded) status.

PhD DEGREE REQUIREMENTS

Normally years in length (fifteen fulltime terms), the PhD in Theatre and Performance Studies requires successful completion of the following degree requirements.

	Focus	Recommended Timeline	Definition of Good Standing
PhD1	<ul style="list-style-type: none"> Coursework Graduate Colloquium Establishment of Supervisor & Committee 	<ul style="list-style-type: none"> At least 12 credits of coursework complete by end of term 3 Successful completion of Graduate Colloquium Supervisor and Committee established by end of term 3 	<ul style="list-style-type: none"> At least 9 credits of coursework complete by end of term 3 Successful completion of Graduate Colloquium
PHD2	<ul style="list-style-type: none"> Coursework Establishment of Supervisor Establishment of Committee Comp Exam 	<ul style="list-style-type: none"> 18 credits (total) coursework completed by end of term 4 Comprehensive Exam lists approved by end of term 4 Successful completion of written and oral portions of Comp Exam by end of term 6 	<ul style="list-style-type: none"> 18 credits (total) coursework completed by end of term 6 Supervisor & Committee established by end of term 5 Comprehensive Exam lists approved by end of term 6
PHD3	<ul style="list-style-type: none"> Comp Exam Dissertation Proposal Language proficiency (if necessary) Dissertation research Dissertation writing 	<ul style="list-style-type: none"> Submission of dissertation proposal + research ethics to program within 3 months of comp exam completion** Student and supervisor in consultation with committee to outline objectives (i.e. completion of fieldwork, submission of Ch. 1) in PhD2 progress report 	<ul style="list-style-type: none"> Successful completion of written and oral portions of Comp Exam by end of term 8 Submission of dissertation proposal + research ethics to program within 3 months of comp exam completion**
PHD4	<ul style="list-style-type: none"> Dissertation research Dissertation writing 	<ul style="list-style-type: none"> Student and committee in consultation with committee to outline objectives (i.e. full draft by x, dissertation defense in month y) in PhD3 progress report 	<ul style="list-style-type: none"> Student begins dissertation research and writing phase. Student and supervisor in consultation with committee to outline objectives (i.e. completion of fieldwork, submission of Ch. 1) in PhD 3 progress report.
PhD5	<ul style="list-style-type: none"> Dissertation writing Final draft Dissertation defense Post-defense revisions Final dissertation submission 	<ul style="list-style-type: none"> Student and committee in consultation with committee to outline objectives (i.e. full draft by x, dissertation defense in month y) in PhD4 progress report Final draft of dissertation submitted to committee for review no later than January of the winter term. 	<ul style="list-style-type: none"> Student and committee in consultation with committee to outline objectives (i.e. full draft by x, dissertation defense in month y) in PhD4 progress report

Recommended Timeline: Timeline recommended by the graduate executive for completing the PhD program in five years – the program’s definition of normative time to completion.

Good Standing: You are in good standing when you are making satisfactory progress toward the completion of your degree requirements, per FGS guidelines. To be in good standing, a student’s academic record may also not include any coursework Incompletes; any combination of C grades or combination of C and F grades that would normally result in withdrawal for failure to maintain academic standards (<http://gradstudies.yorku.ca/>)

current-students/regulations/courses-grading/). Students beyond applicable maximum time limits or who have not maintained continuous registration are not in good standing. If you do not remain in good standing, your funding and registration in the program may be affected.

**** Dissertation proposal + ethics must be approved by FGS and Research Ethics BEFORE fieldwork and/or research begins.** Students are strongly encouraged to take a dissertation proposal workshop or course when/if they are offered. For example, Dance Studies generally offers a proposal course in the Winter semester.

About Naming Conventions

Often students refer to themselves as a 'PhD Candidate' without fully understanding what the term means. Until a student has completed their comprehensive examinations they are a PhD student. Once the student has completed their comps they can call themselves a PhD Candidate or 'ABD' (all but dissertation). You are a PhD student/candidate in Theatre and Performance Studies. It's important to represent yourself using the proper terms so as to not cause confusion or be perceived as misrepresenting yourself.

Coursework

Students must successfully complete the following required coursework:

- An approved Research Methodology course of at least 3.0 credits
 - THST 5020 3.0 Performance and Culture
 - THST 5200 3.0 Research Methods (Cross listed to DANC 5200)
 - THST 6320 3.0 Performance Art - Politics and Aesthetics
 - THST 6329 3.0 Performance Ethnography
- An approved Canadian Theatre course of at least 3.0 credits
 - THST 5020 3.0 Performance and Culture
 - THST 6320 3.0 Performance Art - Politics and Aesthetics
 - THST 6990 3.0 Suffrage and Sexuality on the Stage
- A Theatre and Performance Studies (THST) course, aligned with the program's sub-fields of at least 3.0 credits
 - THST 5020 3.0 Performance and Culture
 - THST 5111 3.0 Sustainable Design in Performance
 - THST 5200 3.0 Research Methods (Cross listed to DANC 5200)
 - THST 6220 3.0 Shakespeare's Political Theory
 - THST 6320 3.0 Performance Art - Politics and Aesthetics
 - THST 6329 3.0 Performance Ethnography
 - THST 6348 3.0 Cultural Production
 - THST 6545 3.0 Post Apartheid Drama: Theatricalizing the Truth and Reconciliation Commission
 - THST 6990 3.0 Suffrage and Sexuality on the Stage
 - THEA 5221 3.0 The Interactive Stage: Explorations in Electronically Mediated Performances
 - THEA 5900 3.0 Summer Institute
- Theatre and Performance Studies Colloquium (THST 5052 - non-credit)

Remaining coursework requirements can be met through successful completion of graduate level Theatre and Performance Studies or approved graduate-level cognate courses.

Students may take more than one course from a required area (i.e. both 5020 3.0 Performance and Culture and 5200 Research Methods). In these cases the second course can be used to fulfill the 'THST' requirement. However, in no case can one course be used to fulfill two requirements (i.e. Performance and Culture cannot be used to fulfill both the 'Research Methodology' and the 'Theatre and Performance Studies' requirements).

Each year the Graduate Executive will determine which courses may be used to fulfill each of the requirements. The above course information reflects the course offerings for 2017-18.

PhD students who completed their MA in Theatre and Performance Studies at York, who have completed the Research Methodology, Canadian Theatre, and Theatre and Performance Studies requirements as part of their MA coursework, can replace these 9.0 credits requirements with 9.0 credits of graduate level THST courses (including Independent Study and/or Placement).

Colloquium (THST 5052)

Students are required to attend a bi-weekly non-credit colloquium during the first two terms of study. Students meet with the Graduate Program Director to discuss research approaches, pedagogical strategies, and various aspects of professional development. In the winter

semester, guest visitors will offer mini-lectures on key issues in Theatre and Performance Studies. In addition to equipping students with the skills they need to succeed in grad school, the Colloquium serves as an important venue for creating a sense of intellectual community among new students in the graduate program. Students are evaluated on a pass/fail basis.

Placement

Doctoral students who lack significant applied, professionally-oriented work experience in a field related to one of the program's fields of specialization and/or the student's research areas (e.g. production dramaturgy, assistant directing, education and outreach, publicity and marketing, producing) will be required to complete a "placement." Students who have not been assigned the placement requirement have the option of completing a placement **to fulfill 3.0 credits of coursework. Doctoral Students who are required to complete the placement will be notified the summer prior to their first term.** Detailed information on Theatre and Performance Studies Placements can be found in the Handbook appendix section.

Independent Study Course

Independent Study courses are open to graduate students in Theatre and Performance Studies who would like to study a topic or discipline in which no courses are available. The time, effort, and academic rigor invested in an Independent Study course should equal or exceed the expectations of the Program's own graduate course offerings. Normally, Independent Study courses are intended for students to work on independently with the guidance of the Grad Faculty Supervisor who meets with the student to determine if work is progressing satisfactorily. All Independent Study applications must be submitted to and approved by the Theatre and Performance Studies Executive, and applications are available from the GPA (gradthea@yorku.ca). Please note the following application deadlines **September 14, 2017** (for fall term); **January 11, 2018** (for winter term); **April 22, 2018** (for summer term).

Supervisor and Supervisory Committee

By the end of the 3rd term of study, each doctoral student should have in place a Supervisory Committee composed of three faculty members, at least two of whom must be from the Theatre and Performance Studies Graduate Faculty (a list of faculty members can be found on the program website). Please note that only Full Members of the Graduate Program in Theatre and Performance Studies are eligible to serve as dissertation supervisors.

Each student must have the composition of his/her supervisory committee approved by the Graduate Program Director, who will verify the logical fit between a student's project and proposed committee. In addition to advising and shepherding the student through the dissertation project, the function of the Supervisory Committee will be:

- To work with the student to choose two lists of approximately 30 books/articles and plays/performance texts each that he/she will be specifically responsible for in connection with the Comprehensive Exam;
- To guide the student in development of questions for the Comprehensive Exam;
- To set a date for the Comprehensive Exam and to advise the student through the writing of the Proposal and Dissertation.

Students are encouraged to identify potential mentors and faculty whose research and courses can contribute productively to the dissertation project early on and to make an effort to get to know these professors through their research and course offerings. Once a supervisor or committee member agrees to work with the student, the student is required to submit the 'Establishment of Supervisory Committee' form to the graduate program assistant, to be reviewed by the graduate program director.

Comprehensive Exam (Written & Oral)

Before embarking on the writing of a dissertation, students must successfully complete a comprehensive exam. Students are strongly encouraged to complete the written and oral portions of the exam **by end of term 6, summer term of PhD2** (the program's recommended timeline), particularly if they will be carrying out fieldwork. The exam must be completed by end of term 8 for a student to remain in good standing.

The comprehensive examination is intended to ensure students' familiarity with and ability to identify core ideas in the texts and identify key debates in the fields of theatre and performance studies. It also aims to test knowledge of a student's chosen research and teaching areas to verify sufficient grounding in scholarship relevant to those areas, particularly the dissertation topic.

Comprehensive Exam Reading Lists

The exam consists of three sections, each based on a list of thirty texts for a total of ninety.

List 1: Theatre and Performance Studies Field List

- The "Theatre and performance Studies Field List" is a *set list* of thirty texts (dramatic and performance theory; theatre and performance history and historiography, dramatic literature, performance texts, etc.) designed to assess the candidate's overall command of several key theories, controversies, and debates in the field with the goal of equipping students to teach in theatre and performance programs.
- The texts on the list are selected and/or confirmed by faculty on the Graduate Program Executive Committee each year by the last week of September.

List 2: Dissertation Research Area – General List

- The "Dissertation Research Area – General List" is a list of thirty texts that reflects the broader area in theatre and performance studies in which the dissertation is situated (e.g., Canadian theatre, nineteenth-century theatre, performance theory, actor training methods, performance art, postcolonial theatre, physical and devised theatre). Not all texts on this list will directly inform the dissertation but each will speak to the relationship between the student's specialized interest and the broad field of theatre and performance studies.
- The student chooses the thirty texts on this list in consultation with the supervisory committee. See note below regarding approval of list.

List 3: Dissertation Research Area – Specific List

- The "Dissertation Research area – Specific List," is a list of thirty texts specifically related to the dissertation and may be outside of theatre and performance studies (e.g. site-specific performance, feminist and queer theory, cultural geography, critical tourism studies, arts and cultural policy, autobiographical theory). The texts on this list will directly inform the dissertation.
- The student chooses the thirty texts on this list in consultation with the supervisory committee. See note below regarding approval of list.

Note: There should be no overlap of texts between the three lists. Student will be encouraged to choose a different text by same author if an author's work is particularly important to more than one area.

By the end of the 4th term of study, students will normally have an approved list of materials that will form the basis of the comprehensive exam (see “Recommended Timeline” above). **The specific and general comp lists must be approved both by the supervisory committee and by the Graduate Program Director.** It is expected that the Supervisor will send the lists to the GPD for approval after it has been approved by the supervisory committee.

Scheduling of Comprehensive Exam

Supervisor coordinates with student and supervisory committee to schedule written comprehensive exam dates and tentative oral exam dates. Dates are to be finalized and submitted to graduate program with finalized comprehensive exam lists, approved by GPD. Supervisor will send approved lists and confirmation of both dates to Graduate Program Assistant (gradthea@yorku.ca), who will book a room for the oral examination.

Committees will provide student with feedback and confirm (via e-mail with graduate program cc'd) that the written work is 'examinable' within two weeks of submission of the written comprehensive exam. The oral exam will be scheduled for approximately one week after the committee having reviewed it (i.e. there are three weeks between submission of written exam and the oral exam). There may be exceptions if required by competing schedules, but committees should stick as closely as possible to this timeline.

Format of Comprehensive Exam and Timeline

Written Exam Portion

The written portion of the comprehensive exam will consist of a take-home examination. Students have two weeks to write three 12-15 page responses to three essay questions.

Questions for all lists will be developed with input from students, who will propose 3 possible questions for each list, for a total of 9 questions. The questions must be broad enough to address a wide range of texts across the lists, and should not overlap with one another. The questions will be a starting point for the committee, who will revise and adapt them in consultation with the student.

The following process should be followed in developing questions for the written exam:

- An initial discussion takes place between the student and supervisor about possible questions.
- Student proposes 3 possible questions for each list, for a total of 9 questions, and sends them in one document to the full supervisory committee. The proposed questions must be sent to the committee *no later than one month before the written exam.*
- The committee responds by either approving questions or proposing revised questions that are based on those originally sent by student. (The committee will broaden or focus questions where needed.) The committee will coordinate and send their revised questions to the student in a single document with changes highlighted.
- Student responds to the committee's suggested questions with any final adjustments.
- The committee updates questions, if necessary, and finalizes the list of 9 questions in consultation with the student (i.e. student will see the final version of all questions prior to the exam).
- The 9 exam questions must be finalized no later than 2 weeks prior to the start date of the written exam.

- The committee will choose *one question per list*, and students will be informed which questions have been chosen on the day the exam begins, as the selected questions will appear on the exam itself.

Sample PhD comprehensive exam questions can be found in the Appendix section of this Handbook.

Written Exam Instructions

Based on your comprehensive exam lists you are to write three essays, each 12-15 pages in length (excluding Works Cited), responding to the three questions selected by the committee. The three essays should adhere to MLA, APA, or Chicago formatting guidelines, and include a Works Cited list. Each essay should use a minimum of 6 sources, though you may include more. We recommend using parenthetical references, but if you choose include notes, they should appear at the end of your essay—i.e., as endnotes rather than footnotes.

You must return the exam electronically to Supervisor (supervisor@email.com) and cc the Graduate Program (gradthea@yorku.ca) on or before TIME on DATE. Your supervisory committee will respond to your work approximately two weeks later. The committee will be looking at both the depth and the breadth of your references to particular texts. That is, where possible, do not use the same texts each time.

Written Exam Assessment

The supervisory committee will assess the written exam within two weeks to determine if it is or is not “examinable.” By examinable, we mean that the student has received six or more “Passes” on their exams, in keeping with the following assessment process:

- The members of the supervisory committee are expected to read all three of the essays and assign a grade of “Pass” or “Fail” to each one. In other words, the student will receive *nine* grades for the exam, three for each essay.
- To Pass (i.e. for the exam to be deemed “examinable”), the student must receive a *minimum* of six grades of Pass across the three essays.
- At the discretion of the committee, students who have offered excellent responses on their exam, and who have more than six grades of pass, may be given an overall exam grade of “Pass with Distinction.”
- In situations where the student receives five Passes and four Fails, the committee may ask the student to rewrite a section of the exam (typically one answer), with specified directions on what needs to be accomplished. In this case, the student receives a “Provisional Pass.” If the student receives *fewer* than five Passes, the exam will be considered a Fail (e.g. *not* examinable). Usually, the student receives an additional two weeks to respond. If the rewritten question is deemed a Pass (e.g. if they now have six or more grades of Pass), the student’s overall exam is considered “examinable.”
- In situations where students receive fewer than five Passes, the exam will be considered a Fail and the committee will reschedule a new exam within three months of the first attempt.
- Two failures of the comprehensive exam will result in withdrawal from the program.

Process for transmitting results: The supervisor will confirm the result of the examination to the student, graduate program director, and program office (gradthea@yorku.ca) via e-mail – no later than two weeks after the exam. The results will include the overall grade for the exam (Pass with Distinction, Pass, Provisional Pass, Fail), and a few brief comments on the strengths and weaknesses of the essays.

Oral Exam Portion

If the written exam is deemed “examinable,” the committee will meet with the student for an oral exam of approximately 90 minutes in length. The oral exam will be scheduled for **approximately one week following the committee’s review of the written exam** (i.e. there are three weeks between submission of written exam and the oral exam).

During the oral exam, students will be expected to answer follow-up questions arising from the written exam as well as other questions that the committee deems appropriate. The purpose of the exam is to:

1. Establish competence in the field
2. Navigate a way forward for writing the proposal and carrying out the research

Students should prepare by reading their written responses so that they can speak critically about them during their oral exam. Questions might include (among others): What might you have missed in the answer (i.e. identify potential blind spots)? What material might you have integrated if you had more time? Where might you have simplified the material? Students are allowed to have their essay responses and comp lists in the oral exam. They are not permitted to bring the texts from their lists, or summaries of those texts.

Oral Exam Assessment

The supervisor and supervisory committee will evaluate the performance at the oral exam in conjunction with the written exam on a pass/fail basis, giving three grades in total for the exam as a whole.

- To Pass the oral exam, the student must receive a *minimum* of two grades of Pass from the committee.
- If the student receives less than two grades of Pass, the exam will be considered a Fail and the committee will reschedule a new *oral exam* within three months of the first attempt (i.e. the written exam does not need to be taken again.)
- Failure of the second oral exam will result in withdrawal from the program.

Please note: If you require accommodations for the exams due to a documented disability, please inform your supervisor and the GPD at least six weeks in advance of the exam. York provides services for students with disabilities (including physical, medical, learning, and psychiatric disabilities) needing accommodation related to teaching and evaluation methods/materials. It is the student's responsibility to register with disability services as early as possible to ensure that appropriate academic accommodation can be provided with advance notice.

Tips for Writing a Successful Comprehensive Exam

Your supervisor will be able to discuss strategies for writing a strong comp exam. In addition to this valuable advice, here are a few tips: 1) Make sure to pace yourself as you write so that you complete all three essays; 2) Take care to respond to questions directly and answer *all* parts of the question; 3) Create a clear organizational structure to assist your readers in moving through your argument—your introduction should clearly map out the contours of your response.

Dissertation Proposal

No more than *three months* after the successful completion of the comprehensive exam, students are required to submit a dissertation proposal to the Faculty of Graduate Studies. Please note that to ensure timely submission of the proposal, students should plan to submit a draft to their supervisor and supervisory committee no later than *six weeks* after the comps. After the supervisory committee has signed off on the proposal, students should submit it, along with any relevant ethics forms to the Graduate Program Director for approval. The grad program office will then forward to the Faculty of Graduate Studies. **It is the student's responsibility to ensure that all forms have been signed and to submit a hard copy (NOT an electronic copy of the entire proposal/ethics package to the graduate program).**

Proposal guidelines can be found in the Appendix section of this Handbook.

Dissertation

The dissertation must embody the results of original research with significant value for the study of theatre and performance and must be successfully defended at an oral exam, normally by the end of year 5 (term 15). The length for the dissertation should be 200-300 pages (not including citations, appendix, etc.) in font Times New Roman, size 12.

Note that formatting of the dissertation (font, pagination, etc.) is governed by FGS and students are required to adhere to the FGS technical guidelines. These guidelines can be found on the FGS website: <http://gradstudies.yorku.ca/current-students/thesis-dissertation/organization/>

Language Requirement

If your project requires research in a language other than English, you are required to demonstrate proficiency in that language. Students who are not yet proficient in said language, will be asked to complete graduate level language coursework. For example, a student working in French may be required to take GS FREN 5712: French Reading Course for Academic Purposes [Basic] and GS FREN 5713: French Reading Course for Academic Purposes [Intermediate]. Students who are already proficient in said language may be asked to demonstrate proficiency through a translation exam.

Dissertation Timelines

Students often ask about the timelines associated with moving from final draft to defense. The following table is intended as a guide:

Timeline	Requirement
6 MONTHS prior to exam	Dissertation Proposal Proposal + research ethics must be approved by FGS: This is the <u>MINIMUM</u> time required – students should aim to have proposal approved at least 12-24 months prior to the defense to allow for 1-2 years for research/writing. Please note that it generally takes 6-8 weeks for FGS and Ethics to process paperwork and students are occasionally asked to revise and resubmit. Field work/primary research cannot begin until your proposal has received all FGS + Ethics approval. <u>Please note</u> : Under no circumstances will the Graduate Program Director sign off on a defense for students whose proposal has not been approved at least 6 months prior to the proposed defense date.

<p>6-8 WEEKS prior to exam</p>	<p>Student to Submit Final Draft to Committee for Review The committee needs to confirm dissertation is ready to defend <i>no later than</i> 6 weeks prior to defense – so the amount of the dissertation left to review will dictate how early this needs to be submitted. Most committees will request at least 2 weeks for this turn-around.</p> <p>The assumption that informs this timeline is that students have submitted multiple drafts of chapters, which have been reviewed by committee members and have subsequently incorporated feedback. By 7-9 weeks prior to the exam, the committee should already be fairly familiar with the content of the dissertation and comfortable with the quality of the work.</p> <p>Supervisor Proposes Exam Committee & Exam Date to GPD Supervisor and GPD collaborate to establish and contact potential defense committee members including external and establish tentative date. The defense date and external examiner must be finalized at least 6 weeks prior to the defense in order for FGS to confirm the defense.</p>
<p>6 WEEKS Prior to exam</p>	<p>Committee to Confirm Dissertation Ready to Defend Each supervisory committee member sends confirmation to GPA that dissertation is examinable.</p> <p>Supervisor to Send Final Confirmation of Defense Day/Time to GPA GPA will book space and submit paperwork to FGS. Paperwork must be submitted at least 6 weeks before defense</p> <p>Student Submits Final Dissertation to Program</p> <ul style="list-style-type: none"> • One electronic copy (PDF) via e-mail to gradthea@yorku.ca • One hard copy for each oral exam committee member • GPA will facilitate distributing copies to committee members <p>NOTE: Student cannot make changes to dissertation after submitting copies to the program. The defense will proceed on the basis of the version that was submitted. Revisions can only be made post-oral exam on the basis of feedback from the oral exam committee.</p>
<p>1 WEEK Prior to exam</p>	<p>Confirmation from Oral Exam Committee that Dissertation is Examinable GPA/GPD will poll committee members via e-mail to confirm that the dissertation is examinable.</p> <p>Oral Examiner submits report on dissertation to FGS</p> <ul style="list-style-type: none"> • Report distributed to committee members and GPD • Where the Committee deems it advisable and if External agrees, the report may be made available to the student at the end of the defense.
<p>ASAP POST-EXAM</p>	<p>No Revisions Student will receive e-mail from FGS advising them that they can upload their final dissertation.</p>

	<p>Specified Revisions</p> <ul style="list-style-type: none"> • Student will make any specified revisions to dissertation and submit updated dissertation to Supervisor and Oral Exam Chair for review. • Once Supervisor and Chair are satisfied revisions have been made, send e-mail confirmation to GPA. • GPA submits paperwork to FGS. • Student will receive e-mail from FGS advising them that they can upload their final dissertation.
<p><i>An important note about ‘completion date’:</i></p> <p>Degree requirements are not considered complete until the student has submitted approved, final dissertation to FGS via the electronic submission. The date that the complete final dissertation is submitted becomes the student’s completion date. If, for example, the dissertation submitted is incomplete or does not adhere to formatting requirements and the student is asked to resubmit, the date of the completion is NOT the date of initial submission but the date of the final, correct submission. Please be prepared that it can take up to 4 weeks for a dissertation’s formatting to be approved at FGS.</p> <p>The completion date is important because it’s used to determine if the student is entitled to a refund of tuition fees. Students are required to be enrolled in the term that they complete their degree requirements. For example, a student who defends late April, but doesn’t submit to FGS until the end of May has to register for the Summer term and pay tuition fees. This student may be eligible for a partial refund of the Summer term tuition fees – however, refunds aren’t automatically processed at the time of completion. So, the student will have to either pay the fees and wait for a refund (recommended) or, if this isn’t possible, incur interest on the balance while waiting for the refund to be processed. Refund processing times vary depending on the time of year, and often take upwards of two months.</p>	

Dissertation Oral Examination

The oral examination (often referred to as the “dissertation defense”) is the final step in the PhD process, designed to ensure that students can demonstrate mastery of their dissertation topic before a group of experts both familiar to and at arms length from the candidate. Once the supervisory committee has confirmed that the dissertation is examinable, the Graduate Program Director, in concert with the supervisor, will work to establish an oral exam committee and date/time for the oral exam.

FGS guidelines stipulate that PhD oral examination committees must have (at least) 5 members:

- a. The Dean of the Faculty of Graduate Studies or her/his representative, who will be at arm’s length from the supervision of the dissertation, and who will serve as Chair of the examining committee;
- b. One external examiner, from outside York University, at arm’s length from the dissertation, recommended by the program director;
- c. One graduate faculty member at arm’s length from the dissertation, and normally from outside the program, recommended by the program director;
- d. Two graduate faculty members from the supervisory committee, or one member from the supervisory committee and one graduate faculty member from the program.

Once the committee and date have been agreed upon, the Graduate Program Assistant will prepare the paperwork for recommendation for oral exam and oral exam committee composition for FGS for approval.

Note that it is the student's responsibility to provide the graduate program with hard copies of the dissertation (one copy for each member of the supervisory committee). It is not appropriate to use the department photocopier or ask any department staff to make photocopies of your dissertation for you.

The external member will provide a report on the dissertation, which is provided to the Faculty of Graduate Studies, then to the supervisor/Graduate Program Director (via FGS).

One week before the exam is scheduled, the Graduate Program Director will poll the oral examination committee to ensure that the majority believe that the dissertation is defensible. Assuming they do, the oral examination moves forward and the oral exam committee evaluates the dissertation: Accepted with No Revision, Accepted Pending Specified Revisions, Referred Pending Major Revisions, or Failed. Students' next steps and timelines depend upon the outcome of their oral exam and are outlined fully in the FGS Regulations. Once any revisions have been approved by the Supervisor and Chair (if necessary), the student is responsible for submitting the final dissertation (following FGS requirements) to FGS.

Program Length and Minimum Period of Registration

All doctoral programs must specify a program length in terms, which is the period of time (in terms) that is normally required for a student to complete a program. Doctoral students in Theatre and Performance Studies must register and pay fees for a minimum of the equivalent of six terms of full-time registration.

Time Limits

All requirements for a doctoral degree must be fulfilled within 18 terms (6 years) of registration as a full-time or part-time doctoral student in accordance with Faculty of Graduate Studies Registration Policies, including the requirement of continuous registration. Terms that students register as Leave of Absence, Maternal Leave, Parental Leave, or No Course Available are not included in these time limits. Registration Policies are detailed here: <http://gradstudies.yorku.ca/current-students/regulations/registration/#policies>

ADMINISTRATIVE MATTERS

Faculty of Graduate Studies Regulations

It is the responsibility of all students to be familiar with the specific requirements associated with the degree, diploma, or certificate sought. While advice and counselling are available, it is the responsibility of each student to ensure that the courses in which registration is affected are appropriate to the program requirements.

This handbook is not intended to be an exhaustive guide to FGS policy, but rather draw your attention to some of the most commonly referenced guidelines. Please see the FGS website for all Faculty regulations: <http://gradstudies.yorku.ca/current-students/regulations/>

Registration & Course Enrollment

Registration for the Fall/Winter 2017-18 opens up on **June 6, 2017**. It is beneficial to you to register early as it is necessary to be registered in order to gain access to other services on campus. Your first step is to register for the sessions (Fall and Winter) then enroll in courses. Although you only need to register in one term at a time if you prefer, please note that graduate students must maintain continuous registration all year long throughout their career at York. Therefore you **must** register and pay fees for all three terms: Fall, Winter, and Summer.

A full lecture schedule can be found on our website prior to the registration system opening.

Enrollment for Fall/Winter 2017-18 begins at the same time as registration. You are allowed to take graduate courses from other programs, although you may find that access is limited to some of these courses. Other program course listings should be available on their web sites or in person from their program offices. You may also take graduate courses at other Ontario universities, but you must have a good academic rationale for doing so. When devising your course load, please note the program requirements concerning required courses within the Graduate Program in Theatre and Performance Studies.

If you are interested in taking a course outside of the department, you'll have to first get permission. Keep in mind that while other programs try to accommodate students from other departments, it's not always possible to accommodate all requests.

To request permission to take a course outside the department you must complete this form: <http://gradstudies.yorku.ca/files/2014/08/course-program-other.pdf> and submit to the Graduate Program Assistant, who will facilitate getting approvals from the Graduate Program Directors and course director on your behalf.

Leaves of Absence

The requirement of continuous registration supports students toward the timely completion of their studies. However, the university recognizes that from time to time students may need to be absent from their studies or from the university while maintaining an affiliation with York University.

There are two categories of absences from the program of studies or from the university:

- (a) absences that are *included* in the number of terms to completion, which includes external student status; and,
- (b) absences that are *not included* in the number of terms to completion, which includes elective leave, exceptional circumstances leave, maternity leave, parental leave, and no course available.

While you are on a leave of absence, you remain registered (albeit in inactive status) in the program so your place (and funding, where applicable) is held for your return. Note that there is a fee associated with taking a leave of absence. This includes maternal/paternal leave, elective leave, external leave, and leave on compassionate or medical grounds.

If you believe that you need to take a leave of absence please consult with the Graduate Program Assistant to discuss your options and the process. Note that normally requests for leaves should be submitted at least one month before the beginning of the relevant semester.

Withdrawal

To withdraw in good standing from the Faculty of Graduate Studies, a student must notify their graduate program office in writing. The effective date of withdrawal is the date the program was notified in writing by the student. Withdrawing from a course does not constitute official withdrawal from the program.

To be eligible to withdraw in good standing, a student's academic record may not include any coursework Incompletes and may not include any combination of C grades or combination of C and F grades that would normally result in withdrawal for failure to maintain academic standards. Students who are beyond the applicable maximum time limits or who have not maintained continuous registration are normally not eligible to withdraw in good standing.

Reinstatement/Reinstatement to Defend

Students who have withdrawn in good standing may petition for reinstatement anytime within three terms (12 months) following their withdrawal. Students who do not petition for reinstatement within three terms (12 months) following the withdrawal must normally apply for readmission.

Students who have withdrawn in good standing may petition for reinstatement to defend a thesis/dissertation at anytime following their withdrawal, on the condition that the thesis/dissertation is ready to proceed to defense. Such petitions must include support of the supervisory committee and Graduate Program Director, including confirmation that the thesis/dissertation is ready to proceed to defense.

Please note that students are generally only reinstated in part time (unfunded) status.

Grades

The regulations of the Faculty of Graduate Studies designate that course work be graded using the following scale. This table also indicates the program's definitions of each grade level.

Grade	Program Definition
A+	Exceptional. Excellence in writing, research, and reading combined with originality. Publishable.
A	Excellent. Work that shows a superior command of the subject, clearly written, competently researched.
A-	High. Work that shows a superior command of the material but with flaws in research and/or presentation
B+	Highly satisfactory. Work that shows a sound command of research, writing, and reading skills but that may be flawed in some visible and correctable way
B	Satisfactory. Work that meets minimum expectations of a graduate student in research, writing, and reading skills.
C	Conditional. Unsatisfactory work; flawed in methodology or critical assumptions; incoherently organized, poorly written, or superficially researched
F	Failure
I	Incomplete

Some courses, such as Theatre and Performance Studies Placement are graded as pass/fail. Pass/fail courses are not included in grade point average calculations.

Grading in Courses

Course directors must announce in writing, in each course within the first two weeks of classes, the nature and weighting of course assignments and their due dates, including, if applicable, assessment and/or grading requirements with respect to attendance and participation. In keeping with reporting dates, the expectation is that course assignments can normally be accomplished within the course period.

In exceptional circumstances, a previously announced marking scheme for a course may be changed, but only with the unanimous consent of students; the new marking scheme must also be distributed in written form.

Academic Standing

Combinations of 'C' Grades Which Require Withdrawal Unless Continued Registration is Recommended and Approved: A student who received in total any of the following combinations of grades for graduate courses may not continue to be registered in the Faculty of Graduate Studies and in a graduate program unless this continuation is recommended by the Graduate Program Director concerned and approved by the Dean:

- (a) two C grades for 6.0 credit courses;
- (b) one C grade for a 6.0 credit course & one C grade for a 3.0 credit (or equivalent) course;
- (c) a total of three C grades for 3.0 credit (or equivalent) courses.

In no cases will grades be averaged.

Combination of 'F' and 'C' Grades Which Require Withdrawal : A student will be required to withdraw from a graduate program and registration in the Faculty of Graduate Studies will be terminated if the student receives in total for graduate courses, during enrolment at York University:

- (a) one F grade for a 6.0 credit course or two F grades for 3.0 credit (or equivalent) courses;
- (b) one F grade for a 3.0 credit (or equivalent) course and one C grade for a 6.0 or 3.0 credit (or equivalent) course.

In no case will grades be averaged.

Note: Students may withdraw from a course if not more than two-thirds of the course has been given. After this, students shall remain registered and will be assigned grades as appropriate. The symbol (W) (withdrew in good standing) will be recorded in place of a grade to indicate that a student was authorized to withdraw from a course in which he or she was registered. If a student withdraws before one-third of the course has been given, the requirement to record a (W) may be waived at the discretion of the program.

Incomplete Grades

When a student's coursework is not completed and evaluated by the appropriate grade reporting dates, the award of 'I' may be approved by the program director. A grade of 'I' must be removed within two months of the reporting date for a half-course or within four months of the reporting date for a full-course. Extension of this time is possible only upon successful petition to the Faculty of Graduate Studies Petitions Committee. If the grade of 'I' is not removed by the end of the specified period, it will become a grade of 'F'.

Grade Reappraisals

Grade reappraisals in the Faculty of Graduate Studies are governed by the Senate Principles Regarding Grade Reappraisals, which can be found here: <http://www.yorku.ca/secretariat/senate/committees/sac/SACGradeReappraisals.html>.

Grade reappraisals are undertaken in the unit offering the course. These principles, articulated for the Faculty of Graduate Studies, are as follows.

1. Students may, with sufficient academic grounds, request that a final grade in a course be reappraised (which may mean the review of specific pieces of tangible work). Non-academic grounds are not relevant for grade reappraisals; in such cases, students are advised to petition to the Faculty of Graduate Studies through their graduate program office. For grade reappraisals, students are expected first to contact the course director to discuss the grade received and to request that their tangible work be reviewed. Tangible work may include written, graphic, digitized, modelled, video recording or audio recording formats, but not oral work.

Students need to be aware that a request for a grade reappraisal may result in the original grade being raised, lowered, or confirmed.

2. In the event that the student is still not satisfied with the final grade OR the course director is not available to review the work, the student may submit in writing a formal request for a grade reappraisal to the graduate program in which the course is offered. The Senate approved deadline for submitting grade reappraisals is February 15 for fall term grades, June 15 for fall/winter session and winter term grades, September 30 for summer session grades, or a

minimum of 21 days from the release of grades, whichever is later. When a submission deadline occurs on a weekend or holiday, requests will be accepted up until the end of the next available business day. Exercising discretion about minor delays in meeting the deadline which result from slow mail delivery or extraordinary circumstances is reasonable.

3. If the condition of sufficient academic grounds has been met, the student must submit:

- (a) a copy of the marked assignment,
- (b) a clean copy of the assignment (i.e., a copy of the assignment minus comments of the course director), and
- (c) a copy of any instructions given in relation to completing the assignment.

The Graduate Program Director (or designate) will be responsible for ensuring:

- (a) that, by comparing the marked and clean copies of the assignment, the clean copy of the assignment is an unaltered copy of the work to be reappraised,
- (b) that the description provided by the student in relation to the nature of the assignment and the instructions given for the assignment is verified with the faculty member concerned,
- (c) that the faculty member who graded the work provides a statement indicating the grade assigned the work and the rationale for that grade,
- (d) that the clean copy of the assignment is reappraised by an appropriate faculty member,
- (e) that the student and reappraiser identities are not disclosed to each other, and
- (f) that the results of the reappraisal (including the reappraiser's comments) and the route of appeal are communicated to both the student and the course director.

The reappraiser will be given:

- (a) the clean copy of the assignment,
- (b) a description of the nature of the assignment and any instructions provided to students regarding the completion of the assignment, and
- (c) the rationale for the original grade.

It is expected that every effort will be made to render the decision within 30 days of the reappraiser having received the work.

4. Parties to the decision may appeal a negative decision on a request for a reappraisal, or the result of the reappraisal itself to the Petitions Committee of the Faculty of Graduate Studies (for graduate courses at York) or, for undergraduate courses, to the Faculty-level appeals committee in the Faculty in which the course is offered. The only grounds that will be considered are procedural irregularity. Procedural irregularity is defined as actions taken or not taken by a department, Faculty, graduate program, its officers, committees, or members with respect to the previous disposition of the case which violate or nullify one or all of the following:

- (a) normal and written procedures of the University, Faculty, graduate program or department concerned;
- (b) consistency in the Faculty's, graduate program's or department's handling of cases substantially similar to that being appealed;
- (c) principles of equity, natural justice or fairness, whether or not such violation occurred in accord with written or customary procedures. Appeals based on allegations of these last procedural irregularities should allege and demonstrate obvious bias or other misbehaviour on

the part of the officers or agents of the University and for which redress was not provided by an authority which considered the case prior to the appeal.

Appeals must be submitted within 21 days of notification of the decision. Faculty committees may waive that deadline when special circumstances are established by the appellant. No member of the Faculty committee shall consider an appeal if s/he considered the matter at an earlier level. At the discretion of the Faculty committee, the student and/or the faculty member may be invited to meet with the Committee to present his/her case orally. The Committee's decision will be taken *in camera* and it is expected that parties will be informed of the decision in writing within 30 days of the filing of the appeal.

5. Parties to the appeal at the Faculty-level may file an application for leave to appeal the decision to the Senate Appeals Committee (SAC) on the ground of procedural irregularity at the Faculty-level. Applications for leave to appeal must be submitted within 21 days of the notification of the Faculty decision. SAC may waive that deadline when special circumstances are established by the appellant. No member of SAC shall consider the application if s/he considered the matter at an earlier level. As explained in the SAC procedures, parties may appear before the Committee if leave to appeal is granted to make oral submissions on the ground of procedural irregularity. The Committee's decision will be taken *in camera* and it is expected that the parties will be informed of the decision in writing within 30 days of the filing of the application.

6. Parties to the decision of the Senate Appeals Committee may apply to the Committee to have the matter reconsidered if there is evidence of procedural irregularity on the part of SAC. Applications must be submitted within 21 days of the posting of the decision. SAC reserves the right to waive this deadline in special circumstances. Requests for reconsideration of a SAC decision will be considered by a panel of SAC members who did not serve on the panel first hearing the matter; it is expected that a decision will be rendered within 30 days of its submission.

Tuition

Graduate students fees are determined on the basis of their status (full-time/part-time international/domestic), and are approved yearly by the Board of Governors. You can find the most up-to-date information on fees here: <http://sfs.yorku.ca/fees/courses/>

Tuition is billed to your student account at the time of registration and is payable on a term by term basis. Most students register for the Fall and Winter terms at the same time, and while both fees are billed to your student account, Fall fees are due September 10, 2017 and Winter fees are due January 10, 2018. However, under the new funding model, your tuition will be covered by the York Fellowship.

If you require confirmation of tuition, you should provide your bank (or whomever) with a copy of your tuition statement. The Graduate Program Assistant cannot provide you with a letter confirming tuition fees.

NOTE: Tuition and fees for the program are set by the Faculty of Graduate Studies and must be paid by the student. Fees are subject to approval by York's Board of Governors in accordance with the fee guidelines set by the Ministry of Training, Colleges and Universities and are subject to change.

Tax Forms

All tax forms, except the T4, are available online through the Current Students website. They are **not** mailed or available from the graduate program office.

The T4 is mailed to the home address you have on file. If your address changes make sure you update it via the Current Students website.

Graduate Printing Allocation

Please note that graduate students who are registered in courses in a York Masters or PhD program, will receive the following printing allocation:

- **Masters - \$150**
- **PhD - \$600**
- Quota is refreshed annually on **September 1st** for graduate students who are registered in courses in a **York Masters** or **PhD** program (i.e. if you don't use any in PhD1 you won't have \$600 back for you in PhD2).

The allocation can be used at designated printer stations in the Libraries (excluding Osgoode) and the William Small Centre Computing Commons. Remember to use your printer allocation!

EMPLOYMENT & FINANCIAL INFORMATION

Funding

Canadian Union of Public Employees, (CUPE) 3903 represents all teaching assistants, part-time faculty members, and graduate assistants at York. Teaching assistants and graduate assistants must be full-time graduate students. Teaching assistants become members of bargaining Unit 1. Graduate assistants become members of bargaining Unit 3. The terms and conditions of their jobs are governed by a collective agreement, which is negotiated with the University. Teaching Assistants in each department elect stewards to represent them at the Stewards' Council and all members are invited to attend general meetings of CUPE 3903 and to participate in various CUPE 3903 committees. If you have questions about your job, contact your steward or the union office at Atkinson College, room 143; (416.736.5154). The name of your steward will be posted on the CUPE board in the department.

Teaching Assistantships

Teaching Assistantships are a matter of formal negotiation between the University and the Canadian Union of Public Employees (CUPE) Local 3903 of York University. Per the collective agreement, a full-time graduate student is required eligible to apply for a Teaching Assistantship and to keep an up-to-date blanket TA application on file. Students interested in being considered for a Teaching Assistantship in other units, apply directly to the department, division, or other units concerned. Teaching Assistants are strongly encouraged to enroll in workshops and certificate programs at York's Teaching Commons (<http://teachingcommons.yorku.ca/>)

Graduate Assistantships

Each year the Program offers a limited number of Graduate Assistantships and Matching Fund Graduate Assistantships to full-time MA & PhD candidates. They may also be assigned to doctoral students if a researcher with access to external funds wishes to buy out part or all of a student's contract. Graduate Assistants are employed in administrative, clerical, and research positions throughout York, and they are expected to work a maximum of ten hours a week. Ga's most often work with a professor on a research project, publication, or public event.

Research Assistantships

Research Assistants undertake research and academic activities that are relevant and related to their fields of study within the Program. Students awarded a Research Assistantship normally conduct research and related academic activities for ten hours a week.

Part Time Teaching

Students registered or intending to register part-time are eligible to apply for part-time teaching positions (CUPE 3903 - Unit 2). The posting procedures are the same in both Units, but the best way to apply for a Unit 2 position is to submit a blanket application to relevant departments at York, Glendon, and Atkinson before December 15 for Summer positions and before the end of January for Fall, Winter and the following Winter/Summer positions. For more information, consult the department or division concerned and the Collective Agreement.

Payment

Payday is the 25th of each month. (If the 25th falls on a Saturday, you will be paid on the 24th; if it falls on a Sunday, you will be paid on the 26th.) Pay stubs arrive in the Graduate Program Office approximately 2 business days prior to pay day. You can collect your stubs from the Grad Program Office. Note that stubs will only be held for 30 days then will be shredded if uncollected.

SCHOLARSHIPS

Various funding competitions are available throughout the year. The Graduate Program Assistant will advise you of these opportunities. However, it's not possible for the Graduate Program Assistant to be aware of all scholarships available (many scholarships are available for very specific, narrow research projects, for example) and ultimately it's your responsibility to ensure that you're seeking out funding opportunities. You are encouraged to consult the Faculty of Graduate Studies website regarding financial support - <http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/>

An important note about scholarship applications: Some external scholarship applications require submission of original, official copies of all post-secondary transcripts. So you can be prepared to submit such applications it is strongly recommended that you order a number of copies of transcripts from your previous institutions so that you have them on hand. When ordering York transcripts, note that only transcripts delivered directly to the graduate program office are considered official. If you pick up your transcripts from the registrar's office they will be stamped 'unofficial'.

OTHER FUNDING SOURCES

Bursaries

Bursaries are available through the Faculty of Graduate Studies (FGS) and through Student Financial Services (SFS). Allocation of bursaries is based on financial need. For detailed information please see: <http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/bursaries/>

Funding Opportunity	Purpose
Fall/Winter Student Financial Profile	To assist fulltime graduate students with financial need in the Fall/Winter terms
Spring Student Financial Profile	To assist fulltime graduate students with financial need in the Spring/Summer term

Funding Opportunities to Offset the Costs of Research and Conference Attendance

Funding Opportunity	Purpose
Field Work Cost Fund	Defrays costs directly connected with research carried out “in the field”
Graduate Development Fund	Subsidizes travel costs to events for presentation of scholarly or creative work
Research Cost Fund	Defrays costs directly connected to research undertaken by fulltime graduate students who are or have been members of CUPE 3903 Unit 1

Remember: If you’re interested in applying for these opportunities please review the detailed information from the Faculty of Graduate Studies here to ensure you’re aware of the requirements and relevant deadlines. *These opportunities have specific timelines.*

Field Work Cost Fund: <http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/fieldwork-cost-fund/>

Graduate Development Fund: <http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/graduate-development-fund>

Research Cost Fund: <http://gradstudies.yorku.ca/current-students/student-finances/funding-awards/research-cost-fund/>

Graduate Students’ Association Emergency Loan

The Graduate Students’ Association (GSA) provides short-term interest-free loans to graduate students who encounter temporary financial difficulties. At present, the maximum amount loaned is \$250.00 with a repayment schedule of four months. To qualify, you must be a full-time York Graduate Student in good standing in the program. To obtain a loan, contact the GSA President or Treasurer in 325 Student Centre (736-5865) during office hours or by appointment.

Graduate Students’ Association Fund

Additional funding is available through the Graduate Students’ Association. Competitions are held annually for the following: Thesis Support, Skills Development Support, and Conference Support. Applications are available in the GSA Office, 325 Student Centre.

GRADUATE STUDENTS

Currently registered as of August 2017

Degree	Name	Project Title / Research Interests
MA	Bianca, Celeste	Performance art, sustainable design in performance, sexuality and the stage, and pedagogy
MA	Chesser, Stephanie	Arts-based, inclusive education, devised theatre, and performance and disability arts.
MA	Dunlop, Alanna	Gender, sexuality and performance, politics and performance, activist and experimental theatre.
MA	Feenstra, Eliot	Theatre's role in rural community economic development, performance technologies for connecting to place, creating immersive and magical experiences, ecological stewardness, and queerness.
MA	Flaherty-Plourde, Christine	Gender and sexuality presented on stage, particularly presentations of queer and feminine identities.
MA	Lytvynova, Anna	Interests are rooted in deriving research through practice. Focusing primarily on the role of the body and non-representational forms in socially-engaged Theatre.
MA	Mitsche, Jennifer	Cooking is meditation, movement, community, and health. It binds and nurtures families and grounds us in age-old traditions. How can we connect to this critical performance that so many now readily outsource?
MA	Rosier, Delilah	Race, Politics, Queerness, and intersectional feminism within the landscape of popular culture, particularly reality television
MA	Sousa, Christina	21 st century identity and origin stories – today's generation is all about "boxes" and is focused on how we "identify as", interested in how ones' origin story potentially shapes their 21 st century identity
MA	Traub, Sophie	Pursues research in conflict and group studies through a pedagogical lens.
MA	Wodzinska, Maria (Clara)	Comparing pedagogical approaches for physical theatre, particularly the Lecoq and Grotowski traditions and their effectiveness for applied theatre contexts.
MA	Wilson, Allen	Multiculturalism (languages, expressions, culture, religion, and politics) in improve theatre. Latin American cultures and the inter influence in their theatre within religion
MA	Wymes, Samantha	Cultural memory of genocide and utilizing prosthetic memory as an impetus for sociopolitical action.
PhD	Anderson, Morgan	New materialism and contemporary juggling performance
PhD	Batchelor, Brian	"Small Performances: Tourism, Friction and Global Connection in San Cristobal de las Casas, Chiapas."
PhD	Davies, Megan	Indigenous theatre and performance art, site-specific performance, decolonizing methodologies, colonial and anti-colonial historical representations, Parks Canada historic sites
PhD	Donoso, Esteban	Postcolonial/de colonial studies, psychoanalysis and artistic practices. Focus on oral histories around dance practices and practitioners in Quito-Ecuador. Is currently taking the Ecuadorian case as a study case to look at the dynamics between global dance and history narratives and yet to be articulated dance histories in places that have been colonized
PhD	Feltham, Kymberley	"Body Politics and Performance in South Africa 20 years after Apartheid"
PhD	Fitz-James, Thea	Contemporary feminist theatre, explicit body art, performance art,

		and textiles in performance.
PhD	Gray, Kathe	Second line parading traditions in New Orleans, Afro-diasporic performance, performance and urban space, politics of tourism, race, and memory, everyday utopias, musical improvisation
PhD	Hughes, Shannon	Refugee theatre, applied theatre, theatre for inclusion and the empowerment of people in conflict and post conflict situations, and the effects of “traumatic storytelling” on applied theatre practitioners
PhD	Jarvis, Ian	Digital performance, digital humanities, and posthumanism. Live coding performance systems (programming as performance) that incorporate gestural control for the performance of music, sound art, media art, and multimodal scholarship.
PhD	John, Paula	Gender, sexuality, feminism, and performance, charlatans and performance, performance art, maternal theory
PhD	Johnson, Megan	Disability performance, theories of embodiment, socio-cultural interpretations of the body, contemporary vocal music, research creation methodologies, new play dramaturgy, and feminist performance.
PhD	King, Moynan	“Queer Performance in the Post-Millennial Scramble”
PhD	Kulinski, Wiktor	“Performing In-Between: an Ethnography of Polish Canadian Early-life Migrants.”
PhD	Lau, Tabia	Feminist and queer theatre and their respective associations with new play development and subscriber-based theatre companies, playwriting, Asian American/Canadian drama.
PhD	Lawson, Stephen	Critical/extreme drag performance, the staging of stigmatized bodies and the performative power of shame in live art throughout the Hemispheric Americas.
PhD	Lynch, Signy	Canadian theatre and audience studies, direct address, participatory theatre, political theatre.
PhD	Marchinko, Elan	Histories of colonialism and its redress, feminist, queer, and critical race theory, intercultural performance and dance studies, performance, memory, and trauma, gendered racial violence surrounding representations of indigenous life worlds in Canada.
PhD	Matheson, Julie	Restorations of historic theatre buildings, performances of the past, formations of public space, as well as activism and protest.
PhD	Moore, Avia	Jewish performance, performance and cultural identity, transcultural art practices, modes of cultural memory transmission.
PhD	Morgan-Thorp, Emma	Performance and Indigenous literature, feminist and queer performance, decolonizing methodologies and theories, anticolonialist environmentalism, counternarrative.
PhD	Palumbo, Michael	Electroacoustic performance, networked performance, ensemble digital music performance, audience-performance engagement.
PhD	Rackow, Hannah	Political and socially-engaged theatre, Latin American theatre and performance, feminist theatre, Indigenous theatre, the body and violence in performance, performativity of protest.
PhD	Robertson-Palmer, Sean	Hip hop performance, audiences and globalization.
PhD	Rogers Valenzuela, Denise	Activist performance, street intervention, feminist performance art, gender and sexuality in performance, politics of menstruation, leaky bodies and bodily fluids in performance.
PhD	Sawatzky, Jacqueline	Embodied Awareness, sensory perception, systems of improvisation, and how these methods possibly lead to unconventional relationships with digital technology.
PhD	Schwartz, Shira	“Between Letter and Spirit: The Ontology of Jewish Performance.”

PhD	Simpson, Alexandra	Cultural narratives and the pipeline as a nexus between the social, political, performative and environmental sphere.
PhD	Webber-Heffernan, Shalon	Radical performance pedagogy: contemporary performance artists working alongside and across Canada-USA-Mexico borderlands: decolonial aesthetics: embodies learning and Indigenous epistemologies.
PhD	Whittall, Edward	"Food and Liveness: Rethinking Ephemerality and the Archive Through Food Performance."
PhD	Wier, Claudia	"Like Water Through the Veneto: Tracking Ephemeral Force in the "Sounding Body" of the Early Modern Diva."

OTHER RESOURCES

Resource	Overview of Services
Faculty of Graduate Studies, http://gradstudies.yorku.ca/ 230 York Lanes, 416-736-5521	<ul style="list-style-type: none"> • Faculty regulations • Administration of scholarship applications • Graduate student affairs
Career Services, http://careers.yorku.ca 202 McLaughlin College, 416-736-5351	<ul style="list-style-type: none"> • Dossier services • Career preparation workshops
Centre for Human Rights, http://rights.info.yorku.ca/ 327 Ross South 416-736-5682	<ul style="list-style-type: none"> • Information and referral • Early complaint resolution • Resource library
Counselling and Development Centre, http://cds.info.yorku.ca/ N110 Bennett Centre for Student Services, 416-736-5297	<ul style="list-style-type: none"> • Personal counseling • Support for learning disabilities and psychiatric dis/abilities
CUPE 3903, http://3903.cupe.ca/ 2050 Technology Enhanced Learning Building, 416.736.5154	CUPE represents all teaching assistants, graduate assistants and part-time faculty members at York.
Research Centres, http://www.yorku.ca/research/	Students may benefit from the services of the various research centres and institutes established at York University.
Teaching Commons, http://teachingcommons.yorku.ca/graduate-students/	<ul style="list-style-type: none"> • Runs workshops, courses, and events to support enhancement of teaching • Offers teaching certificate programs
York International, http://international.yorku.ca 200 York Lanes, 416-736-5177	<ul style="list-style-type: none"> • International student advising • Workshops • Events
Security, http://security.info.yorku.ca/ General - 416-650-8000 or ext. 58000 Urgent - 416-736-5333 or ext. 33333 goSAFE - 416-736-5454 or ext. 55454	<ul style="list-style-type: none"> • Security personnel and patrol • Emergency Response • Security information and resources <p>GoSAFE Program This is a complimentary service providing a safe and secure means of transporting York community members to selected campus locations.</p>
Library http://www.library.yorku.ca/cms/graduate/	<ul style="list-style-type: none"> • York and interlibrary loans • Graduate reading room • Research guides • TA support
Graduate Student Association (GSA), www.yugsa.ca 326 Student Centre. 416-73605865	<ul style="list-style-type: none"> • Student advocacy • Administration of GSA funds (emergency, bursary, academic support) • Administration of health plan for those not covered under collective agreement

APPENDIX 1 - Dissertation Proposal Guidelines

PLEASE NOTE:

We strongly encourage all students to refer to these guidelines in preparing their proposal for FGS. However, modifications to this format are acceptable if student produces a dissertation proposal in a proposal writing course; in such cases, the dissertation committee and GPD should be made aware of these alternate requirements.

The content of the proposal must be written using full sentences. Jot notes or bullet points are not appropriate.

Length of proposal: 3,000-3,500 words (approx. 12-13 pages, before Works Cited)

WHAT TO INCLUDE:

A. Working Title

B. Project Description and Research Objectives (approx. 2 pages):

Introduce your research topic and state the explicit objectives of your project.

Describe your project in a clear, straightforward manner. Avoid jargon wherever possible. Remember that not everyone reading your proposal will be a specialist in your area. This is especially important when applying for grants. This does not mean that you should not use specialized language but rather that you should clearly define your terms and be attentive to what others may/ may not know.

As you describe your topic, make sure to outline the central figures, issues, events, objects, or locations that you plan to examine in order to give us a sense of the scope of your project. Introduce your central research question and suggest related sub-questions. You may also offer a preliminary thesis (although at this stage, the questions are much more important). Consider including a brief, illuminating example.

C. Context (approx. 4 pages):

Situate the proposed research in the context of relevant scholarly literature. Offer a brief description of current work in the field and explain how your project is participating in existing conversations and/or extending previous work. In other words, describe what has been done already and why your project *has to happen*.

Provide a longer history or genealogy of your topic, whether it be a social history or an intellectual one. Place the topic in a larger socio-cultural frame that considers the disciplinary genealogies, the history of ideas, the history of practices, etc.

Introduce varieties of secondary scholarship that have not considered this topic but that you will rectify. For some of you, this may mean consulting sources from different disciplines, i.e. anthropology, cultural studies, history. Identify central debates, principles, theories, or arguments that you will extend, resituate, revise and/or critique. Make an argument for the significance of your research question by showing how it intervenes in previous scholarship

and/or conventional assumptions. Are you filling a research gap? Identifying a blind spot? Offering a new analytical model? Something else entirely? If applicable, situate your project in relation to your previous or ongoing research.

Above all, argue for the significance of this topic as a research area. Explain your contribution to knowledge. Be confident in your project so that those reading your proposal will agree to support it.

D. Methodology (approx. 3 Pages):

Outline the process you will undertake to complete the project.

What methodology or methodologies is/are most appropriate for your project? What exactly will you do? Who will you contact? For what reason and with which questions in mind? Possible methodologies include ethnographic approaches, archival work, practice-based research, theoretical analysis, etc.

If you are planning to visit archives, list all possible archives, indexes, searches, video archives, interview questions, sources at other campuses and libraries, etc. that you intend to consult. What types of analyses will you conduct with these sources? Try to be as specific as possible. Why do these analyses require these sources? You should be equally thorough when discussing other methodologies, e.g. list all sites and potential interview subjects for an ethnographic study.

If you are planning to use a particular theoretical framework—e.g. Butler's notion of performativity—you should identify this here and provide some description of how others have used it and why such a theory is appropriate for your research.

Above all, make sure to articulate the relationship between your central research question and your methods of research. Make an argument for why your research question requires your methods—an important way of stating your methodology.

E. Chapter Breakdown (approx. 3-4 pages)

Outline the structure of the proposed dissertation by concisely outlining the central topics to be discussed in each chapter. You may find it useful to identify the central research question and discuss key methodological approaches and/or theoretical framework for a given chapter, as well as reflecting on the contribution each chapter will make toward addressing the research questions central to the study.

F. Works Cited (as many as required)

In addition to your 3,500 word proposal, you will include a Works Cited—i.e. all of the works you have directly referenced in your proposal. You should also include a list of additional Works To Be Consulted, which includes 20-25 additional sources. You do not have to specify every book or article you plan to use in your dissertation. However, you should demonstrate familiarity with a range of sources (e.g. listing ten sources doesn't cut it).

G. Language Comprehension (if required)

If your project requires research in a language other than English, you are required to demonstrate proficiency in that language. Students who are not yet proficient in said language, will be asked to complete graduate level language coursework. For example, a student working in French may be required to take GS FREN 5712: French Reading Course for Academic Purposes [Basic] and GS FREN 5713: French Reading Course for Academic Purposes [Intermediate]. Students who are already proficient in said language may be asked to demonstrate proficiency through a translation exam.

If your project requires research in a language other than English please indicate how you have met the language comprehension requirement.

Note that the Faculty of Graduate Studies requires that proposals must be approved at least 6 months prior to the dissertation defense.

APPENDIX 2 - Placement

Theatre and Performance Studies Professional Placement THST 5051

Course Description

This course is designed to give Theatre & Performance Studies graduate students applied, professionally-oriented work experience in a field related to one of the program's fields of specialization and/or the student's research areas (e.g. production dramaturgy, assistant directing, education and outreach, publicity and marketing, producing, teaching). The assignment is supervised by a member of the graduate theatre and performance studies faculty (often the GPD) in association with an on-site supervisor/ mentor. The arrangements for a placement are normally initiated by the student who first presents a written outline of the placement proposal to the GPD for approval. After approval is obtained the student should contact the institution to set up their schedule. The exact nature of the assignment is worked out and agreed upon by the team of student, faculty advisor and on-site supervisor. The average number of working hours for a 3.0 credit placement is 75-90 hours and there is normally no remuneration involved.

Grading

The course grade (Pass/ Fail) will be determined by the faculty supervisor in consultation with the on-site supervisor.

Evaluation

(1) Placement proposal with accompanying letter to mentor (350-500 words + 250-350 word letter)

Prepare a proposal outlining what you wish to do for your placement. This should include the name and contact information of your proposed mentor, the company or association he/she is connected with and a description of the proposed work or project.

Your proposal should also include a letter to your placement mentor, which clearly outlines your intentions for the placement. The letter should outline your learning objectives as well as specify the required time commitment of the placement (75 hours). Once your placement has been approved, the program will send your letter to your mentor to confirm their agreement.

Your proposal will also need to include two WSIB documents with original signatures from you and your mentor (**these forms cannot be submitted electronically** as the program requires the original). Please e-mail gradthea@yorku.ca to get your WSIB forms.

(2) Placement work (75–90 hrs.)

Once your proposal has been approved and your mentor has confirmed their agreement, you may begin your placement.

(3) Mid-term report (1,000 words)

The mid-term report should identify the work completed to date, any skills you've acquired, as well as any challenges you've encountered along the way. Be sure to keep close track of your hours and provide an estimate of how many hours remain.

(4) Final report (2,000 words)

Once you have completed your placement, you will submit a final report, outlining what you did, how it worked, and what learning outcomes you've achieved. Please also submit a tracking chart identifying when/ how you completed the work.

APPENDIX 3 - MRP Proposal Guidelines

NOTE: These guidelines pertain to students entering the MA program in Fall 2017 who wish to complete their degree through the MRP pathway.

Due: February 16, 2018

Please submit to the Graduate Program Office in person or via e-mail **by noon on Feb. 18.**

The MRP proposal consists of a project overview; definition of timelines; and supervisor sign off.

Part I: Project Overview

The project overview is 900-1000 words and should be approximately 3-5 pages in length (double spaced, Times New Roman 12). The project overview must include the following:

A) Project Description and Research Objectives (approx. 300-350 words)

Introduce your research topic and state the explicit objectives of your project. Describe your project in a clear, straightforward manner. Avoid jargon wherever possible. Remember that not everyone reading your proposal will be a specialist in your area. This is especially important when applying for grants. This does not mean that you should not use specialized language but rather that you should be attentive to what others may/ may not know.

B) Context and Literature Review (approx. 300-350 words)

Situate the proposed research in the context of relevant scholarly literature. Offer a brief description of current work in the field and explain how your project is participating in existing conversations and/or extending previous work. In other words, describe what has been done already and why your project *has to happen*.

If you are planning to use a particular theoretical framework, i.e. Butler's notion of performativity, you should identify this here and provide some description of how others have used it and why such a theory is appropriate for your research.

C) Methods (approx. 300-350 words)

Outline the process you will undertake to complete the project.

What methodology or methodologies is/are most appropriate for your project? What exactly will you do? Who will you contact? For what reason and with which questions in mind? Possible methodologies include ethnographic approaches, archival work, practice-based research, theoretical analysis, etc.

Above all, make sure to articulate the relationship between your central research question and your methods of research. In other words, make an argument for why your research question requires your methods.

D) Works Cited (minimum of 10 sources; no word limit)

Bibliography of works cited in your MRP proposal.

E) Research Ethics (only if applicable)

If your project involves human participants you will also need to submit the following Research Ethics documentation with your proposal:

- Human Participants Research Protocol Form (TD2)
- Informed Consent Checklist for Researchers (TD3)
- TCPS Tutorial Certificate dated within last 2 years

The TD2 and TD3 forms can be found on the FGS website. (<http://www.yorku.ca/grads/forms.html#thesis2>) and the TCPS tutorial is available online (<http://tcps2core.ca/welcome>).

Part II: MRP Timelines

Setting out clear timelines is an important step in the MRP proposal. It is extremely important that students understand that they must not leave the MRP work to the second half of the summer term but should work steadily throughout the summer to complete the paper in a timely manner. Please note that the FINAL (i.e. fully approved) MRP must be submitted to the Graduate Program by Friday August 17, 2018.

Aside from the proposal deadline and the final deadline, the student, supervisor and second reader can set deadlines for the drafts as they see fit. Supervisors may also opt to add specific deadlines for drafts/sections as appropriate – the purpose of deadlines is to ensure that student's have a realistic, feasible timeline around the completion of their MRP.

Failure to meet graduate program deadlines could prevent you from completing an MRP (failure to submit proposal by the deadline), or prevent you from completing your degree within three terms (final submission deadline). Those students planning to progress into a PhD program (either at York or another institution) should pay particular attention to the submission deadline.

Failure to meet the deadlines set out by your supervisor could result in your supervisor removing him/herself from your project.

Item	Deadline
MRP Proposal to Graduate Program	Friday February 16, 2018 by noon
Draft One to Supervisor	
Draft Two to Supervisor & Second Reader	
Draft Three to Supervisor & Second Reader (If necessary based on draft two)	
Final Submission of MRP to Graduate Program including Supervisor & Second Reader Sign Offs	Friday August 17, 2018 by noon

Part III: Supervisor Sign Off

Supervisor and second reader please sign to confirm your approval of the proposal and agreement with the proposed timelines.

Name	Signature	Date
Student		
Supervisor		
Second Reader		

Note: E-mail confirmations of agreement to supervise can be sent to gradthea@yorku.ca in lieu of physical signatures.

APPENDIX 4 - Sample PhD Comprehensive Exam Questions

We have included here a few sample questions to give PhD students a sense of the kinds of questions you will be developing, in consultation with your committee, for your Comprehensive Exam. As noted above in the guidelines for this exam, these questions must be broad enough to address a wide range of texts across your three lists, and should not overlap with one another. Students submit the questions to their supervisory committee no later than one month before the exam.

Question based on “Performance Theory” comp list

A number of texts on this list explore the role of the body in shaping the performance of identity. Using the works of Michel Foucault, Judith Butler, Maurice Merleau-Ponty, Joseph Roach, and Umberto Eco, describe 3 different philosophical approaches to reading the body. What central assumptions about human behaviour underwrite these philosophies, and what are the advantages and disadvantages of employing them when discussing the body in live performance?

Question based on “Performing Medicine” comp list

There are multiple terms connected with applied theatre—ethnodrama, research-based drama, readers’ theatre, progressive theatre, and creative theatre, for instance. Explore these and other traditions and present a historical and critical analysis of how these various concepts are used in the teaching-learning process in the field of medicine.

Question based on “Theories of Actor and Voice Training” comp list

In *The Player’s Passion*, Joseph Roach argues that conceptualizations of the actor’s art are tied to the dominant scientific paradigms of a given historical period. Following this premise, analyze the ways in which modes of actor training that emerged in the late 20th century are linked to recent scientific paradigm shifts, seeking to move beyond Stanislavsky’s fascination with Pavlov and Strasberg’s fixation on Freud.

Question based on “Intermedial Performance” comp list

How are social media platforms transforming the field of contemporary performance? In what ways do they facilitate new forms of communication and participation, ones that differ from or expand modes of relation formerly viewed as intrinsic to the performance experience. Explore these questions by discussing the work of three performance companies or artists who are using social media to transform the horizons of interactivity in theatre and performance.

