



# Department of Theatre

[www.theatre.msu.edu](http://www.theatre.msu.edu)

## CRITERIA FOR THE APPOINTMENT OF A GRADUATE ASSISTANT

The terms Graduate Assistant and Teaching Assistant are used interchangeably in the Department of Theatre. All of our GAs and TAs are usually attached to the teaching of a class. Typically, we do not offer assistance to MFA candidates to conduct research.

Acceptance to the Department of Theatre follows the completion of regular application procedures to the Michigan State University Graduate School. Once accepted by the Graduate School, the Department of Theatre accepts graduate students the following manner:

1. Acceptance by the department to (unfunded) graduate study.
  - a. Students must have completed a minimum of 30 undergraduate credits in theatre. If a student has less than 30 credits in theatre, they will have to complete these courses before being considered for admission.
  - b. A student MAY be accepted provisionally following faculty consultation. Provisional status or unique circumstances related to acceptance are at the discretion of the Chairperson in consultation with the faculty.
2. Assistantships are awarded following a demonstration of talent, professional proficiency, skill via audition, interview or portfolio review. Evidence of the completion of a Bachelor's degree (or similar degree) is required in official transcript form.
3. Indication of purpose in achieving a graduate degree through interview or by written intent.
4. Available appointment funds for graduate students are announced by the Chairperson following consultation with other faculty at the completion of the above criteria.

## CRITERIA FOR THE STUDENT TO MAINTAIN A GA/TA APPOINTMENT

1. Academic Standards:
  - a. College of Arts and Letters - minimum 3.0 GPA, the tenth credit below 3.0 terminates candidacy.
  - b. Department of Theatre - minimum 3.0 GPA, 3.3 in Theatre courses, a grade below 3.0 in any two courses terminates. MFA candidates: 3.5 in courses in area of emphasis.
1. Avoid dereliction of duties including teaching assignments or other department assigned duties related to the GEU union contract.
2. Satisfactory completion of assignments in accordance with rules governed by the GEU contract.
3. Offer no incomplete departmental or class assignments.
4. Maintain positive feedback from class or departmental assignments.

5. Promptness of arranged work/performance/rehearsal/teaching hours.
6. Civility to supervisors and peers.
7. Dedication to perform at optimum capacity.
8. Satisfactory demonstration of skill and talent.
9. Positive regular review of classroom teaching - at least one visit by faculty mentor or member of graduate guidance committee to each class taught each semester. The faculty reviewer will file a written summary of observations.
10. Positive regular review of job performance by graduate advisor.
11. Follow normal guidance committee conferences to monitor degree progress.

Note: a GA/TA in danger of being removed from an assistantship will be notified in sufficient time to modify behavior/performance that are deemed ineffective