

GRADUATE ASSISTANTS AND TUITION SCHOLARS
General Information

1. In the Theatre Department, assistants are engaged in set construction, properties construction, costume construction, publicity or research. A full-time assistantship in the department requires 300 hours of work per semester with an additional 20 hours training in the first semester. A part-time assistant is granted half of the stipend plus full tuition and is required to work 200 hours per semester plus the first semester training period.
2. An assistantship candidate in theatre should submit a resume of theatre experience, including any theatre tech, public relations and/or research work. For a research assistantship, samples are requested, and for a public relations assistantship, graphics, press releases and other such writing samples are requested. Generally, an assistantship candidate should attempt to be available for a personal interview as part of the application process.
3. Graduate assistants and tuition scholars are required to maintain a "B" average (GPA = 3.00) - the minimum required of all graduate students. Some graduate departments require that assistants and tuition scholars maintain a minimum grade point average that is above 3.00. Since the number of applicants far exceeds the number of available awards, assistants and tuition scholars should strive to do much better than the "B" minimum. Moreover, it is very important that assistants and tuition scholars carry out their assigned duties and responsibilities in a thorough, timely, and professional manner. Failure to do so can lead to the non-renewal of awards even when the student's grades are at or above the minimum GPA.
4. A student is not permitted to take other employment while holding a full-time graduate assistantship.
5. Students holding tuition scholarships are cautioned against taking other employment. The loss of time to other employment may make it more difficult to maintain the minimum "B" average.
6. Graduate assistants and tuition scholars do not receive summer stipends. However, they may be given a waiver of tuition for summer courses during the Summer Sessions following their first year as a graduate assistant. The tuition waiver is given in return for services to the respective graduate departments. The waiver of tuition for one summer courses requires 35 hours of service over the course of the summer at the discretion of the student's advisor. A tuition waiver for **two** courses requires 70 hours of service.
Requests for tuition waivers must be presented in writing to the Graduate Dean no later than May 1.
7. Graduate assistants and/or tuition scholars attempting to register for either (a) a Villanova graduate course outside of their discipline and/or (b) a Villanova undergraduate course of any type will be approved for tuition remission if the course in question is demonstrably related to the completion of their degree requirements. For example, a given graduate student, with the consent of his or her advisor, might wish to enroll in a particular graduate or undergraduate course in order to gain the expertise necessary to complete a thesis. The Graduate School does not cover tuition remission for graduate assistants

and/or tuition scholars seeking to enroll in non-degree related courses, even though the courses may be taken for legitimate professional purposes; e.g., fulfillment of some type of professional certification requirements. A student's request to take such courses may be considered for tuition remission on a case by case basis.

8. Department chairpersons supervise assistants' and tuition scholars' service to the department and their programs of study. In many departments, chairpersons delegate their supervisory role to other faculty members.
9. It is especially important that graduate assistants and tuition scholars attend all colloquia provided by their departments and that they participate and assist in seminars and forums as directed by their chairperson.
10. Students who hold keys and who have access to departmental offices and laboratories are responsible for the security of these facilities just as if they were members of the faculty. All keys must be returned to the department before the student leaves the University. The chairperson may ask for the return of the keys at any time. Finally, in some departments, students are required to pay a "key deposit" which is refunded to the student upon return of the keys.
11. Graduate assistants and tuition scholars may borrow books from the library. They may keep books out for six weeks and there is a waiver of fines for overdue books. They are, however, responsible for replacement costs on unreturned books. They may also take journals (current and bound periodicals) to department offices for same-day photocopying. Items must be checked out and returned to the Current Periodicals rooms within three hours. Graduate assistants and tuition scholars must have a validation sticker on their plastic I.D. Cards which are not validated will not be honored.
12. All changes of local address and telephone number are to be reported at once to the **Registrar**.
13. All international students are required to furnish the Graduate School and Mr. Hubert Whan Tong, the International Student Advisor, with all changes of address. All requests for extension of program end date should be directed to Mr. Hubert Whan Tong, in Connelly Center, 2nd floor (519-8017).
14. All international students with student visas are required to carry a minimum of three credit hours each semester.
15. Graduate assistants and tuition scholars may dine in the faculty dining room.
16. **Interviews/Auditions for Graduate Assistantships and Scholarships will be held on Feb. 10, 2012. Application materials for these positions should be received by Feb. 1, 2012.**

ARTS AND SCIENCES GRADUATE STUDENT COUNCIL

The Graduate Student Council consists of one representative from each A&S department or program. The Council is the representative group of the graduate student body. It acts as a coordinating organization between the graduate student body and the administration and the faculty. Extracurricular activities for the benefit of the graduate student body are organized and promoted by the Council.

ACTING SCHOLARSHIPS

1. The Theatre Department offers acting scholarships on a competitive basis, determined by audition and personal interview, in addition to the materials submitted in support of the application for admission.
2. The scholarship provides a waiver of tuition and fees to a maximum of three courses per semester during the tenure of the scholarship. Acting scholars who are in good standing may enroll for summer study (a maximum of **two** courses per semester) with a waiver of tuition.
3. Applications for acting scholarships should be filed in the office of the Graduate School along with the application for admission **no later than February 1, 2012.**
4. A student receiving an acting scholarship should expect to spend a maximum of two years in the master's program. The scholarship is a grant and service appointment, requiring the student to give the Theatre Department 100 hours of work per semester under the supervision of the department chairperson.
5. The student, provided s/he is in good standing, is expected to remain at the University until the degree is completed. The scholarship may be renewed only for the second year in the Master's program to the extent that the scholar maintains the required standards.
6. Candidates for an acting scholarship should submit a resume to the Theatre Department. Once the application procedure is begun, the candidate should contact the Theatre Department for an audition appointment. **Auditions will be held on February 10, 2012.**

ACTING CONCENTRATION

(required for Acting Scholar applicants; optional for Assistantship applicants)

Name: _____

Are you also applying for Assistantship? _____

Please **list below** your performance experience, specifying roles played, directors, and teachers with whom you have worked, and any special training you have received (or attach resume). Use back of sheet, if necessary.

Application for Assistantships and Scholarships

Name _____ Email Address _____

Address _____

_____ City _____ State _____ Zip Code _____

Telephone (day) _____ (evening/cell) _____

College/University _____

Degree _____ Undergraduate Major _____ Minor _____

Graduation Date _____ GPA (Cum.) _____ GPA (Major) _____

For which scholarships/assistantships are you applying?

Scholarships

_____ Acting

_____ Research

Assistantships

_____ Costume

_____ Set Construction

_____ Public Relations

_____ Props

Are you applying to other schools and if so where?

Regardless of the scholarship/assistantship for which you are applying, please answer all of the following questions:

General Office Experience

How would you describe your computer skills?

Please list any software, programs, or media platforms with which you are proficient (e.g. Microsoft Word, Adobe Photoshop, iMovie, Blogger, TweetDeck, CMS, HTML, etc.):

Do you have any experience in layout, design, or desktop publishing? Explain:

How would you describe your writing ability?

Do you have any experience in proofreading/editing? Explain:

Do you have any experience handling ticket sales or financial transactions? Explain:

Technical Experience

Please give a brief description of your level of expertise in the following areas:

1. Set Construction
2. Painting
3. Properties Gathering & Construction
4. Lighting
5. Sound
6. Video

Please list any power tools and/or equipment with which you are familiar in the following areas:

1. Set & Properties Construction
2. Lighting
3. Sound
4. Video

Costume Construction

Have you any sewing experience, either hand sewing or machine sewing? _____

If so, give a basic description of experience; i.e., have you ever done zippers, sleeves, gathering, buttonholes, etc?

With what type of machinery are you familiar?

_____ Home sewers (Bernina, Singer, etc.)

_____ Overlock (Merrow, Serg)

_____ Blind Hemmer

_____ Steam Iron

Have you ever cut or draped patterns? Explain:

Have you ever dyed or painted fabrics? Explain:

Other: Explain your experience/interest in the following areas:

Stage Management or Assistant Stage Management:

Make-up/Hair Design:

Dresser:

Music/Choreography:

Please use the space below to explain your experience in the Production areas of theatre, in Public Relations, and any Research experience. Please include experience in set construction, lights, costumes, stage management, sound, props. Name Directors and Technical Directors with whom you have worked. Also, list any courses you have completed which covered any or all of these areas. You may use the rest of this sheet and the back for extra space, or you may attach a resume. Be sure, if you do supply a resume, that ALL of the above areas are noted . . . not just roles played.