University of Texas at Austin
Department of Theatre and Dance

M.F.A. in Dance
Program Guide
2027-2028

Revised Fall 2026

Curriculum Focus

The M.F.A. in Dance is an elite, individualized two-year program of study (including one summer of study) that furthers emerging and returning professionals' unique interests in the creation and teaching of dance with a focus on the interdependence of artistry, pedagogy and dance studies as platforms for critical civic engagement and interdisciplinary collaboration. Interdisciplinary by nature, the program draws on practice and scholarship from many fields, including performance studies, history, literature, ethnography and anthropology, pedagogy, and cultural studies. Students and faculty in our program demonstrate a strong commitment to innovation, leadership, community, equity, and civic engagement. This commitment informs the curriculum.

The program offers students a broad spectrum of approaches, methods and disciplines. It prepares graduates to:

- Make clear and cogent arguments
- Manage and complete complex projects
- Integrate performance history, theory and practice
- Address a range of audiences, from scholarly to popular
- Research performance histories, theories, practices, criticisms and literature
- Forge connections between dance and other disciplines
- Analyze written texts and live performance
- Choreograph works using a variety of approaches tailored to specific contexts, audiences, and dancers/collaborators
- Collaborate with playwrights, directors, and production teams
- Teach in or create dance-centered programs for community organizations, k-12 schools, or after school programs
- Teach courses in higher education focused on dance technique, creative practice, dance history, or special topics
- Create and implement outreach strategies and expand the meanings of dance as a platform for civic engagement to various audiences
- Develop research and teaching specialties within the field

The M.F.A. in Dance is a terminal degree that qualifies graduates to work in a variety of academic, artistic and professional settings. The degree does not lead to public school teacher certification; however, students interested in teacher certification may take additional classes to achieve this goal.

The University of Texas is an accredited institutional member of the National Association of Schools of Dance.

Our department offers a world- class educational environment that serves as the ultimate creative incubator for the next generation of artists, thinkers, and leaders in drama, theatre, and performance. Dance graduate students often engage with graduate students and curricula in:

- Drama and Theatre for Youth and Communities
- Live Design and Production
- Directing and Playwriting
- Performance as Public Practice

Admission and Application Information

Admission
An M.F.A. degree is a substantial investment of time, money, and other resources for both the degree candidate and the institution. Our in-depth admissions process aims to ensure an ideal fit for the candidate within the graduate cohort, the Theatre and Dance Department, and the UT Austin community. Two M.F.A. in Dance candidates are admitted each year. After a preliminary round of application reviews, the faculty invites a small group of applicants to a campus in-person interview. Interviews are generally held in late February. The interview process usually occurs over one to two full days at the UT campus and is not required but preferred for admission into the program. If an on-campus interview is scheduled, candidates should be prepared to attend classes, share their portfolio and goals for graduate study with the faculty, and teach a short movement exercise to undergraduate dance majors. If an online interview is scheduled, candidates should be prepared to share their portfolio digitally.

Application Deadlines
The deadline for the M.F.A in Dance for Fall 2027 entry is December 15, 2026.

Application Process
The application for graduate admission is a multi-step process.

Step 1: Complete the Online Application - Applicants must first create an account and submit an application to UT Austin's Graduate School via the Graduate School application portal.

Step 2: Pay the application fee or apply for a fee waiver.

After submitting the application, applicants will receive an email within 2-3 business days that will provide access to UT's MyStatus. MyStatus offers applicants secure, individualized information from initial application submission to the final admission decision.

International applicants follow the same processes as U.S. applicants but may be required to submit additional test scores.

For further information, please visit How to Apply for Graduate Admission.

Application Materials and Criteria
In addition to your application, the following materials are required for consideration for admission in the M.F.A. in Dance program.

- Professional Résumé: Applicants should upload a resume that outlines relevant work, creative practice, and academic experience. The résumé may include professional, educational, or other experiences that demonstrate skills, curiosity, and readiness for graduate study in Dance.
- Statement of Purpose: Applicants should submit a personal artist statement that situates their creative work within a broader cultural context. A strong statement will include:
    - the applicant's vision and values as a dance practitioner and collaborator;
    - future goals or interests that benefit from graduate study;
    - a discussion of the ways their practice exhibits civic engagement and/or meaningful connection to society at large;

    - how they wish to experiment, learn, and grow within a small, collaborative, and interdisciplinary cohort of artists and faculty; and
    - the relevant context for the applicant's previous experience in dance, live performance, or related fields, connecting those to their goals for graduate study.
- Transcripts(s): Applicants must provide an official transcript from every college attended. Even if courses taken at one institution are recorded on another college's transcript, transcripts must be submitted from the institution at which the courses were taken. Failure to list all colleges on the application and provide those transcripts will be considered an intentional omission and may lead to the cancellation of your application for admission or withdrawal of your offer of admission. Acceptable submission methods can be found here. The Graduate School requires a grade-point average (GPA) of at least 3.0 (on a 4.0 scale) or a comparable GPA in upper-division work—junior- and senior-level courses—and in any graduate work already completed is also required. If your GPA does not meet the minimum requirement—or if you feel that your GPA is not a valid indicator of your ability—you may submit an application, then use the Document Upload System to add a letter explaining your concerns.
- Three letters of recommendation: These letters should be written by those who can speak most authoritatively about your background, training, professional experience and potential for a career in dance. Each reference will receive instructions on how to submit his/her letter online to the Graduate School's secured website. Only one letter is required from each reference.
- Two work samples: Each sample should be no more than 10 minutes in length and must have been developed/produced within the past five years. Samples can include fully produced choreography, works-in-progress, documentation of community-based events, or other activities reflective of paths the applicant is interested in pursuing in graduate study. At least one sample must be a work of choreography.

Admission decisions can only be made once all the required documentation has been received. All application materials must be in PDF format and should be submitted via the Document UploadSystem in MyStatus.

Organization of Graduate Studies in the Department of Theatre and Dance

The Graduate Studies Committee (GSC), consisting of the tenure-track and tenured faculty in the department, establishes the policies and requirements for all graduate programs offered by the department. They have delegated to the Graduate Studies Executive Committee (XCOM) the administration of those policies. Graduate students in Dance will primarily communicate with Dance faculty and their academic (and later thesis) advisor when they need guidance. Students will also work with the Department Graduate Advisor, who signs off on student paperwork, and the Graduate Dance Coordinator, who can answer questions about enrollment status and registration, and can provide students with the Program of Study form.

Dance Area Advising

Upon admission, each student works with Dance Area Heads as their academic adviser. In consultation with this adviser, the student prepares the Program of Study that guides coursework, selects courses each semester, including requirements and electives that support the major field of study. At the beginning of the student's second year of coursework, they select a thesis supervisor. The supervisor can be the same faculty member as the academic adviser or a different faculty member. Supervisors must be members of the Graduate Studies Committee and Dance Area faculty. Students can work with co-supervisors who work outside the Department.

Program of Study

The M.F.A. Program requires successful completion of 60 hours of coursework and thesis preparation.The Office of Graduate Studies allows M.F.A. students to include up to nine hours of upper-division undergraduate courses in their Programs of Study. Such courses should only be taken after consultation with a faculty advisor.

1. **Required Courses:**
   Core courses offer the student grounding in a range of critical theoretical, methodological, historical, analytical, studio, and performance practices.

2. **Electives:**
   Some electives are offered regularly, while others only occasionally. They vary in content, methodology, and approach. Some examples within the program include Choreographing Gender/Dancing Desire, Feminist Theory and Performance, Staging Black Feminism, Devising, Applied Theatre and Performance, Dramaturgy, and Directing. A non-exhaustive List of elective coursework outside the department includes:

   Classes in Arts Management and Administration

   Department of Radio Television and Film

   Department of Social and Cultural Anlysis offers coursework in:
   - African and Afircan Diaspora Studeis
   - American Studies
   - Mexiam American and Latino/a Studies
   - Women's and Gender Studies

3. **Summer Courses:**
   During the summer in between their first and second year, students register for 6 credit hours during Summer Session 1 and 6 credit hours during Summer Session 2. These courses are held online.

4. **Thesis Writing and Research Hours:**

Candidates for the M.F.A. degree must complete a thesis project as the major requirement for the degree. The thesis project includes a **practical component** and **written component**. During the writing and research process, the faculty thesis supervisor will work most closely with the student, although other committee members may be approached for additional guidance. Prior to beginning their thesis, the student will write a thesis proposal that:

- identifies a research question/topic and subsidiary questions
- provides a narrative description of the performance or practice-based work in which the project will culminate
- discusses the student's goals in conducting this research

The **practical component** of the thesis is presented in the spring of the second year of study. It is a public-facing project, such as:

- the creation of an original performance
- a performance installation
- a community event

- any other project format that involves a public-facing component and is approved by the Dance Area Head/s.

Within two weeks of the practical component presentation, a discussion of the practical component will be scheduled with the candidate and their thesis committee.

The **written component** of the thesis is completed by late spring of the second year of study. It is a 35-50 page paper that includes:

- an abstract
- core questions guiding the research
- methodologies
- contextualization of the history, tradition/s, and practices informing the work
- description and analysis of the thesis practical component
- evaluation of the project's outcome/s

A final draft of the written component of the thesis will be presented to the committee by the specified deadline in the spring of the second year of study, and a discussion of the written component will be scheduled with the candidate and the thesis committee. After successfully passing both the practical and written components of the thesis and receiving approval of the project by the committee, the student will submit the final written document, with the option to include a link in it to a video recording of the practical component of the thesis, in accordance with the guidelines of the Office of Graduate Studies.

MFA Dance Degree Profile Template – 60 credit hours

Master of Fine Arts. Of the 60 semester hours required for the degree, no more than nine may be in upper-division courses (vs. grad level courses). A minor of at least six hours in a supporting subject or subjects outside the major field is required. A thesis is required, for which the student earns six hours of credit in Theatre and Dance 698. To be considered a grad class, the middle number of the course number needs to be 8 or 9. While anything numbered 2-7 are upper division classes and can be used toward graduation, courses with number 5 and up are preferable. No more than nine (9) credit hours in upper-division undergraduate courses can be counted toward the degree. Anything numbered 0-1 is lower division and doesn't count toward graduation.

Core Academic, Studio, and Related Studies in Dance and Performance - 45 cr_

Physical Practice/Movement Research – 9 cr
TD 386D x 3 Grad Dance Technique (2 semesters total)

Creative Practice/Devising – 9 cr
TD 380P x 3 Adv Projects in Performance (3 semesters total)
Or other Graduate courses of a similar nature approved by adviser

Professional Development – 3 cr
TD 386 Special Topics in Dance: Professional Portfolio Development

Applied Practice and Research – 9cr
TD 388 Research Methods
TD 386 Embodiment, Legacy, Archive
TD 387 Performance as Research or TD 387 D.3 Performance Ethnography
Or other Graduate Seminar course approved by adviser

Teacher Training & Pedagogy – 6 cr
TD 398T Supervised Teaching
TD 386 Special Topics in Dance: Dance Pedagogy

Theory/History/Critical Dance Studies – 3 cr
T D 386C Topics in the History, Theory, and Criticism of Dance

Thesis – 6 cr
TD 698A Thesis A
TD 698B Thesis B

Disciplinary and Interdisciplinary Electives – 15 cr

Fine Arts (FA) or TD courses (387D) – 6 cr minimum
Includes other College of Fine Arts (FA) or TD courses

Grad Elective x 2 Outside the Department of Theatre and Dance – 6 cr minimum

General Program of Study (Sample)

FALL 1 - 12 credits

Course #	Course Title	Course Credits
TD 380P	Advanced Projects in Performance (Graduate Choreography)	3
TD 398T	Supervised Teaching	3
TD 388	Research Methods	3
OTHER	Elective (Outside of Theatre and Dance)	3
TOTAL		12

SPRING 1 – 12 credits

Course #	Course Title	Course Credits
TD 386D	Graduate Dance Technique	3
TD 386	Embodiment/Legacy/Archiving	3
TD XXX	Performance Ethnography Or Performance as Research Or Practice as Research	3
TD	Theatre and Dance Elective	3
Teaching Assistant	TD 212P/232P PDPR	N/A
Teaching Assistant	TD 332N Choreo II or other	N/A
TOTAL		12

SUMMER 1 – 6 credits

Course #	Course Title	Course Credits
TD 386	Topics in Dance: Dance Pedagogy	3
TD 386C	Topics in the History, Theatre, and Criticism of Dance	3
TOTAL		6

SUMMER 2 – 6 credits

Course #	Course Title	Course Credits

TD380P	Advanced Projects in Performance (Independent Projects)	3
TD 386	Topics in Dance: Professional Portfolio Development	3
TOTAL		6

FALL 2 – 12 credits

Course #	Course Title	Course Credits
TD 380P	Advanced Projects in Performance (Graduate Choreography)	3
TD	Theatre and Dance Elective	3
OTHER	Elective (Outside of Theatre and Dance)	3
TD698A	Thesis A	3
Assistant Instructure or Teaching Assistant	Course TBD	N/A
Teaching Assistant	Course TBD: TD 312N Movement Improvisation or TD 212P/23P PDPR or other	N/A
TOTAL		12

SPRING 2 – 12 credits

Course #	Course Title	Course Credits
TD 386D	Grad Dance Technique	3
TD or OTHER	Elective (Within or outside Theatre and Dance)	3
TD	Theatre and Dance Elective	3
TD698B	Thesis B	3
Assistant Instructure or Teaching Assistant	Course TBD	AI or TA
Teaching Assistant	Course TBD: TD 332N Choreo II or TD 212P/23P PDPR or other	TA
TOTAL		12

Graduate Credit

Only the courses that appear on the student's Program of Work are counted toward the degree. The following policies govern the inclusion of courses on the Program of Work.

Courses Taken in Residence

Courses completed with a letter grade: Courses in which the student earned a grade of at least C while registered in the Graduate School may be included in the Program of Work, although some programs may restrict the use of such courses.

Courses completed on the credit/no credit basis: Graduate programs may allow up to 20 percent of the hours on the Program of Work for a master's degree to be taken on the credit/no credit basis, and no more than a comparable portion of the Program of Work for the doctoral degree. Thesis, master's report, master's recital, dissertation, and treatise courses, which are offered only on the credit/no credit basis, are not included in the 20 percent. More information about credit/no credit grading is given in General Information.

Courses with incomplete grades: Courses for which the symbol X (incomplete) or I (permanent incomplete) is recorded may not be included on the Program of Work. More information about incomplete grades is given in General Information.

Transfer of Credit

Ordinarily, all work for the master's degree must be done at The University of Texas at Austin. Under some circumstances, a maximum of six semester hours of graduate coursework in which the grade is A or B may be transferred to the Program of Work from another institution, but only on the basis of a petition by the Graduate Studies Committee and with the approval of the graduate dean. (In the School of Nursing, a higher number of hours may be transferred in some degree programs.) A student seeking a transfer of credit must provide the Graduate School with an official transcript and an official explanation of the course numbering and grading systems at the school at which the credit was earned. Only graduate courses may be transferred. Work counted toward a degree at another institution cannot be transferred. Students are encouraged to seek approval before taking any coursework they plan to transfer. Students should not take courses at another institution during the semester they plan to graduate because the grades may not be received in time to certify the student's Program of Work for graduation. Unless its inclusion has been approved by the graduate dean, no coursework listed on the Program of Work may be over six years old.

The doctoral Program of Work normally includes no more than six semester hours of courses transferred from another university. The Graduate School recognizes that the academic background of each doctoral student is different, and exceptions to the six-hour maximum may be granted with approval of the Graduate Studies Committee.

Transferred coursework as described in this section appears only on the student's Program of Work. It does not appear on the official student record maintained by the registrar. Because it is not part of the official record, such coursework does not appear on the student's transcript and is not included in either the graduate grade point average or the Program of Work grade point average.

Extension Credit

Up to six semester hours of work done in extension classes through the University Extension Office may be listed on the Program of Work, with the approval of the Graduate Studies Committee and the graduate dean. The extension credit must be in graduate courses; the courses and instructors must be approved in advance by the Graduate School and by the program in which the student would otherwise take the work on campus; and the student must be admitted to the Graduate School before taking the extension courses. Because students must be registered at the University in the semester in which they graduate, they cannot be registered solely for extension courses in their final semester.

All grades in graduate courses taken through Continuing and Innovative Education are included in the graduate grade point average.

Correspondence Credit

Courses taken by correspondence may not be counted toward graduate degrees.

Credit by Examination

Credit by examination may not be counted toward graduate degrees.

Reservation of Work for Graduate Credit

Under the following conditions, a degree-seeking undergraduate may enroll in a graduate course and reserve that course for credit toward a graduate degree:

- The student must have a University grade point average of at least 3.00.
- The student must have completed at least 90 semester hours of coursework toward an undergraduate degree.
- The student may not register for more than 15 semester hours in the semester or for more than 12 semester hours in the summer session in which the course is reserved.
- No more than 12 semester hours may be reserved for graduate credit.
- All courses reserved for graduate credit must be approved by the twelfth class day of the semester or the fourth class day of the summer session by the course instructor, the student's undergraduate adviser, the graduate adviser in the student's proposed graduate major area, the dean of the student's undergraduate college, and the graduate dean. A form for this purpose is available on the Graduate School website.

An undergraduate student enrolled in a graduate course is subject to all University regulations affecting undergraduates.

A student who reserves courses for graduate credit must be admitted to a University graduate program through regular channels before the credit may be applied toward a graduate degree. By allowing a student to earn graduate credit while still an undergraduate, the University makes no guarantee of the student's admissibility to any graduate program.

A course reserved for credit may be listed on the student's Program of Work for the master's or doctoral degree. Because it was taken before the student entered the Graduate School, it is not included in the graduate grade point average.

Use of the Course 398T on the Program of Work

With the consent of their Graduate Studies Committee, students may include the college teaching methodology course, numbered 398T, on the Program of Work. Master's degree students may include up to three semester hours. Doctoral degree students may include up to six semester hours, if they complete both introductory and advanced teaching methodology courses.

Courses Counted Toward Another Degree

No course counted toward another degree may be counted toward a master's degree, either directly or by substitution.

Work done for the master's degree may be included in the work for the doctoral degree, provided it is acceptable to the Graduate Studies Committee, the supervising committee, and the graduate dean and provided it has not already been used toward another doctoral degree.

Students in a dual degree program must meet the course requirements for both degrees. Courses common to the two curricula in a dual degree program are included on the Program of Work for one of the degrees and are waived by the other degree program as specified in the dual degree program requirements. The Program of Work on which courses are waived must meet the Graduate School's minimum-credit-hour requirements for the degree. A list of approved dual degree programs is given on the Dual Degree Programs page.

To be considered a grad class the middle number of the course number has to be a 8 or 9. Anything numbered 2-7 are upper division classes and can be used toward graduation (but there are limits, see below), anything numbered 0-1 is lower division and won't count toward graduation.

Also good to know for MFA students (the rules are slight different for PhDs'), "No more than nine semester hours of upper-division coursework may be included, of which no more than six hours may be in either the major area or the supporting work," and "No more than 20 percent of the hours on the Program of Work for a master's degree may have been taken on the credit/no credit basis," which is 12hrs for an MFA. I always encourage grads to check for grad sections of courses before registering for an upper division class, sometimes they are available, but just not listed.

Continuing in the M.F.A. Program

Each semester, the Dance faculty evaluate student progress. At the end of the academic year (generally before June 1) the adviser/superviser provides each student with a letter of evaluation via email. Continuing in the Program depends on satisfactory progress. The Graduate School requires that students maintain a grade point average of at least 3.0; failure to do so will result in probation and possible dismissal from the program. The Program expects a grade point average of at least 3.5, no record of lingering incompletes, positive participation in and a clear commitment to the Program, satisfactory execution of TA or AI duties, and satisfactory and timely progress toward academic requirements and the degree. Failure to meet any of the Program expectations will result in a letter of warning from the Area Head that outlines expectations for improvement. If these expectations are not met, the Department's Graduate Studies Committee will recommend that the student be put on probation. If the Program does not see satisfactory progress following a period of probation, the student could be dismissed from the Program. See the university's probation and dismissal policies for more information.

Accommodations and Leaves

Students who require accommodations should contact and register with Disability and Access. Degree-seeking graduate students may apply for a leave of absence of no more than two long terms. Requests for a leave of absence must be approved in advance by the Graduate Advisor and the Graduate Dean. Applications from students who have been admitted to candidacy will be approved by the Graduate Dean only in rare and unusual circumstances. A student on approved leave must apply for readmission in order to return to the University, but readmission during the approved period is automatic and the application fee is waived. A student on leave may not use any University facilities; nor is the student entitled to receive advice from any me

Policies for Assistant Instructors (AIs) and Teaching Assistants (TAs)

Policies for AIs

In accepting your appointment as Teaching Assistant or Assistant Instructor in the Dance Area, we expect you to uphold the following standards in alignment with the Area's expectations for faculty and as indicated in the University's Policies for TAs and AIs. Before being appointed to AI or TA, you must complete Title IX training. We also recommend that you utilize the services of the Center for Teaching and Learninghttps://ctl.utexas.edu/. They offer workshops, 1:1meetings, and teaching observations. They also offer a syllabus template with suggestions for official language around university policies. In addition, we want to make sure you are taking care of your well-being; you can contact HR for questions about your insurance. Check out this website for services and resources for Graduate Students.

The Program considers your experience working as an AI and TA to be a critical part of your education and training. TD398T, Supervised Teaching in Theatre and Dance, is the first step in this process. Teaching is crucial fieldwork; it provides you with the skills to teach core curriculum in a Theatre/Dance/Performance Department, while developing your own voice, approach, and content.

Supervision

The Dance Area Head /s or another appointed faculty member will review your syllabus prior to the beginning of the semester. A Dance faculty member will also observe your class at least once during the semester. When you are contacted about an observation, share your syllabus and grant the faculty member access to your Canvas Page as a guest/observer. Prior to the observation, we recommend making an appointment to discuss how the class is going and your teaching goals for the session. The faculty member will write up their observations, assessments, and suggestions. This feedback is meant to be both affirming and constructive. Faculty may suggest a follow-up appointment to discuss the class session; we also invite you to initiate a follow-up meeting if helpful to you. A member of the Dance faculty will also write up an end-of-semester Teaching Assessment Evaluation to submit to the Area Head and Graduate Coordinator. We share these documents with Dance faculty to provide context for annual reviews and letters of recommendation.

Expectations for AIs in Dance

1. You must teach your course in the location and instruction mode printed in the course schedule. Consult the Academic Calendar before planning your course.

2. Turn in a completed syllabus to the Area Head (or their designate) three weeks prior to the start of the semester. Your syllabus requires approval, and you may be asked to revise or make adjustments. Once approved, email your syllabus and CV to the TD course scheduler in the appropriate format in accordance with state law.

3. Prepare and publish your Canvas Page before the first day of classes, and make sure your syllabus is readily available via Canvas by the first day.

4. Uphold your scheduled class days and times as listed in the course schedule. If students are registered for a 3-hour course, you should be teaching three hours a week.

5. Attend all class sessions. Planned absences from class require approval from the Area Head. If you need to travel for professional reasons (conference, performance event) or are ill and unable to teach for a session or two, we recommend having a contingency plan in place for coverage instead of canceling the session. If illness, family issues, or professional work means being away for more than a week per semester, please reach out to the Area Head and your adviser/supervisor for support.

6. Hold regular, weekly office hours, or offer students an alternative way to easily meet with you.

7. Meet with the Area Head or your advisor/supervisor if you have concerns about your class, teaching, time management, or are struggling with your teaching. If you feel unable to talk to Dance faculty, or if Dance faculty are unavailable when you need help, reach out to the Graduate Advisor for assistance and counsel.

8. You should not exceed your total work hours as an AI. Discuss strategies for balancing your workload with your adviser/supervisor. We recommend designating a set period of time weekly for preparation and grading so that you can limit yourself to the hours specified by your appointment.

Policies for TAs

In accepting your appointment as a Teaching Assistant in the Dance area of the Department of Theater and Dance, we expect you to uphold the following standards in alignment with the Area's expectations for faculty and as indicated in the University's Policy for Assistant Instructors. [See C and D]. Before being appointed as a TA, you must complete Title IX training.. In addition, we want to make sure you are taking care of your well-being; you can contact HR for questions about your insurance. Check out this website for services and resources for Graduate Students.

The Program considers your experience working as an AI and TA to be a critical part of your education and training. TD398T, Supervised Teaching in Theatre and Dance, is the first step in this process. Teaching is crucial fieldwork, which provides you with the skills to teach core curriculum in a Theatre/Dance/Performance Department, while developing your own voice, approach, and content.

Expectations for TAs in Dance

As written in the University's Policy on Teaching Assistants, TAs help faculty, or the instructor of record, with the conduct and delivery of courses. Services provided by teaching assistants include, but are not limited to, grading, monitoring, leading lab and/or discussion sessions, offering office hour assistance to students, and performing clerical tasks associated with course instruction. Teaching assistants are supervised by the instructor of record and are subject to established departmental policies on student academic employment. At the end of the semester, the instructor of record will complete a TA Assessment Evaluation and turn that into the Area Head. After the Area Head reviews the assessment, it will be shared with the Graduate

Coordinator and your adviser or supervisor, so that we may address your teaching in your annual review.

Guidelines:

1. Meet with the Professor, Instructor, or AI before the start of the semester to discuss the course, expectations, assessment approaches, and duties, and familiarize yourself with the syllabus and the course Canvas page.

2. Attend all class sessions. Occasional absences due to illness, family issues, or professional obligations are okay. Discuss scheduled absences (for professional events, for example) with the Professor/AI in advance. Extended absences require approval from the Professor and Area Head.

3. Hold regular, weekly office hours.

4. You may be invited to lead or co-lead some sessions, which will help you build the skills necessary for serving as an AI. But you may not regularly serve in the role of, or in place of, the instructor of record.

5. One of the primary duties of a TA in Dance is grading and assessment. Seek to complete grading in a timely manner (generally, within one week after the assignment is due). If you fall behind, it becomes difficult to catch up. Not providing feedback to students in a timely manner can undermine the course's scaffolding and can increase student anxieties about their effort or progress.

6. Meet with the Instructor of Record if you are struggling with your duties or have questions or concerns. If you feel unable to talk to the instructor, reach out to the Area Head, your adviser/supervisor, or the Graduate Advisor for assistance.

7. Your TA appointment duties should not exceed your weekly appointed hours. Discuss strategies for balancing your workload with the instructor or with your advisor/supervisor. We recommend designating a set period of time weekly for grading so that you can limit yourself to the hours specified by your appointment.

8. If you are working with a faculty member, they will supervise your work and write your TA evaluation at the end of the semester. If you are working with an AI, the faculty member who observes the AI's work will complete your evaluation.

Master's Candidates

If you expect to complete your degree during a given semester, file to graduate by submitting the Master's Graduation Application form online. (A paper form may be submitted by students enrolled in dual-degree programs. Contact a Graduate Coordinator to obtain the paper form, to which you must attach a program of work that has been approved by your program graduate adviser.)

The form must be completed and submitted during the appropriate time period: (Use link above for current submission dates for the semester)

- **Spring Graduates:** January – April
- **Summer Graduates:** June - July
- **Fall Graduates**: August - November

Students who do not submit the form by the deadline will not be eligible to receive their degree until the subsequent semester.

If you find after filing for graduation that you will not complete your degree requirements, contact the Graduate School for instructions for rescheduling your graduation. The Master's Graduation Application form is valid for one semester only; a new application must be submitted if your semester of graduation changes.

Registration Requirement for Final Semester

All students must be registered in specific classes for their final graduating semester. Thesis Option students must be registered in 698B and Report Option students must be registered in 398R to submit a graduation application.

Student Support

Accommodations

Students who require accommodations should contact and register with Disability and Access to ensure accommodations are met, students must discuss approved accommodations with your advisor and professors.

Leaves of Absence

Leaves of Absence are highly discouraged and should only be considered if necessary. Graduate students may apply for a leave of absence of no more than two semesters. A student on leave may not use any university facilities nor is the student entitled to receive advice from any member of the faculty. A leave of absence does not alter the time limits for degrees or course work.
For information on requesting a Leave of Absence or Readmission refer to the Graduate School: https://gradschool.utexas.edu/academics/policies/leaves-of-absence