

RTF Graduate Student Handbook

RTF Graduate Office

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Calendars

- [Key Dates for UT Graduate Students](#)
- [UT Austin Academic Calendars](#)
- [RTF Events Calendar](#) (MA and PhD students – See Colloquiums, first Thursday of the month)
- [Media Studies Calendar - Fall 2020](#)

Handbooks

Click to navigate to a list of all handbooks, programs of work and checklists for PhD, MA, MFA production and MFA screenwriting

Forms

Click to forms for current RTF Graduate Students

Funding

Click to see funding information and links for current RTF students

Campus Resources

[Legal Services for Students](#) (Landlord/Tenant, Renting, Criminal, Traffic, Consumer, Employment)

[Student Ombuds Office](#) (Their Common Concerns and FAQs pages are a good place to start)

[Austin Tenants' Council](#) (off-campus, help with rental problems in Austin)

Handbooks

PhD in Media Studies

- [2020 PhD Handbook](#)
- [Program of Work](#)
- [Comprehensive Exam Schedule](#)
- [Quick Checklist](#)
- [Media Studies Faculty](#)

MA in Media Studies

- [2020 MA Handbook](#)
- [Program of Work](#)
- [MA Thesis Timeline](#)
- [MA Report Timeline](#)
- [Quick Checklist](#)
- [Media Studies Faculty](#)

MFA in Film and Media Production

New Students

- [RTF Graduate Student Orientation](#)
- [Graduate School Orientation](#)
- [COVID-19 FAQs](#)

Library

- [UT Libraries](#)
- [RTF Resources at UT Library](#)
- [RTF Media Library](#)

New TA

- [New Employee Checklist](#)
- [PhD/MA TA and AI information](#)
- [MFA TA Information](#)
- [Graduate Student Caregivers info - Best Practices for Faculty Supervisors of Graduate Students with Dependents](#)

Travel and Funding

The Radio-Television-Film Department normally offers graduate students funds for Professional Development to defray the cost of travel to conferences or film festivals. However, in Fall 2020, travel funding is halted because of the pandemic. Please see the university's [New Travel Guidelines in Response to COVID-19](#).

At other times, each graduate student may [apply for travel funds](#) through the RTF Graduate Office and may receive up to one award each academic year, if the budget allows. At that time, the following links will be active.

- [Travel Handbook for Production Students](#)
- [Travel Funding](#)
- [International Travel Rules and Procedures](#)

Resources for Graduate Students

RTF Department

- **Website:** <http://rtf.utexas.edu/>
- **Facebook:** [UT Rtf Austin](#)
- **Twitter:** [@UT RTF](#)
- **Instagram:** [@utexasrtf](#)
- **Events Calendar:** <http://rtf.utexas.edu/events/>
- **Faculty profiles:** <http://rtf.utexas.edu/faculty>
- **Staff profiles:** <http://rtf.utexas.edu/staff>
- **Grad Student profiles:** <https://rtf.utexas.edu/graduate/students>
 - [Request or make changes to graduate student profile page](#)
- **Fall 2020 RTF Graduate Courses:** <https://rtf.utexas.edu/graduate/courses>
- **Publicize news: Email RTF Communications & Programs Coordinator Elana Wakeman at ewakeman@austin.utexas.edu**
- [Media Library](#)

Production Resources:

- [RTF Production Policies](#) (Insurance, travel, etc.) *
- **Production Resource Center ("The Cage") Website:** <http://rtf.cage.org/>
- **Production Resource Center ("The Cage") Facebook:** <https://www.facebook.com/groups/StudentProductionResourceCenter/>
- [Digital Media Labs](#) *

- [MFA Production Handbook](#)
- [Program of Work](#)
- [Quick Checklist](#)
- [RTF Production Policies](#)
- [Production & Screenwriting Faculty](#)

MFA in Screenwriting

- [MFA Screenwriting Curriculum](#) (entered 2019)
- [MFA Screenwriting Curriculum](#) (entered 2018)
- [Quick Checklist](#)
- [Production and Screenwriting Faculty](#)

[Graduate Catalog, 2019-2021](#)

Forms for Current Students:

Course Permission Forms

- [Add Form for Undergraduate Classes](#)
- [RTF 388 Independent Study Form](#)
- [RTF 384N Internship- Request to Enroll](#)
- [RTF 384N Internship -Student Evaluation](#)
- [RTF 384N Internship -Supervisor Evaluation](#)

Travel Forms

- [Graduate Travel Award Request Form](#)
- [Adult Authorization for Emergency Medical Treatment](#)
- [Student Travel Request for Authorization](#)

Advising and Committee Forms

- [Advising Form](#)
- [PhD - Comps Committee Form.pdf](#)
- [PhD - Comprehensive Exam REVIEW Form](#)
- [PhD - Candidacy Approval and Checklist](#)
- [PhD - Dissertation Proposal Defense](#)
- [MA Thesis Committee Form](#)
- [MA Thesis/Report Proposal Approval Form](#)
- [MFA Production Thesis Committee Form](#)
- [MFA Screenwriters Thesis Committee Form](#)
- [MFA Production Committee Meeting Form](#)
- [TA/Al/RA Performance Appraisal](#)

Graduation Forms

- [MFA Screenwriting Final Thesis Script Submission - Signature Page](#)
- [MFA Production Final Thesis Film Submission - Signature Page](#)

Student Employment Forms

- [Media Studies Teaching Assistant Job Duties form \(20 hour appointment\)](#)
 - [Media Studies Teaching Assistant Job Duties form \(10 hour appointment\)](#)
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Steps to Graduate

1. [Register](#) for correct class (for MA & MFA = RTF 398R or 698B, for PhD = RTF x99W)
2. [Apply to graduate](#) by the deadline
3. Schedule defense or final screening of MFA film (RTF staff can reserve the room)
4. [Use Template](#) for your Dissertation (PhD)/Thesis (MA) or Report (MFA or MA)
5. Complete all steps on [grad school page](#)

- [Production Facilities *](#)
- [Equipment Checkout information *](#)
- [Equipment Reservations *](#)

*** NOTE: new Covid-19 safety policies coming soon.**

Moody College of Communication

- **Website:** <http://moody.utexas.edu/>
- **Facebook:** <https://www.facebook.com/moodycollege>
- **Twitter:** @MoodyCollege
- **Calendar:** <http://moody.utexas.edu/events>
- **Moody Career Center:** <https://moody.utexas.edu/careercenter>
- **Latino Media Arts & Studies Program:** <https://moody.utexas.edu/centers/latino-media>
- **The Center for Entertainment Media Industries** (link up soon)
- **Diversity, Equity, and Inclusion:** <https://moody.utexas.edu/diversity>
- [Facilities](#)
- [Room Reservations](#)
- [Moody Writing Support Program](#)
- [Moody College CARE Counselor](#)

UT Resources

- [Protect Texas Together \(COVID-19 Resources\)](#)
- [Texas One Stop](#)
- [Graduate School](#)
- [Texas Global - International Office](#)
 - [COVID 19 and Immigration Updates](#)
 - [Travel Information](#)
- [Services for Students with Disabilities](#)
- [Division of Diversity and Community Engagement](#)
- [Counseling and Mental Health Center](#)
- [Behavioral Concerns Advice Line](#)
- [Campus Climate Response Team](#) – report a bias incident on campus that either you experienced or you saw as a third party
- [Office for Inclusion and Equity](#) – investigates and helps to resolve complaints of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, citizenship status, or Vietnam era or special disabled veteran status
- [Title IX](#) – report instances of sexual harassment, sexual discrimination, exploitation and intimidation
- [University Compliance Services](#) - report harassment as well as other types of illegal or unethical behavior; confidential
- [Be Vocal](#) - Learn the basics of Bystander Intervention
- [Gender and Sexuality Center](#) – mission is to provide opportunities for all members of the UT Austin community to explore, organize, and promote learning around issues of gender and sexuality. The center also facilitates a greater responsiveness to the needs of women and the LGBTQ communities through education, outreach, and advocacy.

Graduate Student Organizations and Student-Led Projects

- [RTF Graduate Student Organization \(GSO\)](#)
 - [Flow](#)
 - [The Velvet Light Trap](#)
 - [Latinx Media Studies Research Group](#) (open to faculty and graduate students across the UT campus)
 - [University Filmmakers Alliance](#)
 - [Women in Cinema](#)
 - [Black Student Film Association](#)
 - [KVRX Texas Student Radio 91.7 FM](#)
 - [TSTV Texas Student TV](#)
 - [Cinepreneurs](#)
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Fellowships, Loans, and Grants

6. Upload dissertation/thesis/report to [TDL](#).
7. Turn in printed pages/forms required to Graduate School

Deadline is 3PM. See the [Graduate School's website](#) for exact dates

See examples of theses/reports and dissertations here at the [UT Library](#).

Radio-Television-Film is able to award a few fellowships each year to deserving graduate students. Fellowships, grants, and other awards require separate applications; each programs' web pages will provide further details.

Fellowships and Scholarships:

- [Graduate School Fellowships and External Fellowships](#)
- [International Students should consult the Texas Global Office about available fellowships and grants.](#)
- [RTF Department Scholarships for Production and Screenwriting.](#)

Grants and Loans:

- [Moody Pre-thesis and Thesis Grants for MFA Production Students](#)
 - [Moody Pre-thesis/Thesis Grant Promissory Note](#)
- MFA Production students with extra expenses related to their films can file to request more financial aid. Complete the [Special Circumstances Appeal Form](#) and submit to the Office of Financial Aid.
- Domestic students should consult the [Office of Financial Aid](#) for information about financial loans, state and federal grants, and the procedures required to obtain them.

Funding Resource Guides

- [UT Libraries Funding Guide](#)
- [Texas Grants Resource Center](#)
- The [Production Resource Center Grant Page](#) (The Cage) has a compilation of links to granting agencies that will help with film costs, living costs for artists, travel to film festivals, etc.
- [The Funding Database](#) sponsored by the UT Libraries is a great way to search for funding for your specific topic of research; it includes funding from all over the world.

On-campus Employment Opportunities

[Hire a Longhorn Job Bank](#) is a great resource for students seeking part-time employment.

- The [Sanger Learning](#) Center often has open positions.
 - The [Undergraduate Writing Center](#) is always hiring writing tutors.
 - [UT Austin Athletics](#) often hires mentors and tutors for the athletes in all areas.
 - [Nonacademic employment](#) includes links to many job search sites for The University of Texas students.
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