

## SOLO PERFORMANCE THESIS PROPOSAL GUIDELINES

### Prerequisites

- Course Requirements: Solo Performance

**Budget:** Solo Performance Thesis students are afforded a \$200 budget. Students whose projects have been approved should contact the Business Manager to ascertain which kind of expenses can be reimbursed, and how to document expenses for reimbursement.

**Proposal Deadline:** Proposals must be submitted for review no later than one week before the faculty meeting at which the proposal will be discussed. This should take place as early as possible in the fall semester.

### Timetable

- Candidates should initiate projects by **contacting the Director of Graduate Theses** (Prof. Michael Hollinger) to discuss their interest and the scope of their project.
- Following this initial step, Michael will connect the student with their **Solo Performance Thesis Advisor** (typically, though not always, himself).
- Under the guidance of the advisor, the candidate should develop a **written proposal**, including a preliminary bibliography. Most likely, this proposal will go through three or more revisions before it will be considered by the full faculty.
- The proposal should be submitted to the faculty at least one week before the faculty meeting at which it will be discussed. **Revisions may be requested by the faculty prior to project approval. Proposals are not always approved.**
- Once approved, the candidate will be invited by **Director of Graduate Theses** to request a committee. In addition to the Thesis Advisor, the committee is composed of two members of the Villanova theatre faculty, or faculty and appropriate production staff. The director of the production cannot serve on the committee. **Students should not personally invite faculty members onto their committees.**
- The candidate and Thesis Advisor should work together to establish the **timeline** for the development of the project, including draft due dates, booking of the performance space, the “green light” run-through (at least one week prior to the first scheduled performance), and oral defense (often immediately following the final performance).
- At the defense, the student will meet with the committee to discuss the work completed and how the Thesis Project has influenced and will impact their growth and development as an artist. The student will lead off this conversation with a **10-minute presentation on their research and design work**. Following the entire discussion (approximately 45-50 minutes), the committee will announce its Pass/Fail decision.

### Written Proposal:

Length of Proposal: **6-12 double-spaced pages**. The written proposal should include the following:

- I. **Title Page** that lists:
  - Title for Thesis
  - Proposed performance Dates
  
- II. **Introductory Narrative** (2-3 pages)
  - Discuss why you have chosen a Solo Performance Thesis as the culminating project of your study. Be certain to scaffold in a discussion of your coursework and how it prepares or relates to your project. Consider challenges and opportunities.
  - Included here, briefly describe:
    1. Your **development** as a writer/performer prior to your thesis work.
    2. What you hope to learn about yourself as a solo performer through the process and production.
    3. In what ways you think this project in particular will help you grow and challenge you as a theatre artist.
  
- III. **Project Description** (2-4 pages)
  - A prose description of the project, noting how various performance elements (text, movement, setting, props, audio/visual effects, etc.) may be used and giving a sense of the larger narrative structure.
  - The thought and intentions behind the project. What does the writer wish to explore with this piece and why?
  - A brief description of style and conventions, including approach to language, tone, the creation of character(s), etc. If the work has been inspired or significantly influenced by the work of an established performance artist, it would be helpful to note that here.
  - If at the time of proposal the piece is already in process, the candidate should briefly summarize its development to date – course work, major decisions or changes of direction, areas of research already explored, etc.
  
- IV. **Goals** (1 page or less)
  - Articulate the **three most important goals** that you have formulated as key outcomes of this Thesis project. These goals should go *beyond* the basic expectations of the work.
    1. Briefly discuss WHY these goals are important to your development.
    2. Identify your action steps toward accomplishing these goals.
    3. Number these goals.
  
- V. **Bibliography**, identifying necessary dramaturgical research and resources
- VI. **Appendices**

### After Approval

After your proposal receives faculty approval, the Thesis Director will seek your preferences and ask two additional theatre faculty members to serve on your committee, excluding the director of the production. **Students should not personally invite faculty members onto their committees.**

During the process:

- It is up to the candidate and the Thesis Advisor to establish the development and final performance schedules, including regular check-ins, draft due dates, etc. Two performances are required.
- It is the candidate's responsibility to book rehearsal and performance spaces, to acquire necessary design elements, and to enlist the aid of a stage manager or other tech assistants. However, the Advisor can be of great use in troubleshooting production issues, so communicate any roadblocks in a timely way.
- The candidate must present an off-book "green light run" of the piece for the Thesis Advisor no later than one week prior to the first scheduled performance. If the Advisor determines that the work in progress is unlikely to be ready for Thesis Committee review by that time, performances will be postponed until a later date.

### Budget/Reimbursement

The Theatre Department maintains a \$200 budget for the reimbursement of Solo Performance Thesis expenses. Students whose projects have been approved should contact the Business Manager to ascertain which kind of expenses can be reimbursed and how to document expenses for reimbursement. Please submit a completed Thesis Budget form (found at the end of this document) to the Business Manager and Department Chair for approval no later than one month prior to the scheduled thesis defense.

### The Defense

The student will meet with the committee to discuss the work completed and how the Thesis Project has influenced and will impact their growth and development as an artist. The student will lead off this conversation with a **10-minute presentation on their research and design work.** Following the entire discussion (approximately 45-50 minutes), the committee will announce its Pass/Fail decision.

# Solo Performance Thesis Project Budget

**Maximum request: \$200**

Name:

Date submitted:

Scheduled thesis defense date:

*Must be submitted to Elisa Hibbs for approval no later than one month prior to defense.*

LINE ITEM	AMOUNT	NOTES
<b>TOTAL AMOUNT REQUESTED:</b>		

**OFFICE USE ONLY:**

Date received:

Circle one:

APPROVED

NOT APPROVED

REQUIRES EDITS AND RESUBMISSION