RTF Graduate Student Handbook

RTF Graduate Office

- Stacy Brodie, Graduate Coordinator, CMA 6.116, 512-471-3532, stacybrodie@austin.utexas.edu
- Miguel Alvarez, MFA Graduate Advisor, CMA 6.122B, migalvarez@austin.utexas.edu
- Alisa Perren, MA/PhD Graduate Advisor, CMA 6.130B, aperren@austin.utexas.edu

New Students

- Graduation School Orientation
- COVID-19 FAQs

Library

- UT Libraries
- RTF Resources at UT Library
- RTF Media Library

TA Information

- New Employee Checklist
- PhD/MA TA and AI information
- MFA TA Information
- TA opportunities for MA students
- 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:
- Facebook: UT Rtf Austin
- Twitter: @UT RTF
- Instagram: @utexasrtf
- RTF LinkedIn
- RTF Flickr
- RTF Vimeo

- Events Calendar
- Faculty profiles
- Staff profiles
- Grad Student profiles
- Request or make changes to graduate student profile

- Fall 2020 RTF Graduate Courses
- Publicize news: Email RTF Communications & Programs Coordinator Elana Wakeman at ewakeman@austin.utexas.edu
- Media Library

Production Area:

Campus Resources

- Austin Tenants' Council (off-campus, help with rental problems in Austin)
- Be Vocal - Learn the basics of Bystander Intervention
- 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
- Counseling and Mental Health Center
- Division of Diversity and Community Engagement
- 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.
- 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
- Legal Services for Students (Landlord/Tenant, Renting, Criminal, Traffic, Consumer, Employment)
- Protect Texas Together (COVID-19 Resources)
- Services for Students with Disabilities
- Student Ombuds Office (Their Common Concerns and FAQs pages are a good place to start)
- Texas One Stop
- Texas Global - International Office
- COVID 19 and Immigration Updates
- Travel Information
- 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
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
- 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/AI/RA Performance Appraisal

Graduation Forms
- *Covid-19 Safety Guidelines for Productions - PDF (Fall 2020)
- *Training Video for Covid-19 Safety Guidelines (Fall 2020)
- RTF Production Policies (Insurance, travel, etc.)*
- Production Resource Center ("The Cage") Website: http://rtf
  cage.org
- Production Resource Center ("The Cage") Facebook Page:
- Digital Media Labs *
- Production Facilities *
- Equipment Checkout Information *
- Equipment Reservations *

* NOTE: refer to Covid-19 safety policies.

Moody College of Communication
- Website
- Facebook
- Twitter: @MoodyCollege
- Calendar
- Moody Career Center
- Moody College Grad Comm Council
- Latino Media Arts & Studies Program
- The Center for Entertainment Media Industries (link up soon)
- Diversity, Equity, and Inclusion
- Room Reservations
- Moody Writing Support Program
- Moody College CARE Counselor

UT-Austin
- Graduate School
- Texas Career Engagement
- Graduate Student Assembly

Graduate Student Organizations and Student-Led Projects
- RTF Graduate Student Organization (GSO)
- Flow
- The Velvet Light Trap
- Latina 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

Fellowships, Loans, and Grants

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
- Moody Production students with extra expenses related to their
  films can file to request more financial aid. Complete the Speci
  al Circumstances Appeal Form and submit to the Office of
  Financial Aid.
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
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.

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.