

# RTF Graduate Student Wiki

## RTF Graduate Office

- **Mallory Nimis**, Graduate Coordinator, CMA 6.116, [mallory.nimis@austin.utexas.edu](mailto:mallory.nimis@austin.utexas.edu)
  - One on one appointment booking: [calendly.com/mallory-nimis](https://calendly.com/mallory-nimis)
- **Richard Lewis**, MFA Graduate Advisor, CMA 6.126b, [rmlewis@austin.utexas.edu](mailto:rmlewis@austin.utexas.edu)
  - Fall 2021 Office Hours:  
Tues: 5:15 pm – 6:45 pm [*in person*]  
Weds: 11:45 am – 12:45 pm [*ZOOM: https://utexas.zoom.us/j/97965190221*]  
Thurs: 6:30 – 7 pm [*in person*]  
And by appointment
- **Alisa Perren**, MA/PhD Graduate Advisor, CMA 6.130B, [aperren@austin.utexas.edu](mailto:aperren@austin.utexas.edu)
  - Fall 2021 Media Studies Advising Hours:  
Fridays 1-2 pm.  
Sign up here: <https://calendly.com/aperren/grad-director-advising-hours>

## 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)
- [Moody College Events](#)
- [Media Studies Colloquium](#)

## 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

- **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 (CMHC)**
- **CMHC Support Groups**
- 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

## New Students

- [Graduate 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:** [rtf.utexas.edu](http://rtf.utexas.edu)
- **Facebook:** [UT Rtf Austin](#)
- **Twitter:** [@UT RTF](#)
- **Instagram:** [@utexasrtf](#)
- **LinkedIn**
- **Flickr**
- **Vimeo**
- **Events Calendar**(see [Texas Moody Media calendar](#) for College-Wide events)
- **Faculty profiles**
- **Staff profiles**
- **Grad Student profiles**
  - [Request or make changes to graduate student profile page](#)
- **Graduate Courses**
- **Publicize news: Email RTF Sr. Programs & Communications Coordinator Elana Wakeman at [ewakeman@austin.utexas.edu](mailto:ewakeman@austin.utexas.edu)**
- **Media Library**

**Production Area:**

- [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

- [\\*COVID-19 SAFETY GUIDELINES FOR PRODUCTIONS - PDF \(FALL 2021\)](#)
- [RTF Production Policies](#) (Insurance, travel, etc.)\*
- [Production Resource Center \(“The Hub”\) Website: \[thertfhub.org\]\(http://thertfhub.org\)](#)
- [Production Resource Center \(“The Hub”\) Facebook Page](#)
- [Digital Media Labs\\*](#)
- [Production Facilities \\*](#)
- [Equipment Checkout information\\*](#)
- [Equipment Reservations\\*](#)
- [Room Reservations \\*](#)

\* NOTE: refer to Covid-19 safety policies.

### Moody College of Communication

- [Website](#)
- [Facebook](#)
- [Twitter: @MoodyCollege](#)
- [Calendar](#) via Texas Moody Media
- [Moody Career Center](#)
- [Moody College Grad Comm Council](#)
- [Latino Media Arts & Studies Program\(L-MAS\)](#)
- [Center for Entertainment Media Industries \(CEMI\)](#)
- [Diversity, Equity, and Inclusion](#)
- [Moody Writing Support Program](#)
- [Moody College CARE Counselor](#)

## Handbooks

### PhD in Media Studies

- [PhD Handbook \(2020\)](#)
- [PhD Handbook \(2021–22\)](#)
- [Program of Work](#)
- [Comprehensive Exam Schedule](#)
- [Quick Checklist](#)
- [Media Studies Faculty](#)

### MA in Media Studies

- [MA Handbook \(2020\)](#)
- [MA Handbook \(2021–22\)](#)
- [Program of Work](#)
- [MA Thesis Timeline](#)
- [MA Report Timeline](#)
- [Quick Checklist](#)
- [Media Studies Faculty](#)

### MFA in Film and Media Production

- [MFA Production Handbook \(2020-21\)](#)
- [MFA Production Handbook \(2021-22\)](#)
- [Program of Work](#)
- [Quick Checklist](#)
- [RTF Production Policies](#)
- [Production & Screenwriting Faculty](#)

### MFA in Screenwriting

- [MFA Screenwriting Curriculum \(entering 2021\)](#)
- [MFA Screenwriting Curriculum \(entering 2020\)](#)
- [MFA Screenwriting Curriculum \(entering 2019\)](#)
- [Quick Checklist](#)
- [Production and Screenwriting Faculty](#)

### Graduate Catalog, 2019-2021

### UT-Austin

- [Graduate School](#)
- [Graduate Student Assembly](#)
- [Texas Career Engagement](#)
- [UT Events \(Texas Today calendar\)](#)

### 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](#)

## 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](#)
- [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.](#)

## 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](#)
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](#).*

- 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 Hub) 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.

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## 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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