

Comprehensive Exam in Theatre Policy: TA 596

The Master's Examination in Theatre, commonly referred to as the Comprehensive Exam or comps, is composed of two parts. Part one focuses on Theory and Part two focuses on Practice. Students will select two questions in each area chosen from among several. Exams are given in the 7th week of fall, winter, or spring quarter and take one day, 8 am to 5 pm. The two parts, four hours each, may be taken in separate quarters. The day of the week for the exam is at the discretion of the Graduate Advisor.

No later than two quarters before the student sits for the exam, she or he must inform the graduate advisor of his or her intention to take the exam. Students electing to take the exam must have already been advanced to candidacy and must be enrolled in TA 596 during the quarter(s) of the exam. The exam may not be taken before the student has finished all coursework.

In preparation of the culminating experience, a reading list will be provided to students choosing the Comprehensive Examination Option. Once the student declares comprehensive exams, s/he should contact the Director of Graduate Studies in the department to collate the most appropriate reading lists from the student's primary professors.

If a student fails one of the four questions, the one failed section can be retaken as an oral exam with both graders present. Failing more than one question shall be considered a failing exam. If a student fails the exam, s/he may take the exam a second time, but not a third.

Within ten days of taking the exam, the student will receive written evaluations in a meeting with the Graduate Advisor.

The exam is written by the two Graduate Advisors with input from other professors with whom the student has studied. The exam is evaluated by the two Graduate Advisors.

A copy of the exam and evaluations will be kept in the student's file.

In accordance with university policy, if a student fails the exam he or she may not change the culminating project to thesis. On the other hand, a student who begins work on a thesis may change to the comprehensive exam.

GUIDELINES FOR PREPARATION OF MASTERS THESIS OR PROJECT

All graduate students preparing their Masters thesis or project **MUST** follow the following guidelines regarding scheduling:

1. The student must meet the thesis committee by the 5th week of the quarter before s/he expects to graduate. The committee members must have been able to review the following (submitted* to individual members several days before the meeting):
 - a. An outline/abstract of the thesis (guidelines for contents of various kinds of thesis projects are attached)
 - b. A calendar of deadlines up through submission of the thesis to the library
 - c. A complete bibliography of research material following the MLA format

At this time the student must get signatures of faculty that the outline of thesis/report contents and the calendar of deadlines is acceptable. There is no department form for this. Devise your own. At this time get faculty signatures on the Request for Thesis form.

2. The student works with the thesis advisor developing and revising the thesis. The calendar is determined by the thesis advisor in consultation with the student. If revisions of the thesis go beyond two drafts, the thesis advisor may choose one of the following options: 1) to work on a third draft, 2) to take it to the full committee, or 3) to postpone thesis completion to the following quarter.
3. Before Friday of the 4th week of the quarter when the student expects to graduate, the student must submit* a draft of the thesis in final format to each member of the committee. This draft needs to have been checked for spelling and grammar and be complete with endnotes, table of contents, bibliography and be approved by the thesis advisor.
4. During the 5th week of the quarter the student must meet with the entire committee to review the draft of the thesis. If the changes requested by the committee are minimal (grammar, punctuation, etc.) then the entire committee does not need to see the thesis again and the student only needs to work with the advisor from this point on. If the thesis needs substantial reworking, the procedure from this point on is at the discretion of the thesis advisor and the committee.
5. If the thesis needs to be reviewed by the committee again, it must be resubmitted* by the beginning of the 7th week.

6. The last day to obtain committee signatures of the final draft to be submitted to the library is Wednesday of the 8th week. The thesis advisor generally signs before the other committee members. Make certain committee members' names & degrees are correctly identified on the signature sheet.
7. The Department Chair must have 3 weeks to sign off on all theses. In order to have a thesis signed off by the end of finals week, the corrected thesis must be submitted* to the chair by the end of the 8th week of the quarter. Make certain the Chair's name and degree are correctly identified on the signature sheet.
8. The student must understand that if s/he tries to complete any aspect of the thesis requiring faculty involvement besides the Chair's signature, during the 9th or 10th week, s/he will have to enroll again the following quarter.

*Submission means **received** by the faculty member. It is not enough to just leave a copy for the faculty member or the Chair. The student must make certain it has been received.

(Implemented Fall 1993 Department of Theatre Arts and Dance; revised
2006)