



University of Idaho
Department of Theatre Arts

GRADUATE HANDBOOK

2026-2027

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Robert Caisley

Chair, Department of Theatre Arts

Welcome to the University of Idaho Department of Theatre Arts!

It does not seem terribly long ago that I began my own journey to earning a terminal degree.

I remember the beginning as an invigorating mixture of excitement, apprehension, and the occasional worry that everyone else had received a secret set of instructions I wasn't aware of. They had not. Our aim is to preserve your excitement while reducing your anxiety.

This Graduate Student Handbook has been designed to answer many of the questions likely to arise during your first semester: questions about requirements, expectations, procedures, and the small bureaucratic mysteries without which no university would feel entirely authentic. Should the answer you seek not appear in these pages, please ask. We will either find it for you or identify the person who knows where it has been hiding.

Yet the handbook is only a beginning. One of the great advantages of this unique program is the extraordinary network you are about to join. You will meet theatre makers from across the United States, artists, educators, administrators, and collaborators whose experiences may differ from your own, and whose ideas may sharpen, challenge, or occasionally overturn yours.

This is not a program that practices vertical learning, in which wisdom is presumed to descend ceremoniously from faculty to students. Much of the most valuable learning here is horizontal: colleagues learning from colleagues, practitioners exchanging discoveries, and artists testing their assumptions in the company of other artists. The person sitting beside you may become a trusted collaborator, a future employer, or a source of inspiration.

On behalf of my colleagues, let me say how pleased we are that you have chosen to undertake this journey with us. Our faculty and staff are here to help you navigate the work ahead, from the exhilarating discoveries to the less exhilarating forms. Prepare to be challenged, surprised, occasionally confused, but, above all, inspired as we begin a new theatre season together.

Prof. Robert C. Caisley
Department Chair

INTRODUCTION

The University of Idaho Department of Theatre Arts is vibrant, diverse and committed to providing the Northwest's most affordable and competitive undergraduate and graduate training in the areas of acting, directing, dramatic writing, pedagogy, dramaturgy, design and technology, and more! The department is also proud to be affiliated with the renowned Oregon Shakespeare Festival, which sponsors the Rex Rabold Fellowship, and the Boise Contemporary Theatre which sponsors the Ari Kever Trajectory Fellowship.

The department is part of the College of Letters, Arts and Social Sciences. The College of Letters, Arts and Social Sciences is the largest and most diverse college at the University of Idaho. CLASS degrees make students successful in any profession by focusing on the skills and experiences that employers want – critical thinking, problem solving, teamwork, leadership, communication and real-world experience. The CLASS faculty are nationally recognized researchers, scholars and artists that are leading the research and creative works in their respective fields. Through its diverse offerings, CLASS faculty also teach a majority of the general education required classes to the entire student body. CLASS is proud to offer 44 customizable degrees, including seven fully online degrees that can turn a student's passions into their career.

About this Handbook

Starting graduate school is an exciting time in your academic career, but it can also be a very stressful one. We want to help make your experience at the University of Idaho the most memorable and rewarding for all our students—both on-campus and in our distance-delivered option.

In an effort to help you navigate a successful course toward graduation, we have put together this handbook. It provides helpful information that will answer all of your questions about the next few years of your academic life. We recommend that you carefully read these materials and keep the handbook in place where you readily turn to it whenever you have a question.

Please know that our office doors are always open to you - you are now part of the Vandal Theatre Family - and we want you to make our department your creative home! Don't hesitate to reach out to any member of the faculty and staff if you have any questions or concerns. You are our #1 priority, and we are delighted that you have decided to attend the University of Idaho.

GRADUATE STUDENT ORIENTATION

At the start of each fall semester, the Department of Theatre Arts hosts an orientation session for incoming graduate students. Part of that orientation is a detailed overview of this handbook, an introduction to the faculty and staff of the department, and a chance for you to ask questions. This meeting will be conducted live on the University of Idaho campus, and via synchronous video conference for our remote learners.

The Orientation for Graduate Students in Theatre Arts for the 2026-2027 Academic Year will be held:

Monday, August 17, 2026
3:30pm-5:00pm PT
<https://uidaho.zoom.us/j/87354087575>

A separate orientation session will be held for on-campus students the week before classes start. The date for that event will be updated to this handbook once it has been scheduled.



PROGRAM OVERVIEW

The M.F.A. in theatre arts at University of Idaho offers you two residency options: an on-campus program based in Moscow, Idaho, geared toward early-career or emerging professionals, and a distance-based program geared toward working professionals and seasoned educators. Both programs are 60 credit hours and can be completed in three years (or fewer if you choose the M.A. to M.F.A. conversion option).

Distance-Based M.F.A. Program

If you're looking for flexibility, the distance-based M.F.A. in theatre arts offers a tailored graduate school experience with both synchronous and asynchronous modalities. Through the distance program, you can seek further education and professional networking without having to leave your current employment or theatre community. You can pursue coursework in any area of emphasis or focus within the department and receive credit for projects that you work on in your community. If you pursue the distance-based M.F.A. and register only for online courses, you'll pay in-state tuition — making this world-class degree more affordable.

On-Campus M.F.A. Program

If you are a recent graduate of a bachelor's level program and would like more hands-on experience in your area of emphasis, the on-campus M.F.A. in theatre teaching assistantships as an instructor and/or costume and scene shop assignments depending on your skills and area of emphasis. You will be assigned to positions in the mainstage season and will be mentored by faculty members in your area of emphasis. You are encouraged to gain experience in other areas of interest during your time in the program.

As the only Master of Fine Arts in theatre degree available in Idaho, this program is well known for producing skilled and accomplished industry-ready theatre professionals. Join the well-connected group of students and alumni who have chosen the University of Idaho for their M.F.A.

M.A. to M.F.A. Conversion

We offer the curriculum of the M.F.A. in both a two-year and three-year option. If you already have earned an approved Master's degree from an accredited institution of higher education, you may be eligible for our MA to MFA Conversion, which allows up to 20 credits from your previous Master's program in Theatre to be applied to your course of study for the M.F.A. Those students that have graduate coursework not in a M.A. in Theatre we can usually transfer some credits (typically up to 6 credits).

EMPHASIS AREAS

All students in the M.F.A. program (on-campus and distance-based) receive their degree in Theatre Arts, rather than a in particular emphasis area. This means learners have a far greater degree of flexibility in the coursework they pursue than is common in other M.F.A. programs.

Emphasis Areas In Distance Program

We ask distance students to indicate an emphasis area when applying for the program to help us assign them to a Major Professor and to anticipate, roughly, the numbers of students in a given area and therefore who are likely to enroll in certain classes. This helps us to keep the emphasis areas balanced and course numbers relatively even.

The emphasis area, therefore, is indicated on your transcript by the kinds of classes that you take during the program and does not appear anywhere on the diploma you receive. Of the 60 required credits for the M.F.A. degree, 49 of them are elective credits, meaning you get a lot of freedom to take what works best for you.

We encourage distance students to take classes in their emphasis area, but also to continue to explore other areas of theatre that they have an interest in. With a few exceptions, students are able to enroll in any of the courses offered by the department during their time in the program.

To ensure that you are on track toward your degree, you will be advised by your Major Professor. Make sure to stay in contact with them and let them know each semester the courses that you plan to take.

Emphasis Areas In On-Campus Program

Students in our on-campus program generally have more courses that are required for them per their emphasis area than do distance-based students. Because our on-campus program is meant for teaching the craft of each emphasis, your Major Professor will be advising you into particular coursework each semester. You still have some freedom with courses to pursue but be sure to check in with your Major Professor often for advising.



DEGREE REQUIREMENTS

On-Campus M.F.A. Program

On-campus M.F.A. students will work with their Major Professor to select courses in each of the areas that best aligns with their professional and educational goals.

Introduction to Graduate Studies (3 credits)

An in-depth, rigorous, exploration of theatrical research and collaboration pedagogy and methodologies within the larger context of the artistic and creative process. Candidates must enroll in THE 5160 during their first fall semester in the program.

Studio Area (18 credits)

A minimum of 18 credits is taken in coursework directly related to an area of specialization. The studio area of study is individualized to the candidate's specific needs and areas of focus. Candidates will enroll in M.F.A. Studio each semester.

Related Studio Area (18 credits)

A minimum of 18 credits is taken in a related studio area, which generally pertains directly to the candidate's area of specialization. These courses are to develop specific skills associated with the studio area.

History/Literature/Theory/Criticism (12 credits)

A minimum of 12 credits is taken in history or literature courses, which relate directly to the studio area. Courses taken to fulfill this requirement might include seminars in dramatic literature, theatre history, pedagogy, stagecraft, collaboration methodology, genre studies and critical theory. These courses are heavy on reading, and there is usually written component for each course. The written work generated for this course is often reviewed and discussed in consultation with your Major Professor of Graduate Committee.

Self-Directed Study/Tutorials (6 credits)

A minimum of 6 credits is taken in self-directed studies. Personalized one-on-one teaching or small group discussions based on preparatory work done in advance of the tutorial. This is one of the strengths of our program, and many of our students report this is the area, which they found most enriching. There are three different courses that could be taken in this category: THE 5020 Directed Study, THE 5600 Theatre Conference Participation, THE 5990 Non-Thesis Masters Research.

M.F.A. Exit Procedures (3 credits)

Exit procedures vary with the area of specialization. In each case the exit procedure revolves around a thesis project and an exam completed in the last semester in the program. Projects are designed in consultation with the candidate's graduate committee. Candidates must enroll in THE 5960 during the semester the project is undertaken.

DEGREE REQUIREMENTS

Distance-Based M.F.A. Program

M.F.A. Theatre Arts Core – 11 Credits

THE 5160 - Graduate Seminar (3 credits) | Every Fall Semester

A minimum of 3 credits in THE 5160 must be completed with a grade of C or better. Students entering the program with previous graduate coursework may be able to waive this requirement with approval by the Major Professor.

THE 5150 - M.F.A. Jury/Portfolio Review (5 credits) | Fall, Spring, & Summer

A minimum of 5 credits of THE 5150 must be completed with a grade of B or better before the awarding of the degree. A maximum of 1 credit of THE 5150 may be taken each semester. The student generally does not need to take THE 5150 in their final semester but is allowed to do so if they need an additional credit.

THE 5960 - M.F.A. Exit Project (3 credits) | Fall, Spring, & Summer

Exit procedures vary with the area of specialization. In each case, the exit procedure revolves around a creative or research-based project completed sometime in the last two semesters of the program. Projects are designed in consultation with the candidate's Major Professor. Candidates must enroll in THE 5960 during the semester the project is undertaken.

M.F.A. Theatre Arts Electives – 49 Credits

Students taking coursework in the distance program have a high degree of flexibility with the courses they take. To provide some order to the elective credits, you can think of them as “elective areas” with upper limits but no minimums in each section.

Graduate Transfer Credits – (max. 20 credits)

All transfer credits toward the degree fall into this elective category, meaning that students don't need to match courses on their graduate transcripts from another institution with courses at the University of Idaho. If you have an MA in Theatre, you can transfer 20 credits. If you have a master's degree in another field, you may be able to transfer some of your credits but please verify with your Major Professor.

Studio Area Electives (max. 30 credits)

A maximum of 30 credits can be taken in coursework directly related to an area of primary, secondary, or tertiary specialization. Generally, studio courses are subtitled, meaning that the content changes and students can take the course multiple times, provided the content is different. Each specific studio class carries a maximum of 18 credits. The studio area of study is individualized to the candidate's specific needs and career goals.

Skills/Craft Area Electives (max. 30 credits)

A maximum of 30 credits can be taken in courses to develop specific skills associated with the studio areas.

History/Literature/Criticism Area Electives (max. 21 credits)

A maximum of 21 credits can be taken in history or literature courses.

Project-Based & Self-Directed Learning Area Electives (max. 24)

Courses in this area emphasize self-directed learning in research or creative practice.

Misc. Special Events or General Course Offerings

The department also offers coursework that doesn't neatly fit into any of the above categories. See full curriculum list on the next page for more details.

DEGREE REQUIREMENTS

Distance-Based M.F.A. Program, Elective Course Listings

Studio Area Electives (max. 30 credits)

A maximum of 30 credits can be taken in coursework directly related to an area of primary, secondary, or tertiary specialization. Generally, studio courses are subtitled, meaning that the content changes and students can take the course multiple times, provided the content is different. Each specific studio class carries a maximum of 18 credits. The studio area of study is individualized to the candidate's specific needs and career goals. Current studio courses include:

- THE 5120 – MFA Directing Studio (3 credits; max. 18)
- THE 5130 – MFA Design Studio (3 credits; max. 18)
- THE 5140 – Theatrical Props Studio (3 credits; max. 18)
- THE 5170 – Movement Studio (3 credits, max. 18)*
- THE 5230 – Intimacy Studio (3 credits; max. 9)
- THE 5250 – MFA Acting Studio (3 credits; max. 18)
- THE 5260 – MFA Playwriting Workshop (3 credits; max. 18)
- THE 5270 – Theatre Pedagogy Lab (3 credits; max. 18)
- THE 5620 – Advanced Stage Makeup & Hair Design (3 credits, max. 18)
- THE 5630 – Advanced Costume Technology Studio (3 credits; max. 18)

Skills/Craft Area Electives (max. 30 credits)

A maximum of 30 credits can be taken in courses to develop specific skills associated with the studio areas. Current skill/craft area courses and their individual maximums include:

- THE 5100 – Costume Design II (3 credits; max. 3)
- THE 5220 – Advanced Studies in Theatre (3 credits; max. 18)
- THE 5400 – Playwriting (3 credits; max. 3)
- THE 5470 – Screenwriting (3 credits max. 3)
- THE 5640 – Scenographic Techniques (3 credits; max. 18)
- THE 5650 – Advanced Scene Design (3 credits; max. 3)
- THE 5660 – Scene Painting (3 credits, max. 3)
- THE 5710 – Directing (3 credits, max. 3) *
- THE 5720 – Topics in Advanced Directing (3 credits; max. 12) *
- THE 5750 – Studies in Dramaturgy (3 credits, max. 12)
- THE 5840 – Advanced Lighting Design (3 credits, max. 3)
- THE 5850 – Vectorworks (3 credits, max. 3)

History/Literature/Criticism Area Electives (max. 21 credits)

A maximum of 21 credits can be taken in history or literature courses. Individual course maximums and their titles include:

- THE 5520 – Theatre Historiography (3 credits, max. 3)
- THE 5530 – Topics in World Theatre History (3 credits; max. 18)
- THE 5540 – Foundations of the American Theatre (3 credits; max. 3)
- THE 5550 – Theatre for Social Change (3 credits; max. 9)
- THE 5560 – Studies in Theatre, Gender, and Sexuality (3 credits; max. 9)
- THE 5760 – Studies in Dramatic Literature (3 credits; max. 18)
- THE 5940 – Guided Readings in Theatre (1-3 credits; max. 9)

Project-Based & Self-Directed Learning Area Electives (max. 24)

- THE 5950 – MFA Off-Campus Studio (3 credits; max 18)
- THE 5990 – Non-Thesis Master's Research (1-6 credits, max. 6)

Misc. Special Events or General Course Offerings

- THE 5030 – Workshop (1-16 credits; max. 99)
- THE 5040 – Special Topics (1-16 credits; max. 18)
- THE 5970 – Practicum (1-16 credits, max. 18)
- THE 5980 – Internship (1-16 credits, max. 18)

**Indicates course is only available on campus.*

MAJOR PROFESSOR & GRADUATE COMMITTEE

While the College of Graduate Studies (COGS) does not require a committee for non-thesis or specialist degrees, the Department of Theatre does require the assignment of a Major Professor and a Graduate Committee.

Major Professor Responsibilities

All graduate students appoint a Major Professor (MP) to oversee their progress toward successful completion of all Non-Thesis Degree requirements for the M.F.A. in Theatre. The MP should be assigned as soon as possible. Students can expect their MP to provide the following counsel:

- Serve as mentor and main point of contact for the student.
- Work with Director of Graduate Studies (DGS) in registering for classes.
- Ensure timely filing of MP & Graduate Committee form with COGS.
- Assist DGS in preparation of Transfer Articulation (if MA to MFA conversion.)
- Review and approve Plan of Study.
- Provide oversight and feedback for students enrolled in their section of THE 5950, THE 5990 (if relevant) and THE 5150.
- Make recommendations to the Graduate Committee for student to proceed to Exit.
- Coordinate the preparation and evaluation of materials for THE 5960 (see Exit Procedures.)
- Assist in scheduling students' Exit Meetings.
- Regular semester progress check-ins via Zoom (as needed.)
- Call periodic meetings of the full committee (as needed.)
- Coordinate with DGS if any academic petitions need to be filed (DGS will prepare paperwork for signatures.)
- Conduct COGS Annual Evaluation.

Forming Your Graduate Committee

Your MP can help you select other members of your committee. In addition to your MP, you will need to assign at least one more faculty member to your committee. The full graduate faculty in the Department of Theatre Arts can be found on the next page. You will need to fill out the Major Professor and Committee Form each time you want to make a change to your Major Professor or to your Graduate Committee.

GRADUATE FACULTY

For general questions
about the department
ask Rob, for questions
about the graduate
program, reach out to
Sarah!



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M.F.A. JURY/PORTFOLIO REVIEW

Graduate students in the Department of Theatre need to register for THE 5150 – M.F.A. Jury/Portfolio Review each semester they are in the program, except their final semester (when they will replace THE 5150 with THE 5960 Exit Procedures, unless they need one credit hour to reach 60 hours.) M.F.A. Jury/Portfolio review is a course designed to monitor your progress in the program, to reflect on your successes and to challenge you with opportunities for further growth. Your MP enters the grade for this course at the end of each semester, in consultation with your graduate committee.

Your MP may assign some or all of the following for you for this course:

1. Jury Paper or Semester Summary: You may be required by your Major Professor to submit a Jury Paper at the end of each semester. Please contact them as soon as possible to see if this requirement applies to you. If assigned, the Jury Paper should take the form of a reflection piece, summarizing your creative and academic experiences over the course of the semester. There is no page requirement for the paper. (Please keep copies of your Jury Papers, as you will then be able to refer to them when preparing for your Exit from the program.)
2. Jury Meeting: Your graduate committee may request a Jury Meeting at any time; however, these meetings usually only take place at the end of each semester and are designed as an opportunity to discuss your progress in the program, address any perceived deficiencies, and set goals for the subsequent semester. You will be notified by your Major Professor if the committee would like to schedule a Jury Meeting (these typically take place during the last month or so of the semester.)
3. Portfolio Review: In lieu of a Jury Paper, you may be asked to create a digital portfolio of work that your Major Professor and Committee will review.

ANNUAL REVIEW

Some MPs will conduct the annual evaluation as part of THE 5150, in which case the student will be given the annual evaluation form to fill out by their MP as part of the assignments for the class. If a student's Major Professor has not given them the form as part of THE 5150, it is the student's responsibility to initiate the evaluation process.

An evaluation may be initiated at any time by the Major Professor or Department Chair if a Major Professor has not been appointed. The evaluation must be completed annually by the second Friday of April. The form can be found on the COGS website, or on the MFA Student Canvas Site.

ANNUAL REVIEW



Jerry McMurtry
Dean
College of Graduate Studies



March 26, 2019

TO: Graduate Students

FROM: Jerry McMurtry, Dean

RE: Annual Evaluation and Performance Report for all Graduate Students

Each year University of Idaho graduate students are asked to initiate a review of their progress by meeting with their major professor. It is your responsibility as a graduate student to initiate the evaluation by scheduling an appointment with your Major Professor to go over the form which is attached. The goal of the annual evaluation is to create an opportunity for the student and faculty to have a conversation on the students' progress and look toward the future. COGS requests the review and meeting be completed by April 12, 2019.

At the conclusion of the evaluation, the evaluator will recommend one of the following actions regarding your status:

- continuation in the program
- issuance of a warning
- recommendation that you be dismissed from the program

The Department Chair will forward a copy of the report to the College of Graduate Studies (COGS) if you have been issued a warning or have been recommended for dismissal from the program. A copy of this report will be placed in your student file. If you wish to appeal any part of the evaluation you may do so in writing to the Department Chair with notification to the COGS Dean. A meeting will be scheduled with all parties involved and the COGS Dean. Further appeals will be submitted to the Graduate Council and forwarded to the Graduate Petitions Committee.

If you have any questions, please contact the College of Graduate Studies.

COLLEGE OF GRADUATE STUDIES

875 Perimeter Drive MS 3017, Moscow, ID 83844-3017 | uidaho.edu/cogs | 208-885-2647

To enrich education through diversity, the University of Idaho is an equal opportunity/affirmative action employer.

Good Standing: Graduate students are expected to make satisfactory progress toward a degree. This means that they remain in “good standing.” Good standing for a graduate student at the University of Idaho is a 3.0 GPA.

Please review the the university policy on probation and disqualification for graduate students. Students earning less than a 3.0 GPA will be placed on probation. If they do not gain a 3.0 GPA in the next term they will be disqualified. If the student on probation gains a 3.0 in the subsequent term but the overall GPA is below 3.0 they will remain on probation

CONDUCTING RESEARCH

In order to promote integrity and safety in our research and creative activities, we ask all graduate students to be familiar with the university's policy on the subject. While much of this information will not directly apply to students pursuing the MFA in Theatre, there is a wealth of valuable information that can and should guide your decision-making when it comes to the creative research and activities you will engage in while in the program.

While it is not often a part of the curriculum of MFA Theatre programs, students may opt to conduct research during their time in the program. If students are seeking to publish an article based on that research (whether conducted as an informal survey, in-depth interviews, etc.) where they interviewed or surveyed people to gather information, they must go through the Human Subjects Research Protocols. Most peer-reviewed journal articles or book publishers will request proof of the study's approval by the university's Institutional Review Board (IRB). Knowing this in advance will save you a lot of trouble later down the line if you did not seek appropriate approval.

If you are conducting research that involves interviewing or surveying people for a class and will not be sharing your results publicly (as in a conference presentation or publication) you will likely be exempt from this process. If you are in doubt, please review the materials and reach out to Sarah Fogarty-Morrison.

If you need guidance on whether your research meets this qualification, or what level of review your project might need (exempt, expedited, or full review), please reach out to Sarah Fogarty-Morrison and she can answer questions and walk you through the process of completing an IRB protocol.

Here are some important online resources:

University Research Protocol Approval Committees i.e. IRB, IACUC, IBC, Etc.

[https://vandalsuidaho.sharepoint.com/sites/InsideUI-ORA/SitePages/Human-Research-Protections-\(IRB\).aspx](https://vandalsuidaho.sharepoint.com/sites/InsideUI-ORA/SitePages/Human-Research-Protections-(IRB).aspx)

Responsible Conduct of Research Policy, Plan and Training Requirements

<https://vandalsuidaho.sharepoint.com/sites/InsideUI-ORA/SitePages/Responsible-Conduct-of-Research.aspx>

UI's Office of Research Assurances

<https://vandalsuidaho.sharepoint.com/sites/InsideUI-ORA/SitePages/Home.aspx>

Conflicts of Interest Policy

<https://www.uidaho.edu/policies/fsh/6/6240>

EXIT PROCEDURES

In addition to completing the minimum 60 credits hours that make up the plan of study for the Master of Fine Arts in Theatre, all M.F.A. candidates need to successfully pass their Non-Thesis Degree Requirements, or Exit Procedures. These include:

1. Applying to Graduate
2. Exit Project
3. Exit Materials
4. Exit Meeting

Director of Graduate Studies, Sarah Fogarty-Morrison will provide you access to the OneDrive Folder called [“Preparing for Your Exit Project and Graduation.”](#) If you need access, please email her directly at sarahcampbell@uidaho.edu.



APPLYING TO GRADUATE

Visit the [Graduation page on the University of Idaho website](#). It has all the information you need to know in order to graduate, including the application process for graduation.

You need to complete the following steps to graduate:

- You must have an approved study plan in Degree Audit before applying for graduation. It is your responsibility to file this plan on time and ensure it is approved by the College of Graduate Studies. If you have not received an email stating your plan has been approved, you did not file your plan, or you filed it incorrectly. Contact the College of Graduate Studies with any questions.
- Check Registration Status in my.uidaho.edu to verify that your degree, major, catalog year, and thesis/non-thesis option is accurate. If they are not you must file a Change of Curriculum form with the Office of the Registrar.
- Check Degree Audit and work with your Major Professor to resolve any outstanding issues. To remove or add classes to your study plan, submit a Change of Study Plan form in Degree Audit (part of “Student Profile” in my.uidaho.edu).
- Select “Apply to Graduate” in the Student Profile interface. If you are applying for more than one degree or program (e.g. MFA and an Academic Certificate in CRP/UDL), you must file a separate application for each degree/program.
- Your application will be sent electronically first to your Major Professor and then to the College of Graduate Studies for review and approval.
- Your application will then be routed to the Office of the Registrar for final review.
- When your application is fully processed, your student account will be billed. Fees are non-refundable once billed.
- Select the Ceremony Reservation and Hometown option under the Student Profile tab to confirm your ceremony attendance and hometown information. You may revise these items as needed throughout the semester.

Source: Registrar’s Office <https://www.uidaho.edu/registrar/graduation>.

Be sure to visit the [M.F.A. Theatre Arts Hub](#) on Canvas for more details!



EXIT PROJECT

Unless otherwise instructed, you should plan to enroll in the course THE 5960 - M.F.A. Exit Project in the semester that you complete your exit project. This is a practical project (e.g. a full-length play script, major directing or design assignment or leading role in a production in your area of emphasis) assigned by your Major Professor.

Exit projects are typically undertaken in your final semester. Students are required to submit evidence and reflections on their process in their exit materials or as a separate submission. For both on-campus and distance-based students, the nature and scope of your project is determined in consultation with your Major Professor. Start the conversation with your Major Professor about your exit project!

Your MP will be able to travel to see your exit project if you would like them to. In order to request them to travel to see your work, send them an email request and fill out the [Exit Project Travel Request Form](#).

EXIT MATERIALS

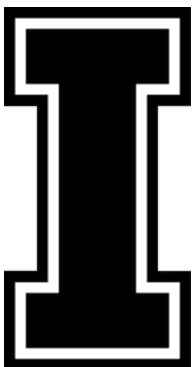
Exit Materials are a PDF document containing portfolio items and samples of work completed during your time in the program. Your Exit Materials should be delivered to your full committee at least one week in advance of your Exit Meeting, which falls in the last three weeks of the semester you graduate.

Unless otherwise instructed, your exit materials should follow this outline.

1. Cover Page (see template)
2. Table of Contents
3. CV
4. Approved Plan of Study
5. Comprehensive List of Projects Completed (see template)
6. Introduction
7. Preface to Each Work Sample
8. Work Samples*
9. Conclusion

Further details and a complete guide to assembling your exit materials can be found in the OneDrive folder or by clicking here. Alumni have volunteered to share their Exit Materials with future students and those can be found in the OneDrive folder.

**Your major professor will discuss with you how many work samples will be part of your final packet of materials, students typically have between 4 and 8 samples.*



EXIT MEETING

The **Exit Meeting** is your final meeting with your committee members, and the final step you must take before passing all of the requirements of the M.F.A. Your Exit Meeting is scheduled in the last three weeks of your final semester.

It is your responsibility to contact your committee members and schedule this meeting. We usually hold exits in the Shoup Hall 2nd Floor Conference Room 207 for on-campus students or via Zoom for distance-based students. You will need to reserve the room with Alisa Volz (avolz@uidaho.edu) in the main office or create the Zoom link for the meeting. Exit meetings typically take 30 minutes for distance-based students but may be up to an hour for on-campus students.

During the meeting, your committee members will ask you questions about your Exit Project and accompanying Exit Materials. If it is determined you have passed the exit, your Major Professor will complete your digital **Non-Thesis Reporting Form**.

In some cases, if it is determined that your written materials are insufficient, a candidate may be asked by the committee to revise and return all or a portion of their exit materials, and to schedule another exit meeting for a later date. In very rare cases, a candidate may fail their exit, if the committee determines they cannot confer the degree on the student.



STUDENT CONDUCT

In any environment in which people interact in meaningful ways to gain knowledge, it is essential that each member feel as free and safe as possible in their participation. Conflicts do arise, however, from time to time.

To this end, it is our department's policy that everyone will be treated fairly and with mutual respect. We certainly do not have to agree, but everyone deserves to feel they are heard. We learn by engaging in constructive evidence-based dialogue.

Therefore, we establish a general understanding that members of this department (including all students, faculty, staff and teaching assistants) will be respected and respectful to one another in discussion, in action, in teaching and in learning.

Any student whose attitude, conduct or behavior is considered to be disruptive, inappropriate, interfering with and/or counter-productive to the success of fellow students, or to the stated goals of our department, will be given a warning. If disruptive behavior continues, it may result in the student being asked to leave the program.

The Ombuds Office

The Ombuds Office mission is to promote and support a positive and productive working, learning and living environment for the entire Vandal community by improving communication, addressing problems and preventing and resolving conflicts that emerge within the university. The Ombuds Office provides a confidential, impartial, informal and independent place to discuss your concerns. Those using ombud's services can remain anonymous, if they choose, and in control over what, if any, actions are taken.

Additional Resources

The Ombuds Office Website: <https://www.uidaho.edu/faculty-staff/ombuds>

Student conduct page: <https://www.uidaho.edu/student-affairs/dean-of-students/student-conduct/academic-integrity/students>

GTA EMPLOYMENT POLICIES

[ON-CAMPUS STUDENTS ONLY]

The following are the terms of employment for Graduate Teaching Assistants (available to on-campus students ONLY) at the University of Idaho:

- If you are a new employee, an I-9 must be completed on or before your first day of work to verify that you are eligible to work in the United States. You will also need to visit Human Resources at 415 W. Sixth Street to complete your payroll paperwork within three days of your employment start date to ensure timely receipt of your first payroll check and to comply with federal regulations. Please, bring forms of identification with you to establish your identity, employment eligibility, and social security number. For examples of acceptable documents please check with Human Resources in advance. If you have any questions regarding payroll sign-up, visit www.uidaho.edu/hrs or e-mail employment@uidaho.edu.
- Your appointment is contingent on the successful completion of a criminal background check, and you may not begin work until the background check is approved by Human Resources. Shortly after your department receives this signed offer letter and terms of employment, you will receive an email from crimcheck with instructions for you to complete a brief online application to initiate the background check. We strongly recommend initiating the process and waiting for the results before committing any financial resources of your own. The University will not reimburse you for any expenses if the outcome is unsuccessful. Background checks are usually completed within two weeks after you initiate the process.
- Continuation of the assistantship after the first semester is contingent upon satisfactory academic performance, satisfactory teaching and/or laboratory performance, progress toward your degree, continuation of the position and/or funding, and abiding by the program and University's policies and procedures. UI policies are available on-line in the Faculty-Staff Handbook at <http://www.webs.uidaho.edu/fsh>. Department policies are listed below.
- In your role as a teaching assistant in the Department of Theatre Arts, you are responsible for reading and following policies that pertain to your assistantship role. It is your responsibility to read and follow Federal Regulations (e.g, FERPA, OHRP) and the University policies (Student Code of Conduct , IRB policies) .
- You are required to sign a Patent and Copyright Agreement for University of Idaho Employees. A copy for your signature is enclosed and you may return the signed document with this letter.
- The University of Idaho requires all students to have personal health insurance coverage or enrollment in the Student Health Insurance Program. You may view this information on-line at <http://www.uidaho.edu/shs>.

GTA EMPLOYMENT POLICIES

[ON-CAMPUS STUDENTS ONLY]

- As a requirement of Human Resources and the College of Graduate Studies, employment as a Graduate Teaching/Research/Support Assistant is contingent upon your completion of a mandatory Teaching/Research/Support Assistant Institute. Please check the COGS website for more details: <http://www.uidaho.edu/cogs/admitted/resources/tatraining>. The Institute, required of all part-time and full-time graduate assistants and located on the Moscow campus, is designed to improve the quality of your teaching/research/support requirements and your overall assistantship experience.
- In addition, all international TAs must register for INTR508, Teaching and Learning Strategies for International Teaching Assistants. There will be required workshops attached to this course throughout the Fall or Spring semester.
- TAs in the English department will register for the department's TA professional training and are excused from the COGS graduate assistant institute.
- Exceptional or emergency circumstances that preclude attendance at the Fall or Spring workshop must be petitioned to the College of Graduate Studies (uigrad@uidaho.edu)

BE INSPIRED!

RESOURCES

Students that regularly meet with their Major Professor, achieve good grades in their graduate course work, and follow their approved plan of study, should be on a trajectory for a successful exit and graduation. We care about our students and want you to succeed. Please communicate any concerns to your committee members. We are here to help with every phase of your learning.

The following links provide helpful resources for graduate students. Please familiarize yourself with these policies and resources.

COGS Graduate Student Resources

<https://vandalsuidaho.sharepoint.com/sites/InsideUI-COGS/SitePages/U-of-I-COGS-Stu.aspx?csf=1&web=1&e=9WnXp2>

Student Code of Conduct

<https://www.uidaho.edu/student-resources/dean-of-students/code-of-conduct>

Personal Safety on Campus

<https://www.uidaho.edu/student-resources/health-wellness/violence-prevention-center>

Public Safety and Campus Security

<https://www.uidaho.edu/policies/apm/95>

Copyrights, Protectable Discoveries, and other Intellectual Property Rights

<https://www.uidaho.edu/policies/fsh/5/5300>

Responsible Conduct of Research Education

<https://www.uidaho.edu/policies/apm/45/21>

Policy against Sexual Harassment

<https://www.uidaho.edu/policies/fsh/3/3220>

Non-Discrimination Policy

<https://www.uidaho.edu/civil-rights>

COGS FORMS

<https://vandalsuidaho.sharepoint.com/:u:/r/sites/InsideUI-COGS/SitePages/Graduate-student-forms.aspx?csf=1&web=1&e=I1BCgk>

Visit the [M.F.A. Student Canvas Site](#) for more resources and opportunities.

TRAVEL OPPORTUNITIES

Students in the Department of Theatre Arts at all levels of instruction and degree modality are invited to attend special travel-based opportunities as part of their coursework. These include:

The Oregon Shakespeare Festival Annual Trip | Fall, Late September

Students can register to attend the OSF Trip (usually takes place each fall semester in late September). The course, THE 5030 is taught in alternating years by Craig Miller and Sarah Fogarty-Morrison. Reach out to either instructor for more information.

American College Theatre Festival, Region 7 | Spring, Early February

Students can also register to attend the American College Theatre Festival held annually in early February. Reach out to Kelly Quinnett for more information on how to participate.

United States Institute of Theatre Technology Conference | Spring, March

Our Design, Technology, and Management faculty take students to the USITT conference in March every year. If you are already planning to attend on your own, make sure to also register for the course to get credit! Contact Ginger Sorensen or Michael Brandt for more information.

Summer Study Abroad in Mexico City, Mexico | Summer, Late May

If you are interested in a study abroad option, contact Sarah Fogarty-Morrison to learn more about the annual summer trip to Mexico City, Mexico to attend museums, watch lots of theatre, and eat really amazing food!

COPPAGE ENDOWMENT AWARDS

**Erma M. Scholtz and Richard P. Coppage
Theatre Arts Research and Creativity Award**

Type of Award	Annual
Eligibility	All undergraduate and graduate students in good standing
Timeline	Application opens September 1 Applications Due October 15 at 5:00pm PT Notification of award by November 1
Award Amount	Varies*

Purpose: This endowment was established to directly support and advance specific opportunities for undergraduate and graduate student research and creative activity in Theatre.

Application Link: https://uidaho.co1.qualtrics.com/jfe/form/SV_e9YuH XK4DA7pD8O

As part of your application, you will be asked to provide the following information:

1. Name
2. Title of Project/Activity
3. Brief Description of Activity (150 words or less)
4. Impact Statement – What impact will participation in the project/activity have on your growth/development as a student?
5. Amount Requested*
6. For graduate students, please provide proof of Submission to GPSA Travel Grant.
7. Budget. Please provide a rough budget detailing how the money will be used and indicate all other funding sources from your own institution or community.

Historically, successful applications for the Coppage Endowment have been for single event opportunities (workshops, continuing education), for travel related to the student’s area of practice or interest and for productions that occur outside of one’s own institution. We encourage each applicant to carefully lay out the budget of their proposal so that the committee knows exactly how the money will be spent.

** Awards available to each student will be based upon the total funds and number of competitive applications. In the past, successful applications have ranged from \$200 to \$750.*

There will be two information sessions for students interested in applying for the Coppage Endowment Grant. The committee highly encourages interested students to attend the information session or meet with a faculty member before submitting their application.

Wednesday, September 16, 2026 | 3:30pm-4:30pm PT | Shoup 207 | [Zoom](#)
Wednesday, September 30, 2026 | 3:30pm-4:30pm PT | Shoup 207 | [Zoom](#)

Questions? Reach out to Coppage Committee Chair, Dr. Sarah Fogarty-Morrison at sarahcampbell@uidaho.edu.

GRADUATE & PROFESSIONAL STUDENT ASSOCIATION (GPSA)

The Graduate & Professional Student Association (GPSA) supports and promotes graduate student education, campus sustainability and graduate student life at the University of Idaho, which includes funding awards related to professional travel, publication and workshops. This includes creating programs and assisting graduate students during their transition from student to professional life. The GPSA is committed to providing a collective voice for graduate students to the University and the State.

For more details, visit the GPSA Hub page: <https://uidahogpsa.com/>



FAQs

Q: How Do I Register for Classes?

A: To register for classes, you will need to first visit my.uidaho.edu. Next, click on the search bar or magnifying glass icon. Then search for "Registration." Then select "Register: Add/Drop." For further or more detailed instructions, please visit <https://www.uidaho.edu/registrar/registering-for-classes>.

Q: How Many People Should I Have on my Graduate Committee?

A: For the non-thesis degree, the College of Graduate Studies only requires that you have a Major Professor, however, many students find that it is helpful to have another committee member. Students should avoid selecting more than two additional committee members, as it makes scheduling for exit projects more challenging. Any UI faculty member who is a member of the graduate faculty can serve on your committee. If you have questions about who is on the graduate faculty, please speak with your Major Professor.

Q: Where Can I Find Information on Funding for Travel?

A: Students in the distance program have limited opportunities for funding from the department, however, there are occasionally some funds for travel or for projects that would enhance your education. If you have questions on this specific funding, please send an email to Rob Caisley (rcaisley@uidaho.edu) with details on the event or project for which you are requesting funding.

Students are encouraged to seek funding from the [Graduate & Professional Student Association \(GPSA\)](#), which offers travel grants to students each semester.

Q: How Do I Request a Faculty Member to Travel to My Location for my Exit Project?

A: Contact your Major Professor directly to request a faculty member to come and visit you in situ and fill out the [Exit Project Travel Request Form](#). Please attempt to notify us before or at least by the start of the semester in which you anticipate the visit to happen. The sooner we know about the travel, the better prepared we can be. As part of the program, students can have faculty visit them or, in certain cases, travel to the campus to participate in production work in Moscow.



University of Idaho

Department of Theatre Arts

CONTACT

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