



Centre for Drama, Theatre & Performance Studies  
UNIVERSITY OF TORONTO

2020-2021

**Graduate**

**Student  
Guide**

CDTPS

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## WELCOME

Welcome to the Centre for Drama, Theatre & Performance Studies' vibrant academic and creative community, and thank you for choosing our graduate program.

We offer rigorous and competitive education in MA and PhD streams that provides exceptional research opportunities and interdisciplinary connections at the first-ranked and largest university in Canada in the rich cultural landscape of Toronto.

The major objectives for both streams include: an international standard of research and education in the fields of drama, theatre and performance studies; inclusive diversity of knowledge(s) and original knowledge production; interdisciplinary opportunities of learning and research; both comprehensive and specialized education in our fields; and opportunities facilitating professionalization, professional networking, and internationalization.

Our students have access to a broad range of employment and self-employment opportunities in the academy, creative industries, and the public sectors of education, healthcare, social work and social justice, not-for-profit organizations (i.e., scholarly informed activism related to issues of gender politics, indigenous rights, and environmental politics, equity), as well as, in digital and mass media. Some of these opportunities may require specialization in our fields but may also offer a high level of flexibility in knowledge applications. To achieve such flexibility, our focus in both streams is on transferrable skill sets, innovative thinking, resourcefulness, self-motivation, and collaborative modes of work.

## SCHOOL OF GRADUATE STUDIES (SGS)

All graduate programs at our University function under the umbrella of the School of Graduate Studies (SGS).

Please review the following:

- The [School of Graduate Studies Calendar](#) is a binding document that outlines important regulations that govern graduate programs at U of T;
- [SGS Sessional Dates](#) outlines important dates and deadlines throughout the academic year; and
- [GradLife](#) – SGS's hub to help you navigate grad life at U of T and connect you to workshops, social events, campus services, and resources.

## KEY DATES

### Fall 2020

September 14, 2020	Fall classes start
November 9-13, 2020	Reading Week (no classes)
December 14, 2020	End of fall classes

### Winter 2021

January 4, 2021	Winter classes start
February 16-20, 2021	Reading Week (no classes)
April 9, 2021	End of winter classes

View [SGS Sessional Dates](#) for other important dates and deadlines throughout the academic year.

## MAINTAINING GOOD ACADEMIC STANDING

The Centre for Drama, Theatre and Performance Studies defines good academic standing following the School of Graduate Studies' [Maintaining Good Academic Standing requirements](#).

MA and PhD Students are required to achieve a minimum average of A- in their coursework, with no individual course grade below A-. Doctoral students need to follow the timely completion of milestones as outlined below. Once they reach All But Dissertation (ABD) status, they have to demonstrate adequate progress assessed annually by their supervisory committee. The evaluation process involves a mandatory supervisory committee meeting (the Centre requires a minimum of two supervisory committee meetings each academic year) and a documented report of specific progress made including a timeline for next steps toward completion.

Many decisions are made based on good academic standing including funding, departmental support for research and grant applications, continuation in the program, and more.

## MA PROGRAM

### PROGRAM REQUIREMENTS

#### Coursework

Students must complete a minimum of 4.0 full-course equivalents (FCEs), as approved by the centre, including DRA1001H History and Historiography in Drama, Theatre and Performance Studies (0.5 FCE), DRA1002H Graduate Laboratory in Drama, Theatre and Performance Studies (0.5 FCE), and DRA1003H Introduction to Drama, Theatre and Performance Studies (0.5 FCE). Students who select the thesis-based option must complete DRA1004Y MA Thesis (1.0 FCE).

The centre may prescribe certain courses in the individual programs of MA students.

MA students can also take half-credit/Directed Reading/Theatre Research courses during the summer. Students may also want to take summer courses in other departments to fulfill their course obligations.

View [all current graduate courses](#).

#### Program Length

Normally, the program requires one year of full-time study (3 full-time sessions, with typical registration sequence of (F/W/S), from September to August. In some cases, students with insufficient background in the discipline may be required to take additional prerequisite courses.

## TUITION AND FUNDING

### Tuition

#### Domestic

2020-21 full-time = \$7,858.65 (\$6,210.00 tuition + \$1,648.65 mandatory incidental fees)

#### International

2020-21 full-time = \$27,328.65 (\$24,960.00 tuition + \$1648.65 mandatory incidental fees + \$720.00 UHIP)

## MA Program Funding

In 2001, the Faculty of Arts and Science introduced a base funding package for eligible graduate students. This package has increased substantially over time. The base funding package helps the Faculty to recruit outstanding students and allows these students to focus on their studies and complete their degrees in a timely manner.

The Centre for Drama, Theatre and Performance Studies provides 50% of the PhD base funding package to full-time MA students. In 2020-21, 50% of the base funding package is \$12,929, which includes a stipend of \$9,000 plus \$3,929 toward tuition and fees.

Students are responsible for any course-related expenses, as well as payment of their tuition and fees. Tuition and fees are subject to change on an annual basis. In 2020-21, the tuition fee for full-time domestic students is \$7,858.65. Additional information is available on the [Student Accounts](#) website.

The base funding package consists of a University of Toronto Fellowship (UTF) and a Research Assistant Stipend (RA Stipend). There is a possibility of top-ups from sources such as the Program-Level Fellowship and Theatre Production Assistantships (TPA) (maximum: \$2,500).

## Program Level Fellowships (PLFS)

PLFs are provided by Faculty of Arts and Science. For the 2020-21 academic year, the Faculty of Arts and Science is allocating \$1,000 (approx.) for each registered PhD student and \$500 (approx.) for each registered MA student. The distribution of funds is determined in consultation with graduate students each year. For the 2020-21 year, Year 5 PhD students will receive the entire PLF divided by the number of students in this cohort.

## Programming and Communications Assistanceships (PCA's)

PCAs are available from September 14 to August 31 to MA students only. In addition to the guaranteed base funding, students are eligible to secure up to \$2,500 by signing up for positions and tasks made available by CDTPS. This list of available work will be provided to students on orientation day. The work will be recorded on timesheets and paid by hour based on the USW (United Steelworkers) rate. The Centre will issue the USW ongoing occasional Letters of Offer (LOO) to interested students in early September. All PCA's will be remote for 2020-21.

## Work-study Program

Every year the Centre hires work-study students to provide employment and career development opportunities. This is a part of the University of Toronto financial aid program. Students may apply for the positions advertised by the Centre, but also for positions advertised by individual faculty members and other departments.

Work-Study positions for the 2020-21 academic year will be made available on the [Career Learning Network](#) website.

Job postings will be made available to view in August 2020. All students registered as full time for the 2020-21 year will be eligible to apply.

## SCHOLARSHIPS & AWARDS

Students are encouraged to apply for internal and external awards (i.e., SSHRC, OGS) for which they are eligible. Students who receive a major award/scholarship may have their funding package revised.

### U of T Internal Scholarships and Awards

Please visit [Scholarships & Awards](#) on the SGS website.

### Government External Scholarships and Awards

#### Canada Graduate Scholarships Master's Award (\$17,500) – December 1st deadline

MA applicants are highly encouraged to apply for the CGS M award. The Program aims to develop the research skills of highly qualified personnel by supporting students who demonstrate a high standard of achievement in undergraduate and early graduate studies. The CGS M awards can only be offered to students pursuing graduate studies at eligible Canadian universities, and the award must be held at the university that has made the offer.

For eligibility and application information, please visit [Canada Graduate Scholarships-Master's \(CGS M\) Program](#) on the SGS website.

#### Government Awards

Graduate students are also encouraged to apply for internal, external, and government sponsored awards and scholarships. More information is available at [Scholarships & Awards](#) on the SGS website.

## PHD PROGRAM

There are six main requirements in the Centre for Drama, Theatre & Performance Studies' PhD program:

1. Fulfilment of the residence requirement
2. Fulfilment of course requirements
3. Fulfilment of language requirements that vary according to the student's major area of study
4. Successful completion of field examinations
5. Successful completion of the prospectus defense
6. The writing and successful defence of a dissertation

## PROGRAM REQUIREMENTS

- Students must complete 4.0 approved full-course equivalents (FCEs) with an average standing of at least A-, including:
  - DRA1011H Sources and Concepts in Drama, Theatre and Performance Studies I
  - DRA1012H Sources and Concepts in Drama, Theatre and Performance Studies II
  - DRA1013H Modelling New Scholarship in Drama, Theatre and Performance Studies
  - DRA1014H Teaching and Learning in Drama, Theatre and Performance Studies
  - DRA5002H Research Development
- Demonstrate reading knowledge of a language other than English by passing an approved language examination no later than the end of Year 2. Students may also be asked to qualify in other program-related languages.
- Pass Field Exam by the end of May of Year 2.

- Pass the Prospectus Exam during September to October of Year 3.
- Present a thesis on an approved topic embodying the results of original investigation which shall be judged to constitute a significant contribution to the knowledge of the field.
- Pass an oral examination on the subject of the thesis.

## PROGRAM LENGTH

The PhD program provides funding for 4.5 years.

## ACADEMIC MILESTONES

### Year 1 and 2: Coursework

Completing 4.0 approved full-course equivalents (FCEs) with an average standing of at least A-, including:

#### Mandatory Courses

DRA1011H Sources and Concepts in Drama, Theatre and Performance Studies I  
 DRA1012H Sources and Concepts in Drama, Theatre and Performance Studies II  
 DRA1013H Modelling New Scholarship in Drama, Theatre and Performance Studies  
 DRA1014H Teaching and Learning in Drama, Theatre and Performance Studies  
 DRA5002H Research Development

#### Elective Courses

Selected from the list of courses offered by the Centre and other units depending on the student's research interests.

#### Independent Study

1 FCE or two 0.5 FCE courses maximum (related to research interests).

View all [current graduate courses](#).

### Year 2

**September to mid-November:** Choosing your supervisor.

**December 15:** Deadline for submitting the thesis proposal for approval by the Academic Committee.

**May:** Field Exam.

**End of year 2:** Language requirement.

You must demonstrate reading knowledge of a language other than English by passing an approved language examination or providing adequate documentation of language knowledge (e.g. native speakers of other languages who plan to do research in those languages and were previously academically educated in them need to present their university record to meet this requirement). Students may also be asked to qualify in other program-related languages, depending on their research.

### Year 3

**Start of Year 3 (September-October):** Prospectus defence.

After completing and defending their prospectus, students start writing their thesis. Their supervisory committee must meet twice that year (including the prospectus meeting).

## Year 4

Dedicated to writing the doctoral thesis, with two supervisory committee meetings.

## Year 5

Thesis and final oral examination. Submission of a dissertation on an approved topic embodying the results of original investigation which shall be judged to constitute a significant contribution to the knowledge of the field.

## The Dissertation Process

**Mandatory theory and history courses** (DRA1011H and DRA1012H) lay the ground for preparing students for their field exams, whereas the **academic skills development courses** (DRA1013H, DRA1014H and DRA5002H) prepare them for their prospectus.

**Field exam** (May of Year 2): This field exam has two parts. It will examine a major and a minor field relevant to the student's areas of research and teaching expertise. Both parts will be written as a take-home exam in essay form, responding to exam questions and requiring original interpretations of the exam material.

**Prospectus defence** (September-October of Year 3): Students should develop the draft of their prospectus in DRA5002H (Fall, Year 2), in collaboration with their supervisor and the supervisory committee. The final Prospectus must be submitted to the supervisory committee no later than three weeks prior to the set exam date. The dissertation prospectus should be no more than 30 double-spaced pages, with an accompanying annotated bibliography of no more than 15 pages.

The prospectus should have the following elements:

- Title; date, institution;
- Names of the committee members;
- A concise description of the project;
- Clearly specified core research question(s);
- A brief literature review informed by the annotated bibliography;
- A statement about the significance of research and the contribution it is expected to make;
- A description of key primary sources (e.g. archival sources, visits with theatre companies, etc.), including the scope, nature, and availability of evidence;
- A description of the methodology(s) to be used;
- A timeline for the dissertation research and writing from inception through completion, including travel to archives; and
- An outline of the whole dissertation (chapters).

## Before Your Thesis Defence

10-12 weeks before examination date:

- Submit an abstract (max. 350 words) to the Graduate Administrator
- Submit a final electronic copy of your thesis to each member of your committee and the Graduate Administrator



## After Your Successful Thesis Defence

Submit:

- One digital copy of your thesis to the [School of Graduate Studies](#)

### DOCTORAL PROGRAM FUNDING

#### Tuition

##### Domestic

- 2020-21 full-time = \$7,858.65 (\$6,210.00 tuition + \$1,648.65 mandatory incidental fees)

##### International

- 2020-2021, full-time = \$8,578.65 (\$6,210.00 tuition+ \$1,648.65 mandatory incidental fees + \$720.00 UHIP)

#### PhD Program Funding

In 2001, the Faculty of Arts and Science introduced a base funding package for eligible graduate students. This package has increased substantially over time. The base funding package helps the Faculty to recruit outstanding students and allows these students to focus on their studies and complete their degrees in a timely manner.

Students are responsible for any course-related expenses, as well as payment of their tuition and fees. Tuition and fees are subject to change on an annual basis. In 2020-21, the tuition fee for full-time domestic students is \$7,858.65. Additional information is available on the [Student Accounts website](#).

The base funding package consists of a University of Toronto Fellowship (UTF) and a Research Assistant Stipend (RA Stipend). There is a possibility of top-ups from sources such as the Program-Level Fellowship.

#### Research Assistantship (RA)

##### RA Stipend

For both MA and PhD students, a certain amount of the RA stipend is included in the base-funding. The RA stipend helps students to connect with faculty members and their research. Consult your funding letter. RA Stipend is paid into your account by direct deposit in October.

##### RA Position

Faculty members can hire students to assist with their research. Faculty members pay students from their research funds and in addition to base funding. RA Position is paid as a taxable T4 and involves hourly rates for your research-related work for a faculty member. It is paid as you are completing the work. There is a contract between a student and a faculty member outlining the specifics of this position.

## Teaching Assistantship (TA)

The TA program is a funded professional skills development program that introduces doctoral students to the basics of teaching in a higher education environment. Students will be assigned to particular courses (mostly undergraduate) and work closely with the course instructor who will also serve as their supervisor. Students are strongly encouraged to make use of U of T's teaching workshops, some of which are certified, through the TATP or CTSI programs. First year TAs must take a mandatory workshop.

### Decisions about TA Assignments

TA-ships play a very important role in the Centre's educational mandate for both graduate and undergraduate students. Therefore, the decisions about TA assignments are made by the Centre's Director, Tamara Trojanowska, both Associate Directors (Graduate: Xing Fan, and Undergraduate: Francesco Gagliardi), with administrative support from Undergraduate Administrative Coordinator (Colleen Osborn) and Graduate Administrator (Elizabeth Sutherland).

### TA Rates

The hourly rates and the total number of TA hours are regulated through the university's Collective Agreements with CUPE3902. The current agreement sets a limit of \$8,200 to be counted towards base funding. Any TA earnings beyond this level will augment a graduate student's actual income, and cannot be offset by lower levels of financial support from other sources (UTF and RA).

### Timeline of TA Assignments, Contracts and Training

**June:** Subsequent Appointment Forms are issued, which ask students to declare whether they want to hold an appointment in the coming year, and to provide some details about the kind of TA-ship they want, and on which campus.

**July:** You will get a provisional TA assignment.

**August 10:** You will receive your TA contract.

**August 30:** Description of Duties and Allocation of Hours (DDAH) forms have to be signed by both the TA and course instructor, and submitted to Colleen Osborn, Undergraduate Administrative Coordinator. These forms outline TA duties and specify the hours assigned to them.

## Program Level Fellowships (PLFS)

PLFs are provided by Faculty of Arts and Science. For the 2020-21 academic year, the Faculty of Arts and Science is allocating \$1,000 for each registered PhD student and \$500 for each registered MA student. The distribution of funds is determined in consultation with graduate students each year. For the 2020-21 year, Year 5 students will receive the entire PLF divided by the number of students in this cohort.

## Work-study Program

Every year the Centre hires work-study students to provide employment and career development opportunities, including as Editorial Assistantships with Modern Drama and Theatre. This is a part of the University of Toronto financial aid program. Students may apply for the positions advertised by the Centre, but also for positions advertised by individual faculty members and other departments.

Work-Study positions for the 2020-21 academic year will be made available on the [Career Learning Network](#) website.

Job postings will be made available to view in August 2020. All students registered as full time for the 2020-21 year will be eligible to apply.

## SCHOLARSHIPS & AWARDS

### CDTPS Scholarships & Awards

#### PhD Research Travel and Conference Grant

Available for registered students in the PhD program to support research initiatives and conference participation throughout the year. Eligible expenses include airfare, hotel accommodations, transportation, and conference registration. Funding is available annually, up to a maximum of \$700, starting September 2020.

**Application:** You need to apply for this award before you travel and present your receipts afterwards for reimbursement. Students can apply at any time. Students must complete an application form that will be reviewed and approved by the Director and Associate Director, Graduate. Click [here](#) for the application form). Please submit your applications to Elizabeth Sutherland.

#### CDTPS Graduate Research Support Fund

**Function:** This new fund assists graduate students in covering their research expenses, such as study materials (books unavailable otherwise, software, theatre tickets to performances that are a subject of their research), services (transcriptions and translations of interviews, video footage of rehearsals, video editing, photocopy in archives), and professional activities (training, workshops, other activities) necessary for the dissertation. Funding is available annually, up to a maximum of \$500, starting September 2020.

**Eligibility:** Doctoral students in years 2-6 whose thesis proposals have been accepted by the Academic Committee

**Amount:** Up to \$500 (starting September 2020)

**Process:** Following the university rules for reimbursements, students need to present the receipts for the research materials and services with a comprehensive description of what they are and what role they serve in their research. The costs must be directly related to their thesis.

**Method of payment:** This support fund will be paid as an expense reimbursement by the Business Officer. Please ensure your banking information is always up to date with the Business Officer.

#### Lise Lone Marker Fellowship in Theatre History

Valued up to \$4,000, this fellowship is awarded annually to a PhD student(s) in the Centre for Drama, Theatre, and Performance Studies actively engaged in collecting and studying primary source documents related to work in the field of theatre history. The award may be used to defray travel and related expenses incurred in the process of research. The fellowship is open to both domestic and international students and is awarded based on demonstrated academic excellence.

## Arthur Lindsay Fernie Research Fellowship

An annual fellowship with a value of up to \$2,000, intended primarily to assist doctoral candidates in conducting thesis-related research in Europe. In exceptional cases, other non-North American destinations may be considered. To apply, submit a letter of application with an attached budget to the Director at any time during the year.

## The Clifford Leech Prize (with English Department)

Friends and colleagues of Professor Clifford Leech at the University of Toronto established a prize of \$200 to be awarded annually for an outstanding PhD thesis on a dramatic topic completed at either the Department of English, or the Centre for Drama, Theatre and Performance Studies. Accordingly, the prize is adjudicated by a joint committee, to which faculty members (especially supervisors of dissertations defended successfully within the past year) may put forward nominations.

## David Parry Memorial Scholarship

This scholarship is awarded annually to a graduate or undergraduate student of the University of Toronto who demonstrates excellence in exploring connections between scholarship and theatrical performance in the field of early drama (i.e., drama before 1642).

Dr. David Parry was a graduate of the Centre's doctoral program, whose interest and expertise lay in the field of Medieval and English Renaissance Drama. A talented actor and experienced stage director. He was also the Artistic Director and Chief Administrator of the Poculi Ludique Societas (PLS) from 1975 to 1986. The award is adjudicated by the Director of the Centre and two members of the PLS board.

## The Saddlemyer/Parker Award

(Awarded by the CDTPS Graduate Student Union Executive Committee)

Established in 1995 upon the retirements of Professors Ann Saddlemyer and Brian Parker, this award, valued at approx. \$150, is given annually by the CDTPS Graduate Student Executive for a student's outstanding contribution to various aspects of Centre life: academic, theatrical, and social. Professors Saddlemyer and Parker both served terms as the Director of the Centre, and found time to participate in many productions at the Centre in addition to teaching, thesis supervision, service on committees and journals, as well as their own research. The Student Executive solicits nominations for the award toward the end of the spring term.

## U of T Internal Scholarships and Awards

An [Emergency Grant program](#), provided by SGS, is available to students who have experienced a delay in their program due to unforeseen personal circumstances.

## Doctoral Completion Award (DCA)

PhD students in Year 6 who are beyond the funded cohort, but within the time limit for their degree, are eligible for the one-time only Doctoral Completion Award (DCA) from SGS. Its value is determined by the unit and depends on the size of the cohort and the total amount of funding allocated by SGS. This award is meant to assist students in finalizing their thesis project and preparing for the final oral exam. Students need to complete an application form that must be signed by their supervisors.

The unit's criteria for DCA include academic good standing, academic merit and quality of research, the availability of alternative funding, and if appropriate, special features of the research program that require more time than usual.

## Jackman Junior Fellowships

Every year the Jackman Humanities Institute (JHI) allocates fellowship grants to the humanities departments. These grants come with the responsibility for Junior Fellows to actively participate in JHI's activities during the academic year. This is a wonderful opportunity for one student per year (over a total of four years, pending academic evaluation) to engage with a research driven community of scholars across disciplines while also becoming a member of an important academic network and infrastructure. JHI fellowships are paid in addition to base funding.

## Travel and Research Support

All doctoral students registered in our program, whether included in or outside of the funding package, are eligible to receive an annual travel and research support of \$500, paid from departmental funds that are not part of Faculty of Arts and Science allocation. Students need to apply by submitting a simple application form used to track our students' research activities, and as a basis for assessing whether their planned activity is relevant to the doctoral research project. The School of Graduate Studies also has a Conference Grant for Master's and doctoral students presenting their research at academic conferences.

## Government External Scholarships and Awards

### Government Grants

Each year we encourage our students to apply for Ontario Graduate Scholarships (OGS), or The Social Sciences and Humanities Research Council of Canada (SSHRC) funding. This is a competitive procedure. We strike a committee for each decision-making process, which is based on the application pool for each grant and our departmental expectations for academic excellence. SSHRC level funding includes a three-tier decision-making process, which also involves SGS and national SSHRC committees. We have been very successful with our domestic applications for both OGS and SSHRC. These opportunities are very limited, however, and more competitive for international students. We inform our students on a regular basis about application deadlines for a wide variety of grants that are listed on the SGS websites and provide support, advice, and departmental letters when required.

## FINANCIAL AID RESOURCES

- [Financing Your Graduate Education](#) (School of Graduate Studies)
- [U of T Finances](#): General information on fees, funding, awards and more
- [Financial Aid & Advising](#) (School of Graduate Studies)

## PAYMENT

Your main point of contact for awards is Elizabeth Sutherland, Graduate Administrator, and for TA and RA ships and CDTPS administered awards is Suzanne Micallef, Business Officer.

## Direct Deposit

The stipend part of UTF and the RA payments are paid through direct deposit. You must do two things to receive these payments into your bank account on time:

1. For UTF, enter your mailing address and bank information on [ACORN student web service](#).
2. Your TPA payments are made through the University of Toronto payroll system (HRIS). All new students should see the Business Officer, Suzanne Micallef, within the first week of September to obtain payroll documents and information on deadlines.

The required documents are:

1. Banking Authorization Form, void cheque or printout from bank with account information;
2. TD1 Tax Form;
3. TD1-ON Tax Form;
4. Photocopy of Social Insurance Number (SIN) card; and
5. Photocopy of study permit (if you are not a citizen or resident of Canada).

Note: International Students: If you do not have a Social Insurance Number, please secure the information required by Services Canada in applying for a Canadian Social Insurance Number (SIN). You cannot earn income of any kind in Canada without a valid Social Insurance Number.

Important Notes: ACORN/ROSI and U of T's payroll HRIS system are not connected and therefore any changes to your information must be submitted separately for each system.

Payroll entries must be processed by the payroll close date, which is typically about the 16th of the month, and about the 7th in December. Your information must reach the Business Officer in sufficient time to allow for processing.

## When to Expect Payment

UTF payment comes in two forms: a stipend and tuition. The stipend is paid three times a year: at the beginning of September, January, and May. The tuition is paid directly into the ROSI account in two instalments, in September and January.

TA payments come on the 28th of the month, but only for the months the student teaches. If, for example, the student's TAship is in the fall semester only, the payments will be deposited in September, October, November, and December. The winter payments come in January, February, March and April.

CGS-M, SSHRC, FAST, and OGS awards are paid in three instalments in September, January, and May. Students holding CGS-M, SSHRC and OGS awards are responsible for paying their tuition as it is not automatically deducted from these awards.

RAship Stipend is paid into your account by direct deposit in October. RAship Position is paid as a taxable T4 and involves hourly rates for your research-related work for a faculty member. It is paid as you are completing the work. There is a contract between a student and a faculty member outlining the specifics of this position.

PCA payday is on the 28th of each month (earlier in December due to university closure).

## OTHER FINANCIAL MATTERS

Your main point of contact is our Business Officer Suzanne Micallef.

## Expense Reimbursement Claims

A claim should be for either a single trip, or non-travel expenses. They should not be mixed. For example, your Research Support Fund and Conference Grant would be paid through reimbursements.

Original receipts are required to support all claims except for kilometerage and per diem. Photocopies and facsimile receipts are not acceptable. Other original receipts may include ticket stubs (travel), statements of guest charges for accommodations, car rental agreement. Where the receipt does not clearly identify the item(s) or services(s) purchased, the claimant should do so.

For more information, refer to the [Guide to Financial Management - Travel and Other Reimbursable Expenses](#).

Submitting your expense reimbursement form:

1. Please refer to the [Expense Reimbursement Checklist \(Template\)](#) on [this website](#).
2. Use the most recent form with the E series tax codes available [on this website](#). Also refer the [Reimbursement Instructions](#) for details about filling out your form.
3. Complete the form. Please print legibly.
  - Please note the funding source (fund name/number) which should be used to pay the reimbursement and note the information on the form.
  - Your personnel number is on your pay stub.
  - Print your full address including postal code. If we are unable to use direct deposit, a cheque will be mailed to this address.
  - If the reimbursement is for travel, print the period of travel, the place of visit and the purpose of visit in the "Location and Description field." If not, print the date of the transaction.
  - If the reimbursement is for a meal, please list all attendees.
  - In the "Date prepared" field, fill in the date when you submitted the form and receipts to us.
  - Sign the form and print your name.
4. If you are missing a receipt(s), complete the [Missing Receipt Form](#) on this [website](#).
5. Submit your form and all receipts to Suzanne Micallef.

## Receiving Payment

1. We use ERDD: direct deposit to your bank account whenever possible. It is the fastest method, with the deposit going to the last bank account you provided for payroll. If you do not want to use direct deposit, or if your bank account information has changed, please inform Suzanne Micallef.
2. If you submit your form with all necessary receipts and signatures, you can expect to be reimbursed within a week of its approval.

## Foreign Currency

If you have a foreign currency receipt that was paid by a Canadian credit card (converted to CAD), please provide a photocopy of your credit card statement to give us the credit card's conversion rate. You can black out the non-pertinent items. If you do not submit a copy of your credit card statement, we will use U of T's conversion rates based on the date of transaction. Do not convert currencies on your own—they will be disregarded.

If you have questions that are not covered here, please ask Suzanne Micallef.

## ANNUAL PROGRAMMING

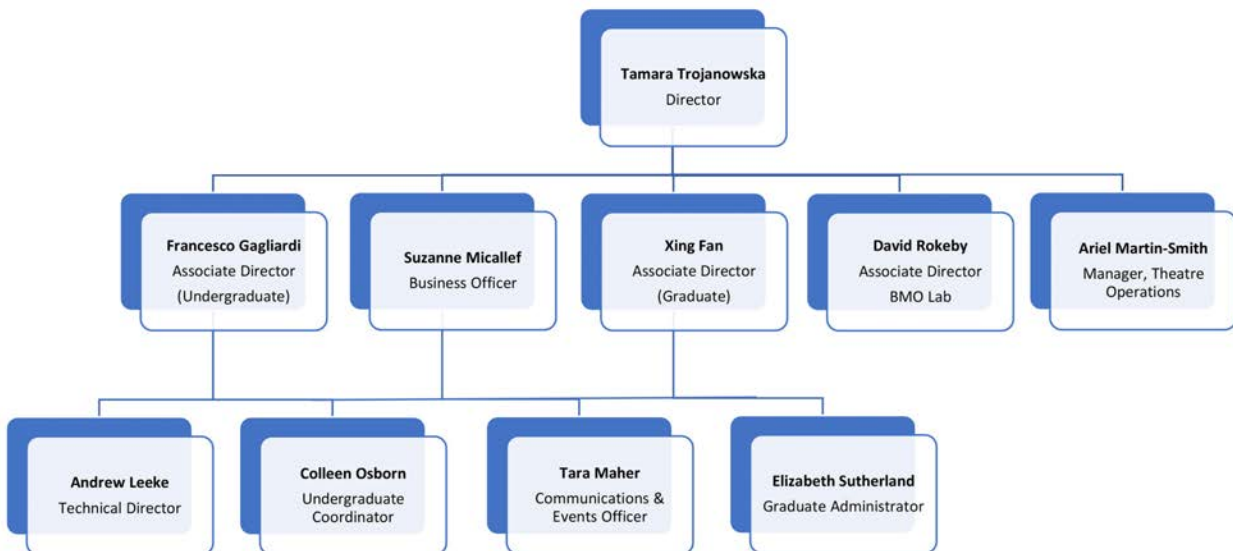
You are encouraged to participate in the Centre's dynamic culture and programming, which includes guest lectures, performances, workshops, symposia, conferences, creative projects, Working Groups' projects, and other events.

## PROGRAMMING COMMITTEE

Many of these events and projects are proposed by students and faculty. Graduate students are encouraged to attend the mandatory producer meeting in the winter term and submit proposals. The Committee, chaired by the Centre's director and composed of members of the graduate and undergraduate faculty, students, and staff, meets to consider the proposals and decide on approvals and funding. The accepted events are put into the Centre's calendar and constitute our "season."

Students may also suggest "pop-up events" (using fortuitous opportunities, such as amazing speakers who happen to be in town, etc.) throughout the year. These ad-hoc proposals need to be submitted to the Director. You need to provide specific information about your proposal and inquire about the availability of our facilities and financial support as early as possible.

## OUR TEAM



We are structured like a pyramid on paper, but in reality this image is in fact turned on its side and arrow-shaped. Rather than sitting on top of a pyramid, the Directors are an arrowhead propelled by an amazing group of people connected by a shared mission and professional obligations. The pull of the leaders is as important as the push of their supporters to the program's vitality.



## WHERE TO FIND US

**\*\*Please note that most buildings are closed or have limited access due to COVID-19. Many Faculty and Staff are working remotely from home during this term. Email contact is recommended. Updates on closures will be provided throughout the term.\*\***

We have offices in a few buildings. There are two main locations you will need to know:

- The 3rd floor of the Koffler Student Services Building at 214 College Street. You may hear others refer to this location as the Koffler Centre, Koffler, The Gill, Graduate Office, or DC; and
- The University College Union Building or UC Union Building at 79 St. George Street. You may hear others refer to this location as the Playhouse, the Helen Gardiner Phelan Playhouse, or UC.

## WHO TO CONTACT FOR WHAT

### Centre-wide

- **Director: Professor Tamara Trojanowska**

Office hours: by appointment only.

In person: Koffler Centre, Room 331, Tues. 12:00-1:00PM.

Online: Mondays: 3:00-4:00PM and Thursdays: 2:00-3:00PM.

You may book these appointments by emailing [suzanne.micallef@utoronto.ca](mailto:suzanne.micallef@utoronto.ca) or [t.trojanowska@utoronto.ca](mailto:t.trojanowska@utoronto.ca).

- Discuss issues that could not be resolved through other points of contact;
- Discuss ideas for which you need advice or support to make them a reality, concerns about your studies or the way the Centre functions, and to receive advice on professional, health, or any other matter impacting your life in the Centre.

- **Business Officer: Suzanne Micallef**

Koffler Student Services Centre, 214 College St., 3rd floor, Room 327

Remote Hours: M-F 9:00AM-3:00PM

[suzanne.micallef@utoronto.ca](mailto:suzanne.micallef@utoronto.ca) | 416-978-7981

- Support with your TA, work-study, TPA payments, reimbursements for conference travel (PhD only), event expenses, etc. Suzanne is also responsible for keys, FOBs, and photocopier access codes.

- **Communications & Events Officer: Tara Maher**

UC Union Building, 79 St. George Street, Room 221

Remote hours: M-F 10:00AM-4:00PM

[dramacentrecommunications.cdtps@utoronto.ca](mailto:dramacentrecommunications.cdtps@utoronto.ca) | 416-978-7987

- Communications and events support

- **Manager of Theatre Operations: Ariel Martin-Smith**

Koffler Student Services Centre, 214 College St., 3rd floor, Room 326.

Remote hours: M-F 10:00AM-4:00PM

[ariel.martinsmith@utoronto.ca](mailto:ariel.martinsmith@utoronto.ca) | 416-978-7995

- Logistical support to MA and PhD students during their program work (coursework, events & projects).

- **Technical Director: Andrew Leeke**

UC Union Building, 79 St. George Street, Room 213.

Office hours by appointment.

andrew.leeke@utoronto.ca | 416-978-4870

- Technical support for all CDTPS shows, events and spaces including: the Robert Gill Theatre (Koffler), Luella Massey Studio Theatre, Helen Gardiner Phelan Playhouse (UC Union), Performance Studio (UC Union) and Leonard Common Room (Morrison Hall).

## Graduate Program

- **Associate Director, Graduate: Professor Xing Fan**

Koffler Student Services Centre, 214 College St., 3rd floor, Room 328;

Office hours: Tues. 5:00-6:00PM (book Zoom meeting by email)

stars.fan@utoronto.ca | 416-978-7981

- All academic matters, including unresolved issues with coursework (after first speaking to the instructor), grant applications (SSHRC, OGS, conference grant, etc.), the Centre's Awards, and accessibility concerns.

- **Associate Director, BMO Lab: David Rokeby**

Koffler Student Services Centre, 214 College St., 3rd floor, Room 320B (accessed through BMO Lab's main space, Room 320).

Office hours by appointment.

david.rokeby@utoronto.ca

- All matters concerning the BMO Lab.

- **Graduate Administrator: Elizabeth Sutherland**

Koffler Student Services Centre, 214 College St., 3rd floor, Room 329;

Remote hours: M-F 10:00AM-4:00PM

graduate.dram@utoronto.ca | 416-978-7980

- Registration, course enrolment, program requirements, timelines, payment of academic funding (UTF, grants, awards), and academic space booking.

## Undergraduate Program

- **Associate Director, Undergraduate: Francesco Gagliardi**

UC Union Building, 79 St. George Street, Room 303.

Office hours: Book virtual meeting by email.

mailto:f.gagliardi@utoronto.ca

- As the person who oversees the operations of the undergraduate program, he plays an important part in your TA assignments.

- **Undergraduate Administrative Coordinator: Colleen Osborn**

UC Union Building, 79 St. George Street, Room 300;

Remote hours: M-F 9:30AM-5:00PM (email to set up virtual meeting during office hours)

c.osborn@utoronto.ca | 416-978-8099

- The first person to contact with any questions about the undergraduate program in the Centre.

## Off-campus Professors and Visiting Professors

Holger Symes, Jacob Gallagher-Ross, Barry Freeman, Elliot Leffler:

Remote office hours by appointment. Check their course outlines for more details.

### HOW TO NAVIGATE OUR SPACES?

This is not an easy task. Historically, the Koffler Centre was our graduate location, and the UC Union Building the undergraduate one, and this continues to be the case to a large extent, although both programs cross paths in both buildings, as well as the off-site Luella Massey Studio Theatre.

**\*\*Most CDTPS spaces are closed to the graduate program due to COVID-19. We will continue to update students as situations change throughout the term.\*\***

All of these spaces are a walking distance apart, so let's have a walk. Have a look at the campus map to follow suit: <http://map.utoronto.ca/>

### KOFFLER STUDENT SERVICES BUILDING, 214 COLLEGE STREET

**\*\* Koffler is presently closed to students and visitors due to COVID-19. We will update students regarding access to the building as details change throughout the term.\*\***

When available, the building can be entered with a fob; contact Suzanne Micallef for access information.

<http://map.utoronto.ca/building/143>

- **Robert Gill Theatre** (Dressing Rooms, Booth, Lobby, Backstage and RM335) is a relatively well equipped, proscenium style, 170-seat theatre used throughout the year for classes, Centre-sponsored and Centre-produced events, as well as rentals. The theatre space was recently made accessible. On occasion the dressing rooms are also used as studio and performance spaces, as the research and theory behind site specific theatre becomes more prominent in our practice-based program. Each dressing room has a full bathroom, including a shower.
- **Robert Gill Theatre Lobby** is a multi-purpose space used for receptions, an audience holding area during events, and a meeting, or study space for our students. The lobby is adjacent to a kitchen, which is used as a shared departmental space by students, staff, and faculty.
- **Seminar Room, Room 330** (NOTE: accessed by keys, not fobs): a multi-purpose classroom used primarily for graduate seminars, but also for meetings, prospectus defences, colloquia, and events that feature guest speakers. It accommodates approximately 30-35 people, and comes equipped with a projector, a screen, and a sound system.
- **BMO Lab for Creative Research in AI, the Arts & Performance, Room 320**: Learn more about our new BMO Lab on our website at <https://www.cdtps.utoronto.ca/research-centres-institutes-labs/bmo-lab>
- **Student Lounge, Room 333** (NOTE: accessed by keys, not fobs): a study space for our graduate students equipped with lockers, a workstation with a computer, tables and chairs, a futon, bookshelves and a coffee maker.

- **The Faculty Office and copy room, RM 331:** Space for faculty to hold office hours and meetings, as well as the space for the photocopier. NOTE: contact Suzanne Micallef for policies and access codes for the photocopier.
- **The Journals, RM 331A:** houses our two journals collections (Modern Drama and Theatre Research in Canada).
- **Offices:** see contact details for Xing, Suzanne, Elizabeth, Ariel, and the Off-campus faculty.

## UC UNION BUILDING AND UC SPACES, 79 ST. GEORGE STREET

- **Helen Gardiner Phelan Playhouse, (HGPP), room 200:** a well-equipped theatre space used extensively by the undergraduate program during the academic year, but available for rent from May to mid-August.
- **Performance Studio (Perf), room 109:** located directly below the theatre, this large open room has a sprung floor covering 80% of the floor space, natural light, and air conditioning controls. There is no permanent equipment built into the space.
- **Undergraduate Design Studio, room 100:** located on the west side of the PERF; includes a series of worktables.
- **Front Room, Long Room (usually called Front & Long) and Walden Room:** three rooms on the ground floor of the UC Union Building, presently set up as lounges and meeting spaces. We share this space with University College, with the Centre using them primarily for receptions, undergraduate classes, small group rehearsals, ad hoc meetings as well as formal staff, faculty, and student meetings.
- **Offices:** see contact information for Tamara, Tara, Francesco, Colleen, and Andrew. Course Instructors also have offices in this building, on the newly renovated 3rd floor (rooms 302 & 303).

## MORRISON HALL, 75 ST. GEORGE ST.

- **Leonard Common Room (MO 100B):** a large (30' x 70') room with a semi sprung floor, used for acting and movement classes, as well as rehearsals of The University College extracurricular theatre company, the UC Follies. It is heavily booked during the academic year (up to 50-60 hours per week).

## OFF-SITE SPACE, 4 GLEN MORRIS AVENUE

- **Luella Massey Studio Theatre** was named in 2014 in honour of a recently-passed and beloved staff member. The space is used as a performance and studio space as well as a teaching facility. It is equipped with lighting and sound, and boasts a large carpentry workshop in the basement, as well as two full size dressing rooms.

If this seems complicated, wait until you learn that some of our faculty members, TAs, and Sessional Instructors in the undergraduate program have offices in the main building of the University College, while others hold their primary appointments (and offices) on the Mississauga (UTM) and Scarborough (UTSC) campuses. It is best to contact individual faculty members for specific information.

## OUR SPACES

The complexity of our spatial arrangements impacts how you can use the various spaces and need to go about doing so. Our space is to your disposal from September-May, provided that you use it for your course or research related purposes, subject to availability. Anything already scheduled, or in the process of scheduling, takes precedence over more recently raised needs.

**\*\*No room booking is presently available due to COVID-19. We will inform you when there is a change to this policy. \*\***

When available, all graduate students in the Centre for Drama, Theatre & Performance Studies may apply to book facilities for course-related work.

## BOOK A SPACE

1. Check if the room is available on [RRS Lite](#) (login: dramaguest | password: guest)
2. If the room is available, request permission to book the space using the [Room Reservation Form](#).
3. Once your request is confirmed, you will receive an email notification from RRS Lite. Someone will contact you about where and how to pick up the key from a lockbox. If you do not hear from someone within 24 hours, contact the student administrator (contact information forthcoming).

The Seminar Room (Room 330, Koffler Student Services Centre) is booked through Elizabeth Sutherland, who knows when the room is otherwise booked for classes, meetings, etc. and has a key to it (this room cannot be opened with a fob).

## BOOKING POLICIES

- Bookings should be made at least 48 hours in advance
- You are responsible for the space you book. Leave the space clean, with all furniture returned to its original arrangement, and close and lock all doors and windows.
- Please return the key(s) to the lockbox as soon as possible after your booking
- Please note that student bookings are for use by CDTPS students. Use of our facilities cannot be transferred to a non-CDTPS student

## CARING FOR OUR SPACES

Our spaces are our common public good and responsibility. It is our duty to keep them clean, safe, and environmentally friendly. Your safety and the safety of our equipment are our key concerns, so please make sure to lock the spaces after you use them. Since most of our graduate spaces are accessible by fobs, you may find yourself in them with no one else around after office hours. If you encounter any problems regarding safety, please contact Campus Police at 416-978-2222.

We also care for the environment and require that anyone using our spaces switches off the lights when they exit, and puts garbage away where it belongs, leaving the space as clean as possible.

## RENTALS

We rent the Robert Gill Theatre (RGT), and our rehearsal spaces throughout the year, and the Helen Gardiner Phelan Playhouse (HGPP) between May and September. All current CDTPS students are entitled to 15 hours of rental space at no charge. For additional hours, the following rates apply:

- \$10.00/ hr for the Performance Studio & Luella Massey Studio Theatre (LMST)
- \$15.00/hr for the RGT, or HGPP
- \$162.00/day for the RGT or HGPP

For five years following graduation from the CDTPS, our alumni can rent our spaces at these discounted rates:

- \$15.00/hr for the Performance Studio & LMST
- \$22.00/hr for the RGT or HGPP
- \$270.00/day for the RGT or HGPP

Please note that all of the above rates are for the room only; they do not include technical support or access to equipment.

Please also note that these fees are subject to change if you are charging admission to any event in any of our spaces.

## BUILDING AND ROOM KEYS

**\*\*No keys or fobs are being issued at this time.\*\***

In CDTPS, keys and building entry fobs are available from the Business Officer with proper authorization and payment of deposit.

### Authorization

Keys and fobs are issued to graduate and postdoctoral students only after a request has been made and approved.

- Students must send an email request with their name, the rooms for which keys are needed, and specify whether a fob is, or is not, necessary.

### Key Deposits

- There is a \$25 deposit for each key and each fob. The deposit can be paid by cash only, and a receipt will be issued. Please hold on to it as you will need it to claim the deposit refund.
- The deposit will be refunded via cheque mailed to the mailing address on file with the Business Officer. Please note that updating ROSI does not update the file at the Business Office.

### Things You Should Know

- Your keys are your responsibility. Do not lend them to anyone.
- If your key is lost or broken, you will need to pay an extra deposit and your original deposit will be forfeited.
- Do not use the key to pull open the door: the key will break.

## EMERGENCIES

### CONTACT NUMBERS

- Emergency: 9-1-1
- Campus Police: 416-978-2222
- Flood/toilet overflow or other building maintenance issues: 416-978-3000
- Caretaking Service: 416-978-6252

### BUILDING EVACUATION PROCEDURES

#### What to do if you discover a fire:

1. Stay calm.
2. Report the smoke or fire to Campus Police (416-978-2222), giving its exact location.
3. Attempt to extinguish the fire only if you can do so safely.
4. Please refrain from using the fire hoses.
5. Evacuate the fire area immediately and close the door behind you.
6. Activate the nearest wall-mounted fire alarm.

### WHAT IS A 911 EMERGENCY

It is any situation requiring immediate police, fire, or medical response to preserve life or property. Call **911**, or dial 9-911 from an internal phone line, to report any serious incidents such as:

- Any life-threatening situation
- A fire
- A serious injury or illness such as suspected heart attack, someone choking breathing difficulties, unconsciousness
- A situation involving weapons
- A drowning
- An uncontrolled chemical spill
- Serious motor vehicle collisions

To ensure prompt service, after calling 911, contact **Campus Police** at 416-978-2222. Campus Police are responsible for policing the St. George Campus and provide services supported by the Toronto Police and provincial and federal police agencies.

To report **Urgent Matters**, dial 416-978-2222 (8-2222 from 978 or 946 exchanges).

These include:

- Suspicious persons
- An assault or immediate danger of assault including persons fighting
- Sexual Assault (Toronto Police is also an option)
- Trespassers
- Excessive noise complaints
- Minor motor vehicle collisions and disabled vehicles
- Theft in progress
- Suspicious activity or packages
- Disputes

To contact the Campus Police Communication Centre for **any other reason**, dial 416-978-2323 (8-2323 from 978 or 946 exchanges).

These include:

- To speak with an officer
- To report less serious crimes, or a crime not currently in progress, which do not require an immediate response to preserve life or property
- By-law complaints
- For advice or information on the programs we offer
- To report missing property

## WORK ALONE PROGRAM

The Work Alone program is designed to create a safer environment for U of T students, staff, and faculty working alone in isolated areas on the campus, and for individuals with ongoing personal safety concerns.

### How does it work?

Student, staff, or faculty members register to receive regular check-ins from the Campus Police Communication officers. If an incident occurs, or if we cannot get a hold of you, Special Constables can respond immediately.

### How do I sign up?

Register by calling Campus Police at 416-978-2323, or by visiting us at 21 Sussex Ave, 1st Floor. Please be prepared to provide the following details: where you are working; how long you will be there; and the phone number you would like to receive your check-ins at. A safety assessment of your work space can also be performed to determine and mitigate safety risks

If you see them coming, you need to act quickly and seek help. First and foremost, familiarize yourself with the fantastic SGS booklet, Essential Guide for Grad Students 2019-20. It includes all that you may need.

## WHAT ABOUT OTHER PROBLEMS

Ours is a professional work environment in which much is happening, and people collaborate intensely on an ongoing basis. As in all such environments, problems may arise. Addressing them as soon as possible guarantees the best outcomes. There are usually good solutions to most problems and discussing them early on is an exercise of your professionalism and work ethics.

Side-effects of working in a fast-paced environment can lead to high stress levels, or anxiety. It is our aim to ensure you never feel like you are alone: while graduate work can be intense, everyone at the Centre (including faculty, staff, and students) is here to support you. You may also contact the U of T Counselling Services and use the Graduate Conflict Resolution Centre to help with problems you might encounter. If safety is your concern, please contact U of T Safety, which deals with such issues as harassment, violence etc.



## COVID-19 INFORMATION

Have a look at these useful U of T websites:

<https://utgsu.ca/covid-19-updates/>

<https://www.viceprovoststudents.utoronto.ca/covid-19/>

## FROM YOUR STUDENT EXEC

### STUDENT EXEC

The Graduate Student Union advocates on your behalf as graduate students, sending weekly, or monthly emails, and provides all kinds of support throughout your time here. For details, check out the Graduate Student Union website. Our GSU Union, better known around our Centre as the Student Exec, is a group of driven leaders in our community who act as the CDTPS graduate students' representatives on the Programming and Academic Committees, as well as on advisory roles in both the large GSU and other Centre business. In addition, a CUPE (TA Union) Steward keeps us informed of all kinds of important information. If you want to get involved, or ever have a student question, do not hesitate to contact: [ctpsgsu@gmail.com](mailto:ctpsgsu@gmail.com).

You will receive further information about roles, goals, and events at Orientation!

### EVENTS

Every speaker, workshop, party, and event at the Centre for Drama, Theatre and Performance Studies is open to students and your attendance is strongly encouraged. These events enrich your academic life at the Centre and create a network of support and information about the current research happening here.

Information regarding these events will be sent to your U of T email. Some of these events include the incentive of free food!

### CANDRAMA LISTSERV

The Candrama listserv is run by the Theatre and Performance program at the University of Waterloo. If people want to subscribe please follow the following info:

To subscribe or unsubscribe via the World Wide Web, visit <https://artsservices.uwaterloo.ca/mailman/listinfo/candrama> or, via email, send a message with subject or body "help" to [candrama-request@artsservices.uwaterloo.ca](mailto:candrama-request@artsservices.uwaterloo.ca)