



Department of English

Graduate Student Handbook 2016-17

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GRADUATE WORK IN ENGLISH AT FLORIDA STATE

The Graduate Program in English at Florida State University offers a comprehensive and intellectually stimulating program for those who wish to be literary scholars, creative writers, textual scholars, or scholars/teachers of rhetoric and composition. Its diverse and accomplished faculty are actively involved in every phase of the graduate student's life, including mentoring and assisting students during the job placement process.

The Graduate Program offers the Master of Arts (M.A.), Master of Fine Arts (M.F.A.), and Doctor of Philosophy (Ph.D.) degrees. Students in the M.A. program focus on one of two majors: (1) Literature, Folklore and Cultural Studies; (2) Rhetoric and Composition. M.F.A. students focus on Creative Writing. Students in literature, folklore and cultural studies will write a publishable capstone essay for their final project; students in rhetoric and composition have the option to write a thesis or to submit a portfolio. Creative writing students present a body of creative work for the thesis.

Teaching assistants without a full academic year's experience in teaching college-level composition participate in a six-week program during the summer term preceding their appointment. This program prepares students to teach in the composition classroom and to tutor in the Department's Reading-Writing Center. Graduate students may also train to teach in computer-mediated classrooms.

The graduate students' lounge, Room 308, is the graduate student home-away-from-home, especially for those who do not have a T.A. office, so please feel welcome and comfortable there. All teaching assistants have mailboxes there, and the room offers a variety of other amenities: a book exchange, bulletin boards, several computers and a printer.

The primary departmental facilities for graduate student computer use are the machines and printers in Room 308. Teaching assistants have limited access to the departmental copier, which is used for teaching materials only. Those teaching a College Composition Program course (i.e., ENC1101, ENC2135) will use the copier in Room 222-G. (See the Director of First-Year Composition for further details.) Those teaching other 2000 level classes and above may submit requests to the Department of English office staff in Room 405 with a copy request form at least 24 hours before needed. Preferably, the department encourages, as a matter of policy, all teachers to use PDF material posted to class Blackboard sites and thereby decrease the amount of paper used by the Department of English. Please note that the main office is open from 8 a.m. to 5 p.m., M-F.

All currently enrolled English graduate students are subscribed to gs@lists.fsu.edu. This e-mail address is for department business only. The department administration communicates with English graduate students as a whole through this address.

I. ADVISING

A. Advising for New Graduate Students

The Associate Chair of Graduate Studies is the advisor to all incoming students, aiding newcomers with selecting courses, understanding program requirements, and surviving the first semester or two of graduate school. Appointments for advising are set up after new students arrive on campus each year. After the first year, the Associate Chair of Graduate Studies continues to act as a general advisor on all policies relating to the degree but the major professor acts as the student's principal advisor (see below).

B. The Major Professor and Supervisory Committee

Every candidate for the M.A., M.F.A. or the Ph.D. is required to have a major professor in place by the beginning of his or her second year in the program. This process begins with the student who asks a faculty member to be his or her major professor based on that person's area of specialization and a shared set of academic/creative interests. Students may wish to take courses from a variety of professors in the first year with such a choice in mind. The faculty listings on the department website also indicate each faculty member's areas of specialization. In all cases, and as mandated by university policy, the Chair of the English Department must approve the major professor who must be a member of the faculty with Graduate Faculty status (GFS) and have special competence in the student's proposed area of concentration. This approval is given through the submission of the Ph.D. Supervisory Form or the M.A./M.F.A Supervisory Committee Form (see below). After the supervisory committee has been set up and approved, the major professor becomes the student's principal advisor and the student should ask that professor to complete his or her annual review.

All graduate students will require not only a major professor but also a supervisory committee. These committees must be formed in accordance with the following guidelines:

1. The M.A. or M.F.A. Supervisory Committee: Each M.A. or M.F.A. candidate needs a three-member supervisory committee. The major professor will chair the committee and will help choose two other English faculty members for the committee. Committee members who are supervising the major area should have appropriate specialization in that area, and all members must have Graduate Faculty Status. The supervisory committee is responsible for overseeing the student's completion of requirements for the degree.

Setting up the M.A. or M.F.A. Supervisory Committee: In consultation with the major professor, the student selects committee members who have appropriate specializations to supervise the student's area of concentration. The student approaches these faculty members for their signatures on the M.A/M.F.A Supervisory Committee Form (available on the Blackboard English Dept. Graduate Curriculum site), and then submits the signed form to the English Department Graduate Program Assistant's office for the approval of the Associate Chair of Graduate Studies and the Chair of the English Department. Before the Graduate Program Assistant will release registration numbers for the capstone essay or thesis hours, this completed, signed supervisory committee form must be on file in the English Department Graduate Program Assistant's office.

2. The Ph.D. Supervisory Committee: Every Ph.D. candidate needs at least a four-member supervisory committee. This committee consists of the major professor, who acts as committee chair, a minimum of two other English faculty members, and a tenured university representative from a department other than English. All committee members must have Graduate Faculty Status. The committee must include members with appropriate qualifications to supervise both the major and minor preliminary examination areas. The supervisory committee is responsible for overseeing the student's completion of requirements for the degree.

Setting up the Doctoral Supervisory Committee: The Graduate Bulletin states that "upon the request of the major professor, the departmental chair will appoint the supervisory committee which will be in charge of the work of the student until the completion of all requirements for the degree." In our department, this

request is initiated through the process of acquiring signatures on the Ph.D. Supervisory Committee Form (available on the Blackboard English Dept. Graduate Curriculum site). In consultation with the major professor, the student selects committee members who have appropriate qualifications to supervise the major and minor areas of the student's preliminary examination. The student approaches these faculty members for their signatures on the Ph.D. Supervisory Committee Form and then submits this signed form to the English Department Graduate Assistant's office for the approval of the Associate Chair of Graduate Studies and the Chair of the English Department. As noted in university policy, if deemed necessary, the Chair of the English Department may recommend the inclusion of additional members to provide necessary expertise. The supervisory committee must be in place and a signed committee form on file in English Dept. Graduate Program Assistant's office no later than the semester before taking preliminary examinations.

C. Transferring Credit for Hours or for Requirements from Another Graduate Program

Students entering Florida State's graduate program in English from another graduate program or department, may transfer up to 6 semester hours of degree credit with the approval of the Associate Chair of Graduate Studies, provided these hours have not been used toward a previous degree. Upon entering Florida State's Ph.D. program, the student and the Associate Chair of Graduate Studies will decide what part of the M.A. or M.F.A. coursework fulfills specific course Ph.D. content requirements (as distinct from the Ph.D. hours requirements). Students may also be able to transfer satisfaction of the foreign language requirement if they have met one of the University's requirements for demonstrating proficiency in a foreign language (see IV. 2 below). Application for transfer credit must be made upon beginning graduate work at Florida State. Graduate work transferred from another institution must have commenced not more than seven years prior to the transfer request for the credits to be applicable.

II. FINANCIAL ASSISTANCE

A. The Teaching Assistantship

1. Training

A teaching assistant (T.A.) typically teaches two classes each semester. However, during their first semester, M.A. and M.F.A. teaching assistants tutor in the Reading-Writing Center. Subsequently, they generally teach two courses per semester or perform comparable duty in the department. In return, students are paid stipends (currently \$13,165 for M.A./M.F.A. students and \$14,195 for Ph.D. students), and they are provided with tuition waivers that cover most of the cost of the graduate courses they will be taking. Students will, however, have to pay fees; \$105.87 per hour for out-of-state students and \$75.81 per hour for Florida residents. In addition a \$38 per semester facilities use fee is charged. (These rates are subject to change).

Initially, students are assigned to the First-Year Writing Program. If students have had less than one academic year of college-level teaching experience and/or no graduate coursework in the teaching of composition in college, they are required to take the training program during the summer session C, which runs from late June to early August each summer. Before that session begins, students need to register for LAE 5370, Teaching English in College, LAE 5946, Teaching English as a Guided Study, and ENG 5933, Pedagogy Internship. In addition to the stipend mentioned above, students receive a stipend of \$1500 (paid over three bi-weekly pay periods) for taking this training program, and receive a tuition waiver that covers most of the cost of these seven credit hours of graduate coursework. Registration for the Summer C term opens the week before classes begin. Please see the Registrar's website for the registration window. The initial required meeting for the First-Year Writing staff will be held the Friday before classes begin each fall.

2. Duties and Responsibilities

Teaching assistants must enroll for at least *nine hours* of coursework each semester. Tuition waivers (excluding fees) will be provided for a minimum of 9 hours. In-state students may receive waivers (excluding

fees) for a maximum of 12 hours. During the first year, T.A.s are required to take one hour of ENG 5933 (Pedagogy) each semester. Those teaching in the First-Year Composition program, must adhere to the program guidelines outlined in the Teacher's Guide. Those tutoring in the Reading-Writing Center must follow the guidelines laid down by the Director of the Center. If the student is an RA to a professor in a large lecture course, that student must adhere to the guidelines laid down by that professor.

3. Rewards

T.A.s receive a stipend and a tuition waiver. Upon receipt of a degree, students will already have considerable teaching experience in the College Composition Program. Furthermore, as enrollment needs and funds dictate, the Department may invite advanced graduate students on the basis of seniority, teaching record, and course proposals to instruct selected sophomore literature courses (for example, LIT 2020, The Short Story, and LIT 2081, Contemporary Literature), or a junior-level composition course (for example, ENC 3310, Article and Essay Workshop).

4. Supervised Teaching

As noted under "Training" above, beginning T.A.s without a full academic year of previous college experience teaching in composition ordinarily take two summer courses in college teaching and complete an internship the summer before they assume responsibility for teaching their own classes or tutoring in the Reading-Writing Center. New teaching assistants who come to Florida State with adequate teaching experience are not required to take summer training. Instead, they participate in an orientation session with the director of first-year composition the week before fall classes begin.

In addition, during the fall and spring semesters of their first year all new T.A.s are assigned teaching mentors and participate in a year-long mentoring program. Several times throughout the semester, small groups of T.A.s and their mentors meet and mentors also meet individually with their T.A.s. Mentors visit each T.A.'s class and, at the end of the semester, write a letter evaluating their work with the T.A. over the course of the semester.

First-year T.A.s in the program also attend a weekly teacher-support class, ENG 5933 (Pedagogy Workshop), where they discuss issues of concern in the first-year composition classroom. During fall semester new T.A.s prepare teaching materials for the ENC 2135 sections they will teach in the spring.

All T.A.s are required to take a one-hour Pedagogy course before teaching courses beyond ENC 1101 and ENC 2135 and also a one-hour Supervised Teaching course (LAE 5948) while teaching any 2000 or 3000 level course for the first time. Students may take the required one-hour Pedagogy course by signing up for ENG 5933 in the spring; the second half of this course will focus on teaching at the 2000 and 3000 level. The Instructor of Record for the LAE 5948 course will normally be the student's major professor or in exceptional cases another member of the student's Doctoral Supervisory Committee. LAE 5948 typically includes review of course documents, one or more classroom visits, and individual conferences with the teaching assistant. These visits and conferences fulfill a number of functions. They allow T.A.s to share teaching experiences with professors in different areas of English Studies. More importantly, the T.A. now has a professor who he/she can ask for a teaching recommendation for the placement dossier. The Program for Instructional Excellence (PIE), moreover, also provides support for building teaching skills, including workshops and opportunities to have classroom performance videotaped. Contact PIE at 644-3501 or visit pie.fsu.edu.

5. Renewal

As mandated by the Collective Bargaining Agreement, all T.A.s and RAs must receive and sign a written annual employment evaluation. For RAs, the evaluation of work performance will be performed by the faculty member to whom the RA is assigned. For T.A.s, the evaluation of teaching performance will be deemed

satisfactory if the fall term teaching evaluations or performance of tutoring duties in the Reading-Writing Center are satisfactory, and there have been no serious, substantiated complaints about instruction or attendance. T.A.s who receive a satisfactory evaluation but who still wish to discuss that evaluation should contact the Associate Chair of Graduate Studies no later than the end of exam week to set up a meeting. If no appointment is made, the department will proceed with the assumption that all necessary discussion of the evaluation has taken place at the point of the signing of the evaluation by the T.A..

T.A.s who receive fall term evaluations about whom there are serious, substantiated complaints about instruction or the performance of tutoring duties will receive an evaluation of “official concern.” Those T.A.s are REQUIRED to meet with the Associate Chair of Graduate Studies, the Department Chair, and the appropriate T.A. supervisor (Dr. Deborah Coxwell-Teague and Dr. Stephen McElroy for first-year writing instructors and tutors, the Associate Chair of Undergraduate Studies for all other T.A. appointments) no later than the deadline for reporting grades for the spring semester.

For reappointment after the first year, T.A.s must maintain a 3.5 cumulative grade point average, make satisfactory progress toward the degree, and discharge their assigned duties successfully. During the spring semester, the Graduate Committee, the Associate Chair of Graduate Studies, the Director of First-Year Writing and the Associate Chair of Undergraduate Studies will meet to review the progress of all students holding teaching assistantships to determine if they have met these criteria. An M.A. candidate should not expect to be offered an assistantship for more than two years; an M.F.A. candidate should not expect to be offered an assistantship for more than three years; Ph.D. candidates can expect four academic years of support with the possibility of a fifth if funds permit.

Please keep in mind that Teaching Assistantships are awarded on a competitive basis. To retain a Teaching Assistantship students must 1) progress through the degree program on schedule, 2) complete all classes each semester (the department allows one semester to make up any incomplete grades), and 3) maintain a 3.5 grade point average. Each spring the Department of English evaluates every student’s annual reviews and current progress. If students are not in compliance with any of the above requirements they will receive a letter detailing their shortcomings. Students will have one semester (the summer semester) to comply with the above requirements before the T.A. assignment is rescinded.

B. Fellowships

The university offers approximately 15 Legacy Fellowships for newly admitted doctoral students each year. These fellowships provide support for up to 5 continuous years for doctoral students. The Fellowship is a \$10,000 supplement to 1/2 time (0.5 FTE) assistantship (required) per academic year, and provides the health insurance subsidy in accordance with the Graduate Assistants United Collective Bargaining Agreement. Fellowships for ethnic or minority students, including McKnight Doctoral Fellowships (up to five years of support, with tuition waivers and a \$12,000 annual stipend), and the Leslie N. Wilson-Delores Auzenne Assistantship for Minorities (\$5,000 plus tuition waivers) are also available (see below). Ph.D. candidates, that is, those at the dissertation stage, are eligible to apply for a Dissertation Research Grant for research expenses of up to \$750. Finally, students may apply for a Kingsbury Writing Award, conferred to those graduate students who demonstrate “excellence of thought and expression, creativity, and originality.” Other funding possibilities are detailed on the Office of Graduate Study web page: grad-school.fsu.edu/Funding-Awards/Graduate-School-Fellowships-and-Grants.

C. Minority Fellowships

The Leslie N. Wilson-Delores Auzenne Assistantship for Minorities is available for all new or currently enrolled minority graduate students. Nomination is through the department or college, but competition for these awards is university-wide. Criteria for the competition can be found on the Graduate School’s website. A number of African American students in the program have also held McKnight Doctoral Fellowships, which provide up to five years of support, with a stipend of \$12,000 plus tuition waivers. The McKnight program is funded through the Florida

Education Fund (FEF): fefonline.org. For information on any of these fellowships, consult the Office of Graduate Study web page: gradschool.fsu.edu/Funding-Awards/Graduate-School-Fellowships-and-Grants.

D. Loans

Contact Office of Financial Aid: financialaid.fsu.edu or fafsa.ed.gov for a complete list of lending opportunities.

E. Other Support

The Federal Student Aid Information Center at 1.800.433.3243 is also helpful. Check the financial aid section of Career Key in the FSU Career Center Library as well. Students can also refer to the English department graduate page for a list of available outside resources: english.fsu.edu/funding/index.html. Students might also consult the following books available in Strozier library: *Directory of Research Grants*, *Annual Register of Grant Support*, and *The Grants Register*. Finally, some helpful financial aid websites include:

- FSU Financial Aid: finaid.fsu.edu
- FinAid: finaid.com This site has a menu of other sites to explore.
- Financial Aid Resource Center: theoldschool.org/grads.asp Provides general information about graduate aid and access to free scholarship searches.
- Peterson's Graduate School Guide: petersons.com

F. Mandatory Health Insurance Requirement

Effective fall 2007, all new, full-time, main campus graduate students carrying at least nine (9) graduate credit hours are required to show proof of adequate health insurance or to enroll in the University sponsored plan. Online students are exempt from this requirement. For further information see: gradstudies.fsu.edu/InformationFor/New-Current-Students

1. Health Insurance Subsidy for Graduate Assistants and Fellows

To help graduate assistants and fellows with the new health insurance requirement, a subsidy is available towards the purchase of the university sponsored health insurance plan. All subsidies will be processed through Payroll as a salary supplement on a semester basis, disbursed in early October of the fall semester and early February for both spring and summer semesters. There will be a notation on the student's pay stub. Taxes will apply. Early enrollment is encouraged, as funds are limited and will be awarded on a first-come, first-serve basis.

2. Eligibility

- Student must be enrolled for at least 9 hours during semester of disbursement
- Student must purchase eligible insurance plan from FSU Health Center
- Student must have an appointment from the first day of classes to the last day of exams
- Student must have a minimum .25 FTE for appointment
- Student must have qualifying appointment code (Eligible class codes: Research Assistant-M9182; Teaching Assistant-M9184; Assistant in Teaching-W9185; Graduate Assistant-Z9185; Graduate Assistant-N9185)

Please consult the following website for more information: gradschool.fsu.edu/Funding-Awards/Health-Insurance. Those with further questions, please feel free to contact the Graduate School at 644-3501.

For a Student Health Insurance Plan comparison please visit studentinsurance.fsu.edu

III. REGISTRATION

A. Procedures

Choose courses after consulting the list of offerings for the current semester located online at the English department's web page: english.fsu.edu/courses/index.php. Discuss course choices with the major professor; if a student has yet to choose a major professor, discuss the possible choices with the Associate Chair of Graduate Studies and/or the director of the particular program. Register as early as possible to avoid technical problems that may cause delays in the process.

Go to my.fsu.edu and log on using your FSUID and password (this is the same as your Blackboard log on). Your myfsu portal Student Home page will then appear. For information on how to use this portal, link to Using Student Central (sc.my.fsu.edu) or contact the Help Desk.

B. Course Load

Twelve (12) hours per semester generally constitutes a full-time load for graduate students. Teaching assistants must register for a minimum of 9 hours each semester to be granted full-time status; tuition waivers are provided for a minimum of 9 hours (all teaching assistants) and a maximum of 12 hours of coursework (in-state teaching assistants only).

C. Directed Individual Study

Students interested in studying a particular topic not generally offered as part of the English department curriculum may register for a Directed Individual Study (DIS). Students will have to identify a faculty member willing to direct his/her study; the student and the professor will agree on the amount of credit (1 to 3 hours) sought, and define the tasks to be performed to earn credit. Students will have to fill out a course approval form located on the Blackboard English Dept. Graduate Curriculum website (under "My Organizations"), give the course a title and a definition, and, once the faculty director has signed the form, submit it (and the plan) to the Associate Chair of Graduate Studies for approval. After the DIS has been approved, see the English Dept. Graduate Program Assistant for a reference and section number assigned to it. Do not assume that an approved DIS in the modern American short story automatically satisfies program requirements for a course in American literature: to apply any DIS to specific program requirements, students will need a pre-approval by the Associate Chair of Graduate Studies. This is rare since ungraded or S/U classes are generally *not counted* toward degree requirements. There are exceptions, however. To effect such an exception students will write a brief letter outlining the work covered in the DIS and justify it as satisfaction of a program requirement. If the student's plan is approved, a copy of the letter will go into a file for verification. Students are limited to two courses in DIS per degree: if earning both the M.A. (or M.F.A.) and Ph.D. degrees at Florida State, students can use a total of four courses in Directed Individual Study. Graduate-level DIS courses are graded on an S/U basis.

D. Individualized Sections

Students registering for the following hours will have to have a section created individually for them: thesis or dissertation hours (for writing the M.A. thesis in Rhetoric and Composition or the Ph.D. dissertation); the Capstone Essay (ENG 5835); Directed Readings (ENG 6907, for students preparing for the Ph.D. Preliminary exam); the preliminary exam itself; or the thesis or dissertation defense. (Please note the differences between this Directing Readings course [ENG 6907] and the Directed Individual Studies course [DIS] discussed above.) Please see the English Dept. Graduate Program Assistant for a section and reference number for any of these courses. This registration number changes each semester. Before students are permitted to register for thesis hours, dissertation hours, or directed reading hours, they must have a signed and approved supervisory committee form on file in the office of the English Dept. Graduate Assistant.

E. ENG 5935 Course (Speakers in English Studies)

Students may earn one credit each fall and spring semester by registering for ENG 5935r (Speakers in English Studies). This course will be graded S/U. Beginning in fall 2012, enrollment in this course is optional. To earn this one hour credit, students will be expected each semester to attend eight events with speakers sponsored by the department or approved by the Graduate Committee. The Department events include the Colloquium and other speakers hosted by the Literature Program, the Warehouse Reading Series and other speakers hosted by the Creative Writing Program, by the Composition and Rhetoric Program, and presentations by candidates interviewing for teaching positions with the Department. Students will be expected to sign attendance sheets to be submitted to the Graduate Program Assistant a week before grades are due each semester. The course credit does not count toward the degree.

F. Out-of-State Tuition Waivers and Florida Residency

Students must establish Florida residency by the beginning of their second year as a teaching assistant. No portion of out-of-state tuition will be waived after the first year. Those who begin during the summer session will not be required to establish residency until the first day of the following fall semester, although because of the fee reduction some may want to establish residency as soon as possible. To establish residency, students need to live at a Florida address for at least one year and must be here in some capacity other than as a student (employment as a teaching assistant, for example). That is, students must establish legal residency by filing a Declaration of Domicile (REQUIRED) obtainable *in person* from the Clerk of the Circuit Court in the county courthouse of the Florida county in which they claim permanent domicile. (The fee in Leon County is currently \$15.00.) Note: This document must be filed prior to the first day of classes of the student's first semester. Such a filing date will ensure that the student can register as an in-state student the first day of the second year. For more information on residency status go to: admissions.fsu.edu/residency.

G. In-State Tuition Waivers

In-state teaching assistants have the matriculation portion of their tuition waived, but they must still pay fees (see above). Waivers may be used only for graduate level classes pertinent to the student's degree program; they cannot be used for recreational courses such as music lessons or aerobics. General information regarding graduate registration and university regulations is available online at studentsfirst.fsu.edu.

H. Leave of Absence Policy

The university's Leave of Absence policy recognizes that under exceptional circumstances a graduate student may need to interrupt the pursuit of a graduate degree. The circumstances justifying a leave include, but are not limited to: personal or family medical conditions, call to active military duty, parental leave, death in immediate family, or completion of an off-campus internship. To apply for a leave of absence, a student must complete the Request for Leave of Absence Form (available on the Graduate School website) and submit it together with appropriate documentation to the major professor/advisor/Program Director. If the major professor/advisor/Program Director approves the application it will then be forwarded to the department head and subsequently to the college dean for consideration. A leave of absence is a complete separation from the university. At the end of the leave the student need not re-apply and the time to degree clock resumes. Students on leave will not have access to university resources and faculty should not engage in academic interactions with such students.

IV. UNIVERSITY REQUIREMENTS FOR THE M.A./M.F.A. DEGREE

Requirements for the Master's degree are relatively flexible, requirements for the Ph.D. degree less so; if a student is currently in the Master's program and is considering pursuing a Ph.D., he/she may wish to choose Master's program courses with the Ph.D. program requirements in mind. To earn a Master of Arts degree, students must accomplish the following:

1. Maintain a grade point average of 3.0 or better while accumulating 33 credit hours (45 for the M.F.A. or for the M.A. with an emphasis in Publishing and Editing) in courses approved for an emphasis (literature, creative writing, or rhetoric: see below).

2. Demonstrate proficiency in one foreign language. This requirement does not have to be filled prior to application. Students can meet the language requirement by doing any of the following: 1) by performing satisfactorily on the Graduate Reading Knowledge Examination administered by Florida State's Classics Department or Department of Modern Languages. Florida State's reading knowledge examinations require the translation of approximately 500 words from another language into English, with the help of a dictionary. Students can prepare for this test in a single semester, even without previous knowledge of a foreign language, by taking a graduate course (look for 5000-level courses labeled "Graduate Reading Knowledge" under each language in the Directory of Classes) focused on teaching reading knowledge rather than skill in speaking or writing. Should the student fail the examination on the first attempt, however, he/she will have to wait a semester to retake; 2) by completing four years of a single language in high school; 3) by completing twelve semester hours in a foreign language with an average grade of at least 3.0 ("B") at the university level; 4) by making a grade of B-minus or higher in a fourth-semester undergraduate literature course in a foreign language; 5) by passing an oral examination administered by a member of the Department of Modern Languages or the Classics Department or some other person deemed competent by the Associate Chair of Graduate Studies; 6) by achieving a grade of B-minus or better in a graduate-level literature course in the foreign language. In the case of options 2, 3, and 4, you will need to supply the Associate Chair of Graduate Studies with the relevant high school or undergraduate transcripts. International students may use their native language if so approved by the Associate Chair of Graduate Studies. Please note that courses taken to fulfill the foreign language requirement do not count as hours toward a degree, and that the language requirement must be met before registering for the Ph.D. preliminary examination. It should also be noted that there is no language requirement for M.F.A. students.

3. Produce an acceptable culminating performance. M.A. students in literature must revise and defend a satisfactory M.A. capstone essay; M.A. students in rhetoric and composition must pass the M.A. portfolio or defend a satisfactory M.A. thesis; M.F.A. students of creative writing must write and defend a satisfactory M.F.A. thesis.

4. Meet all the above requirements within 7 years from the time the student first registers for graduate credit. When choosing courses and planning a program path, bear in mind the following:

- For the M.A. in Literature, at least 30 of the 33 hours in coursework must be taken on a letter-grade basis.
- For the M.A. in Rhetoric and Composition, at least 24 hours of the 33 hours in coursework must be taken on a letter-grade basis.
- For the M.F.A., at least 33 of the required 45 hours in coursework must be taken on a letter-grade basis.

With the permission of the Associate Chair of Graduate Studies, M.A./M.F.A. candidates may take up to 6 hours in coursework outside the Department of English and, depending on the program, and again with permission of the Associate Chair of Graduate Studies, they may take between 3 and 6 hours in Directed Individual Study (ENG 5906r). Three hours from the summer T.A. training program (LAE 5370, Teaching English in College) may count toward the 33 or 45 hours. Remember that under normal circumstances a Master's student may hold a Teaching Assistantship for no more than two years (three for M.F.A.), so plan to complete coursework within this time. Students entering the Master's program without adequate preparation in English at the undergraduate level may be required to take additional courses beyond the ordinary requirements.

5. The Defense: English Department Attendance Policy for the M.A. in Rhetoric and Composition (Thesis and Portfolio); the M.F.A. (Thesis); the M.A. in Lit (Capstone)

Students will defend the thesis, portfolio, or capstone in a 1-2 hour oral examination conducted by the members of the supervisory committee who will ask questions and, if needed, specify additions or revisions. Ideally all members of the supervisory committee will be physically present at the entire defense. This is the most fruitful condition for this examination. When this is not possible, a committee member may participate remotely via real time technology. However, no more than one committee member may participate in this way, and, in all cases, the student must be physically present at the defense. Any exception to this policy must be approved by the Department Chair. If exceptional emergency circumstances, e.g. medical or other emergency situations, prevent the participation of a committee member, and no other date is possible, then an appropriately qualified substitute may be appointed to ensure that the required minimum of three members with Graduate Faculty Status participate in the defense. This substitution must also be approved by the Department Chair.

V. DEPARTMENT REQUIREMENTS FOR THE M.A. WITH EMPHASIS IN LITERATURE

Students who choose the literature track will need a faculty advisor by the beginning of their second year. Their 33 semester hours of coursework must include the following:

1. General Literature Requirements:

- Gateway Theory course: ENG 5079 Issues in Literary and Cultural Studies
- One course pre-1660
- One additional course pre-1800
- One additional course 1660-1900

2. Nine hours in an Area of Concentration selected from the following list:

- Medieval and Early Modern British Literary and Cultural Studies (through 1660)
- British and Irish Literary and Cultural Studies: 1660-1900
- Post-1900 Literary and Cultural Studies (American, British, Irish)
- American Literary and Cultural Studies to 1900
- African-American Literary and Cultural Studies
- History of Text Technologies
- Feminism, Gender, and Sexuality Studies
- Colonial, Postcolonial, and Transnational Literary and Cultural Studies

3. One literature course whose chief organizing principle is alterity (i.e., a course that focuses on race, class, gender, ability, sexual orientation, or ethnicity). In this one instance the course fulfilling this requirement may, as well, fulfill another.

A. The Literature M.A. Capstone Essay

ENG 5835 (Capstone Essay in Literature) is offered only at the M. A. level, and should be taken during the second year of the M. A. program (after a minimum of 15 credit hours have been earned). Its purpose is to help M. A. candidates further develop the skills required to produce an in-depth, scholarly research project of article length and publishable quality, and in doing so, to enhance those students' professional writing and critical thinking skills.

B. Registering for the Capstone Essay

Students generally take the Capstone Essay course (ENG 5835) in the semester in which they plan on graduating; that is, in the spring semester of their second year. To register for this course, students must contact the English

Dept. Graduate Assistant for the reference number. Before she will release this reference number, students must first have a completed M.A. supervisory committee form which can be found on the Blackboard English Dept. Graduate Curriculum website.

C. Completing the Capstone Course

In this course, the students will revise thoroughly a critical, historical, or theoretical project prepared for a previous class. The revision will normally be supervised by the literature professor for whom the paper was originally written or the project created, and the goal will be to prepare the paper for publication in a peer-reviewed journal and/or to submit it as a writing sample for a Ph. D. application. The paper must treat a subject that is appropriate for the Area of Concentration selected by that student. The course culminates in a one- to two-hour oral exam. For the Defense attendance policy, see IV.5 above. Students should:

1. Under the supervision of the professor, draw up a relevant, inclusive reading list on the subject of the essay or project.
2. Demonstrate a thorough familiarity with at least three journals in the relevant field. These journals should be selected in consultation with the ENG 5835 instructor. Moreover, the student should demonstrate a thorough familiarity with the latest editions of the *MLA Style Manual*, the *Chicago Manual of Style*, the *AP Stylebook*, or other style manuals pertinent to the student's field of study.
3. Prepare a critical abstract of the arguments in at least three articles, one from each of the selected journals, in order to demonstrate familiarity with current scholarly discourses in the chosen area of concentration.
4. Present and discuss the reading list, the critical abstracts, and the revised version of the essay or project during an oral exam conducted by the major professor and two colleagues, at least one of whom is also in the student's area of concentration. The revised essay or project should include the original, graded classroom version, a document tracking changes or a summary record of changes, and a final clean copy, all of which should be available to the committee at least two weeks prior to the exam.

D. Grades for the Capstone Course

ENG 5835 is a graded course, and the major professor may use the full range of grades (A through F) in assigning a grade for this course. Incompletes will be given only in extraordinary circumstances.

All candidates for the Master of Arts degree must demonstrate proficiency in a foreign language (see IV.2 above). See M.A. Timeline for Emphasis in Literature at the end of this handbook.

VI. DEPARTMENT REQUIREMENTS FOR THE M.A. WITH EMPHASIS IN RHETORIC AND COMPOSITION

For students choosing an emphasis in rhetoric and composition, the 33 semester hours of coursework must include the following:

1. At least twelve hours of coursework in rhetoric and composition, from the following:

- ENC 5700 Theories of Composition
- ENG 5028 Rhetorical Theory and Practice
- LAE 5370 Teaching English in College
- LAE 5946 Teaching English as a Guided Study
- ENC 5720 Research Methods in Rhetoric and Composition [Note: only Rhetoric majors may count LAE 5946 toward the M.A. degree.]

2. ENG 5079 (Issues in Literary and Cultural Studies).
3. Six hours of thesis credit (for those electing the thesis option)
4. Twelve additional hours of coursework.
5. For the culminating performance, students may choose to defend either an M.A. thesis or an M.A. portfolio.

Moreover, all candidates for the Master of Arts degree must demonstrate proficiency in a foreign language (see IV.2 above).

The Rhetoric and Composition M.A. Thesis

A. Register for the Thesis

Students must take a total of 6 thesis hours. No more than 6 hours may be taken in any one semester. Students must submit a complete and signed supervisory committee form before requesting hours. Students must be signed up for a minimum of two thesis hours in the term in which they receive their degrees. Students must continue to register for the minimum number of credit hours each semester if receiving a tuition waiver. Please see the Graduate Program Assistant for the appropriate number of hours.

B. Preparing a Prospectus

The prospectus should be submitted to the Department of English once it is approved and signed by the supervisory committee. The prospectus must be completed at least a semester before graduation. For a sample Prospectus Cover Page, see the Blackboard English Dept. Graduate Curriculum website.

The student must produce a first draft, which he or she and the major professor evaluate and revise until it suits both parties. When the major professor and the student agree that the prospectus is satisfactory, the student must produce a draft to be presented and discussed in the presence of the entire committee, whereupon it must be approved and signed by all the members of his or her committee. The prospectus should be submitted and approved before work in earnest begins on the thesis; it must be in a file in the English Department Graduate Program Assistant's office at least one full semester before graduation. The prospectus should be submitted to the Department of English once it is approved and signed by the supervisory committee.

C. Writing a Thesis

The major professor, true to title, will have the major say as to the development and the ultimate success of the thesis. He or she will see chapters as they are completed, will make comments or suggestions, and will approve revisions or request additional changes. It is recommended that students meet with their major professor at least twice a semester to discuss their progress. The major professor will let the student know when the thesis is ready to be shown to the other members of the supervisory committee. For the defense, the student will need to present each committee member with a clean "semi-final" draft of the thesis, usually revised one more time after the committee's response and defense. Please note: the department does not supply access to laser printers for final thesis printing. It is not considered bad form to consult with committee members after submitting the thesis and before the formal defense.

D. Defending

To defend a thesis the student meets formally with the major professor and other members of the supervisory committee to answer their questions about the work submitted. The student registers for ENG 8976 (Thesis Defense) for the term in which he or she plans to defend it. Contact the major professor and committee members to arrange a time convenient to all, and then see the English Dept. Graduate Program Assistant to reserve a conference room for the defense. At the defense, make note of the suggestions and corrections made by the supervisory committee: These notes will facilitate a final revision. For the Defense attendance policy, see IV. 5 above.

E. Submitting

Beginning August 24, 2009, students must complete the entire manuscript clearance process within 60 days of the defense of their manuscript. Students unable to successfully complete the entire process within the 60 days will have to redo the defense. Submission of all Theses and Dissertations is now done electronically. See Manuscript Clearance on the Graduate School Blackboard site (gradspace) for deadlines and information on the submission process. Please note that before the Associate Chair of Graduate Studies can sign the Final Term Degree Clearance Form and title pages, he or she must first see the completed thesis, so please bring a copy when coming to complete the paperwork.

The M.A. Portfolio in Rhetoric and Composition

A. Objectives of the M.A. Portfolio

1. To represent the breadth of a student's study of rhetoric and composition
2. To study a subject in depth and to convey the results of that study in writing
3. To contribute to the ongoing conversation among scholars in rhetoric and composition
4. To connect his or her study of rhetoric and composition to writing/reading/teaching beyond his or her experience as an M.A. student.

B. Procedure

1. Students should plan to compile their portfolios the semester following completion of their coursework.
2. At the beginning of that semester, students must register for 3 hours of a DIS (ENG 5906r subtitled M.A. Portfolio in Rhetoric and Composition), with the chair of their committee who will be identified as the Instructor of Record for that course. The DIS form is available on the Blackboard English Dept. Graduate Curriculum Site.
3. Students will choose a committee, as they do with the M.A. thesis option, consisting of a chair, a second member of the Rhetoric and Composition faculty, and a third faculty member who may be in any area.
4. Students will meet with the chair of their committee to make plans for completing the portfolio. Students and chairs are responsible for choosing the content of the portfolio. Committee chairs may respond to a preliminary draft of the portfolio up to three weeks before the portfolio is submitted.
5. An oral defense of the portfolio will take place within two weeks of the submission of the completed portfolio; generally, portfolios will be due two weeks before grades are due during spring and fall semesters. A majority (two of three) of committee members must agree that a portfolio passes. If a portfolio fails to receive a majority of passing votes, the student may resubmit the revised portfolio the following semester. For the Defense attendance policy, see IV.5 above.

C. Content

Each portfolio should include the following:

1. A letter to the committee introducing the contents of the portfolio and explaining the motivation for choosing to include each piece and what the overall portfolio says about the student as a scholar of rhetoric and composition (1-5 pages).

2. A substantive revision of one essay originally written for any graduate level rhetoric and composition class. Include the original essay (15-20 pages) and any teacher commentary.
3. A bibliographic essay that provides an introduction to research in any area of interest to scholars in rhetoric and composition. (See reviews in *CCC* or *College English* as a model of a selective bibliographic essay. Also see *Teaching Composition: Twelve Bibliographic Essays*, ed. Gary Tate, 1987.) Bibliographic essays generally describe the scope and nature of research in a particular area, identify the most significant research, critique the limitations of the research, and suggest areas where more research is needed. The bibliographic essay may be in the same area as the “original essay” below (15-20 pages).
4. An original essay, written for the portfolio, about any subject of interest to scholars in rhetoric and composition. This essay should be of publishable quality (15-25 pages).
5. A position statement on teaching and/or writing that connects the work students have done (including coursework, teaching, administrative work, etc.) with their future plans as teachers, writers, or academics (5-10 pages).

Students may choose also to include up to 10 pages of representative teaching materials including sample course outlines, assignments, responses to student writing, etc. with a brief explanation of how that material reflects their work as specialists in rhetoric and composition. (Optional to 10 pages). See M.A. Timeline for Emphasis in Rhetoric and Composition at the end of this handbook.

VII. DEPARTMENT REQUIREMENTS FOR THE M.F.A. IN CREATIVE WRITING

Students will need to have a major professor and an M.F.A Supervisory Committee in place by the end of their second semester in the program. See 1.B at the beginning of this Handbook for the guidelines on selecting the major professor and setting up the supervisory committee. The 45 required semester hours of coursework for the M.F.A. must include the following:

1. 21-24 hours of work in writing, of which:
 - 12-15 may be taken in any combination of the following courses, provided at least two of the courses are taken: Fiction Workshop, Poetry Workshop, Drama Workshop, Article and Essay Workshop (the four workshops in writing may be repeated for credit), or Writing Seminar;
 - 9-12 hours devoted to writing a creative thesis.
2. 21-24 hours in literature and related courses, including ENG 5079 (Issues in Literary and Cultural Studies). LAE 5370, Teaching English in College, may count toward the 21-24 hours in literature and related courses.
3. Students considering an application to the Ph.D. program, may want to select these courses with the Ph.D. requirements in mind.
4. For the culminating performance, students must write and defend a thesis in fiction, poetry, drama, or the essay. The thesis may be either a single piece of writing or a collection. A portion of the thesis may originate in written work used to fulfill course requirements, but the thesis project may not consist entirely of such material; in other words, the thesis should contain a substantial amount of new work created after coursework has been completed.

M.F.A. Thesis

A. Registration

Students must take a total of 9-12 thesis hours. No more than 6 hours may be taken in any one semester. Students must submit a complete and signed supervisory committee form before requesting hours. Students must be signed up for a minimum of two thesis hours in the term in which they receive their degrees. Students must continue to register for the minimum number of credit hours each semester if receiving a tuition waiver.

All requirements for the M.F.A. degree must be completed within seven calendar years from the time in which the student first begins taking classes.

B. Preparing a Prospectus

The prospectus is a serious, thoughtful document of substance which should be submitted to the Department of English once it is approved by the student's committee and the Associate Chair of Graduate Studies. The prospectus must be completed at least a semester before graduation. For a creative thesis (that is, an original piece of creative writing, or a collection of such pieces, as opposed to a critical/analytical/historical thesis), the prospectus must be accompanied by a writing sample in the genre proposed. If intending to write a novel or a play, the prospectus should probably summarize or outline the plot; if composing a long poem with a complex structure, the student might describe the structure and intention of the poem. On the other hand, if composing a poem or a short story, and the plan is to collect and add to the best work, to produce a collection of original work as a thesis, then the prospectus need not strain to impose thematic or technical connections among the various works. Some students find it useful to write an introduction to their own work situating it within one or another literary tradition, discussing literary influences, and the like. Such an introduction often serves as a useful thesis summary for letters of applications and a succinct point of departure in job interviews. A sample creative prospectus is on Blackboard English Dept. Graduate Curriculum website.

Students must produce a first draft, which they and their major professor evaluate and revise until it suits both parties. When the major professor and the student agree that the prospectus is satisfactory, the student must produce a draft to be presented and discussed by the entire committee, whereupon it must be approved and signed by all the members of his or her committee. Once it is approved and signed by the supervisory committee, the prospectus must be submitted to the Associate Chair of Graduate Studies for approval. This submission must be made before work on the thesis begins in earnest, and it must be made at least one full semester before graduation.

C. Writing a Thesis

The major professor, true to title, will have the major say as to the development and the ultimate success of the student's thesis. He or she will see chapters (or short stories, or sections) as they are completed, will make comments or suggestions, and will approve revisions or request additional changes. It is recommended that students meet with their major professor at least twice a semester to discuss their progress. The major professor will let the student know when the thesis is ready to be shown to the other members of the supervisory committee. For the defense, the student will need to present each committee member with a clean "semi-final" draft of the thesis, usually revised one more time after the committee's response and defense. It is not considered bad form to consult with committee members after submitting the thesis and before the formal defense.

D. Defending

To defend a thesis the student will meet formally with the supervisory committee to answer questions about the work submitted. The student registers for ENG 8976 (Thesis Defense) for the term in which he or she plans to defend it. Contact the major professor and committee members to arrange a time convenient to all, and then see the English Dept. Graduate Program Assistant to reserve a conference room for the defense. At the defense, make note of the suggestions and corrections made by the supervisory committee: These notes will facilitate a final revision. For the Defense attendance policy, see IV.5 above.

E. Submitting

Beginning August 24, 2009, students must complete the entire manuscript clearance process within 60 days of the defense of their manuscript. Students unable to successfully complete the entire process within the 60 days, will have to redo the defense.

Submission of all Theses and Dissertations is now done electronically. See Manuscript Clearance on the Graduate School Blackboard site (gradspace) for deadlines and information on the submission process. See M.F.A. Timeline at the end of this handbook.

VIII. AFTER THE M.A. OR M.F.A.: GOING ON FOR THE PH.D.

Students who wish to continue for the Ph.D. at Florida State will need to collect new letters of recommendation, fill out the appropriate forms, and apply for admission to the Ph.D. program. Note that applicants are accepted into the Ph.D. program from the Master's program on a strictly competitive basis. T.A. appointments at the Master's level, do not carry over to the Ph.D.; students must apply to be considered for a T.A. at the Ph.D. level.

Note that M.A. and M.F.A. students who are admitted to the Ph.D. program must have been granted and conferred the M.A. or M.F.A. degree the semester before embarking on Ph.D. study.

A. Changing Majors within the Degree

Students, once accepted into the program, who wish to change from one major within the degree to another must submit an internal application form with a statement of purpose and rationale to the Associate Chair of Graduate Studies, along with a new writing sample. The English Dept. Admissions Committee will consider the application in that year's round of admissions deliberations for outside applicants (i.e., after the January 1 deadline). The student should as well have the written support of one or more faculty members in the new degree area, and should ask other professors to write letters to support the change. The student may also petition to have his/her case considered earlier, in which case, the Associate Chair of Graduate Studies has the option of asking three members of the Admissions Committee to vote on the application and make a decision within a month from the time the application is received.

IX. UNIVERSITY REQUIREMENTS FOR THE PH.D. DEGREE

Students must accomplish the following university objectives to earn the Ph.D.:

1. Maintain a grade point average of 3.0 or better on all graduate-level work.
2. Accumulate a total of at least 27 hours in coursework beyond the M.A., plus 24 dissertation hours.
3. Satisfy the University Scholarly Engagement Requirement. To meet this requirement, doctoral students are expected to interact with faculty and peers in ways that may include enrolling in courses; attending and participating in seminars, symposia, and conferences; engaging in collaborative study and research beyond the university campus; and utilizing the library and other facilities provided by the university. The goal is to prepare students to be scholars who can independently acquire, evaluate, and extend knowledge, as well as develop themselves as effective communicators and disseminators of knowledge. The purpose of the Scholarly Engagement requirement is to ensure that doctoral students are active participants in the scholarly community.
4. Perform satisfactorily on the Preliminary Doctoral Examination: students are required to take "prelims" by the end of the second semester (excluding summer) after they have completed their coursework.
5. Produce and defend a satisfactory Ph.D. dissertation.

6. Complete all requirements for the doctoral degree within five calendar years from the time the student passes the Preliminary examination. Beyond the 5 year period the student's supervisory committee will require a new preliminary examination.

X. DEPARTMENT REQUIREMENTS FOR THE PH.D.

Students must accomplish the following department objectives to earn the Ph.D.:

1. Students must satisfy the M. A.'s General Literature and foreign language requirements (even if student is directly admitted into the Ph.D. after completing only a B. A. degree)
2. Take a total of eighteen credit hours (nine for those delivering a creative dissertation) in an Area of Concentration chosen from the approved list of eligible concentrations or another area approved by the Associate Chair of Graduate Studies and the Graduate Committee, this in preparation for a Ph.D. Preliminary exam in the major field. Students can apply a maximum of nine hours from the Masters level toward the Ph.D. concentration requirement. Students must fulfill the requirements of the Area of Concentration before they can sit for a preliminary major exam drawn from that area. Subdivisions within the general Areas of Concentration, listed below, will be detailed by individual caucuses comprised of faculty specializing in the Area:
 - Medieval and Early Modern British Literary and Cultural Studies (through 1660)
 - British and Irish Literary and Cultural Studies: 1660-1900
 - Post-1900 Literary and Cultural Studies (American, British, Irish)
 - American Literary and Cultural Studies to 1900
 - African-American Literary and Cultural Studies
 - History of Text Technologies
 - Feminism, Gender, and Sexuality Studies
 - Colonial, Postcolonial, and Transnational Literary and Cultural Studies
 - A Literary Genre (for example, "Poetry as a Genre" or "Fiction as a Genre")
 - Rhetoric and Composition
3. Take one literature course whose chief organizing principle is alterity (i.e., a course that focuses on race, class, gender, ability, sexual orientation, or ethnicity). In this *one instance* the course fulfilling this requirement may, as well, fulfill another.
4. Pass a major and a minor exam based on reading lists drawn from the Areas of Concentration above. Students may not sit for a major exam in an Area of Concentration unless they have fulfilled the requirements of that area. Students may not sit for a minor exam in an Area of Concentration unless they have completed at least one course in that area.
5. Individual Areas of Concentration may involve additional requirements set by the caucus comprised of faculty in the Area of Concentration. To view these area-specific requirements, go to "Areas of Concentration" on the Blackboard English Dept. Graduate Curriculum site (under "My Organizations").
6. In addition, a student's supervisory committee may determine that additional work in a relevant foreign language is necessary for a student's graduate program and scholarly interests.

XI. THE PRELIMINARY DOCTORAL EXAMINATION

A. Overview

The Preliminary Doctoral Examination ("Prelims") is a 12-hour written and a 1-2 hour oral examination that is designed to establish that students are prepared to begin serious work on their Ph.D. dissertation. Students are not

formally admitted to “Candidacy” for the Ph.D. until they have passed prelims—a task which must be accomplished at least six months before one can receive the degree. The written part of the prelim exam is given over three days in three 4-hour periods. Students are asked to write for eight hours on the major area of concentration and for four hours on the minor area. The oral examination ordinarily takes place two weeks after the written one. This examination permits the committee to ask questions about or criticize the student’s answers to both major and minor areas, and it allows students, in turn, the opportunity to qualify or correct some of their answers.

B. Approved Major Areas for the Preliminary Examination

- Medieval and Early Modern British Literary and Cultural Studies (through 1660)
- British and Irish Literary and Cultural Studies: 1660-1900
- Post-1900 Literary and Cultural Studies (American, British, Irish)
- American Literary and Cultural Studies to 1900
- African-American Literary and Cultural Studies
- History of Text Technologies
- Feminism, Gender, and Sexuality Studies
- Colonial, Postcolonial, and Transnational Literary and Cultural Studies
- A Literary Genre (for example, “Poetry as a Genre” or “Fiction as a Genre”)
- Rhetoric and Composition

C. Acceptable Minor Areas for the Preliminary Examination

Also chosen from the approved list, the minor area is often a subdivision of one of the approved concentrations. Students will take the third day of their preliminary exams in this minor area. The department requires students take at least one course in this minor area.

The examination is based on a reading list, drawn from the major and minor areas of concentration, that the student develops in consultation with the major professor and committee members (see F. 2 below). The reading list as representative of the field of knowledge of the major area should be substantially distinct from that of the minor area. That is, the minor field should be intellectually, pedagogically, and demonstrably distinct from the major area. All the fields listed above are acceptable minor fields, plus the following:

- Cultural studies in relation to the major field
- Literary and cultural theory (or a specific theoretical approach or school)
- Literature in relation to a non-literary discipline
- Literature and film studies
- Folklore
- Language and linguistics
- Another definable field of study approved by the Graduate Committee

D. Petition Procedures for Graduate Committee Approval of Alternate Major and Minor Areas for Doctoral Preliminary Examinations

If a student wishes to write exams in an area or areas other than those specified on the above list (what the list calls “another definable field of study”), that student must petition the Graduate Committee using the following procedures:

1. Write a letter addressed to the Graduate Committee indicating:

- Title and nature of proposed major or minor area—what defines it as a recognized field of study?
- A rationale for selecting this area.
- Names of committee members and a statement of support for this petition.
- Projected dates for taking preliminary examinations. (Remember that the Graduate Committee may

wish to come back to the student for further clarification. Be sure to submit the petition WELL in advance of the time the student plans to take the examinations.)

2. Submit copies of the major AND minor area reading lists electronically.
3. Give these materials to the Associate Chair of Graduate Studies in the term prior to the one in which the student plans to take the preliminary examinations.

E. Getting Ready for Prelims: The Semester Before

1. When to take the Exam

Normally, the earliest a student takes the prelims is during the semester immediately following the completion of all coursework (including the foreign language requirement). In exceptional cases, students may complete one last requirement in the term in which they take the exam (check with the Associate Chair of Graduate Studies for permission). By University regulation, students are required to take prelims by the end of the second semester (excluding summer) after they have completed their coursework.

2. Confirming your Supervisory Committee

As noted in Section 1 B (2) at the beginning of this Handbook, the supervisory committee should be in place and a signed supervisory committee form on file in the Graduate Program Assistant's Office by the beginning of the student's second year in the program. Once formally established, the composition of the doctoral supervisory committee should be changed only in extraordinary circumstances. Any such change must be justified in detail on the Supervisory Committee Change Form (available on the Blackboard English Dept. Graduate Curriculum Website), and it must be approved by the major professor, the Associate Chair of Graduate Studies, and the Department Chair before the student's permanent record can be changed with the Registrar and Graduate School. No change in the composition of the committee will be permitted in the interval between the written and oral portions of the preliminary examination.

3. Directed Reading Hours

Students can prepare for prelims in the semester before the exam by taking up to 12 hours of ENG 6907 (Directed Readings) under the supervision of the major professor (or possibly other members of the supervisory committee). Students may count up to six hours of ENG 6907 toward the total hours required for the Ph.D. ENG 6907 is not a degree requirement however; that is, students may choose to study for their prelims without taking—and paying for—Directed Readings. During these reading hours, the major professor will direct the student's attention to particularly helpful works, figures, or movements for further study. Students may also want to see all the members of the supervisory committee before registering for prelims as these members may provide additional readings or study questions. Various rules are designed, however, to insure that the Prelim experience is a similar experience for all students. No copies of past examinations can be made available to students, although major professors may provide general examples (but not samples) of the kinds of questions likely to be asked.

4. Setting up the Dates for the Prelim Exam

It is up to the major professor and the student to agree on the dates for the Prelims (both written and oral components). However, bear in mind the following sets of deadlines:

Departmental Deadlines: The oral examination ordinarily takes place two weeks after the written exam, and neither the written or oral exam can be scheduled during exam week, during the summer term, or between academic terms. Important: students cannot sign up for dissertation hours until they have passed their Prelims and are admitted into candidacy, and the risk of this change in status not being processed in sufficient time

for them to register for these hours the following semester increases when they take their exam in the last days of the semester. Students should not wait, therefore, until the very last moment in the semester to take their exam.

University Deadlines: If a student wishes to convert Prelim Directed Reading hours into dissertation hours retroactively after passing their Prelims, the university mandates that he or she must pass that exam (oral portion included) before the seventh week of the semester. That means, in effect, that the written portion of the exam must be scheduled before the end of the fifth week of the semester. For the exact deadline in any given semester, see the academic calendar on the Registrar's page: registrar.fsu.edu/dir_class/acad_calendar.html. Please note that most students have sufficient dissertation hours (24 required) without making this conversion. Generally speaking, only those who intend to graduate early—that is, who plan to spend only the required minimum of six months on their dissertation after being admitted into candidacy—need be concerned about this Prelim Reading hours/dissertation hours conversion.

After the dates for Prelims have been agreed upon, it is the responsibility of the student to notify the Graduate Program Assistant of those dates. The Assistant will then reserve the rooms for the written and oral exam and give the student the reference number to register for ENG 8964, Preliminary Doctoral Examination.

F. The Prelim Semester

1. Registering for Prelims

If a student has not already done so, he or she must register for ENG 8964 (Preliminary Doctoral Examination) and confirm the time and place of the exam with the Graduate Program Assistant. This must be done no later than the end of the drop-add period of that semester. ENG 8964 is a one-time registration; if, for any reason, the student fails to take the examination that term, he or she will receive an "I." This grade will then be changed once the exam is completed.

2. The Construction and Administration of the Written Exam

After a student has registered for ENG 8964, the Graduate Program Assistant will send an email message to the major professor notifying him/her of the date of the prelim exams. Two weeks before the written exams, she will send this professor another email reminder, with a request that the Prelim exam be submitted in its entirety to the Graduate Program Assistant's office no later than one week before the first day of your scheduled exams. In constructing the exam, the major professor ordinarily solicits questions from all members of the supervisory committee and designs the examination based on a reading list, drawn from the major and minor areas of concentration, that the student develops in consultation with the major professor and committee members. In the case of rhetoric and composition, a student will develop a reading list that builds from a common set of readings, and the exam will include three sets of questions: one in rhetoric, one in composition, and one in a subfield of rhetoric and composition of the student's choosing (see below). It is important that students keep in close touch with their major professors throughout this whole period to ensure that the exam process runs smoothly.

3. Taking the Written Exam

On the day of the exam, students should report to the Graduate Program Assistant who is the exam proctor. No personal USB drives, cell phones with internet connection, mp3 players with internet connection, or personal notes are allowed in the testing area, though it is permitted to bring in blank paper, pens and pencils, and a one-volume college-level dictionary. The exam is normally taken on a computer dedicated to this purpose, and the 4-hour time limit for each section of the examination is absolute: no extra time for writing, proofreading, or revising is allowed to any student except those registered with the Office of Disabled Student Services. Students are reminded to save work at regular intervals during the writing session. At the

end of each writing session, the Graduate Program Assistant will download the work to a departmental flash drive, and distribute the answers to the committee.

The Format of the Exam: typically (but not invariably) a student arriving for the first day of the exam is presented with seven to ten questions on the major area, and asked to write on four for an hour each; the second day, the student may be given seven to ten different questions, still on the major area, and asked again to write four 1-hour essays. The third day questions are patterned in the same way, but address the minor area.

The preliminary exam structure for the major area for students specializing in Rhetoric and Composition includes three areas, equally weighted:

Part 1: Rhetorical History, Theory, Research, and Application

Part 2: Composition History, Theory, Research, and Application

Part 3: Special Focus (for example: visual rhetoric; technology and literacy; writing assessment; theory and practice of writing centers; writing in the disciplines; genre and activity theory; writing and issues of race, ethnicity, and gender)

In addition, students in Rhetoric and Composition will sit for an exam addressing the minor area of their program, based on a list created with the committee representative in that area. This exam will include questions equally drawn from both rhetorical theory and composition theory.

4. The Prelim Oral Exam and Admission to Candidacy

The day following the completion of the written exam, the Graduate Program Assistant will provide the student and each committee member with an email copy and a hard copy of the prelim questions and answers. If the student's performance on the written exam is deemed satisfactory by the committee, he or she may proceed to the oral examination, which usually takes place within two weeks of the written exam. As noted above, the oral exam provides the committee the opportunity to probe the breadth and depth of the student's knowledge, and it provides the student the chance to augment and amplify the answers on the exam, and connect these responses to the chosen area of concentration. The Prelims are usually judged by the committee, at this point, as having been "Passed" or "Failed," but a "Conditional Pass" is an option also available to the committee. In this case the student may be asked to complete extra work: additional reading, the preparation of a paper or two on some subject deemed insufficient, or, in some rare instances, take additional coursework. The "Conditional Pass", however, is not a "Pass," but a suspension of the exam until the stated conditions are met. At that time only can the paperwork go forward and the student gain admission to Candidacy. The committee also has the option of deeming the student's performance outstanding on both written and oral phases of the exam in which case a pass "With Distinction" may be granted by a unanimous vote of the committee.

The Prelim Oral Exam: English Department Attendance Policy

The rules that apply to the Dissertation Defense also apply to the Oral Defense that follows the written portion of the Prelim exam. Ideally all members of the supervisory committee will be physically present at the entire defense. When this is not possible, a committee member may participate remotely via real time technology. However, no more than one committee member may participate in this way and, in all cases, the student and the University Representative must be physically present at the defense. Any exception to this policy must be approved by the Department Chair.

Important: as noted in the Graduate Bulletin, the chair of the department, the academic dean, and the Dean of the Graduate School may attend any session of the supervisory or examining committee as nonvoting members. A faculty member may be appointed to the examining committee at the discretion of the academic dean or Dean of the Graduate School or on recommendation of the major professor.

The process for Admission to Candidacy requires that the signed Admission to Candidacy Form and the signed Department of English Exam Signature Page be submitted to the English Dept. Graduate Program Assistant, immediately after the oral exam is completed. The forms to convert any eligible reading hours to dissertation hours will be attached to the Admission to Candidacy Form and forwarded to the College of Arts and Sciences for submission. The candidate will not be able to enroll in any additional dissertation hours until the Admission to Candidacy has been processed. The signed Department of English Exam Signature Page will be placed in the candidate's permanent file and held in the department.

5. Policy regarding failure of the Prelim Exam

If a majority of committee members agrees that the student's performance on the written portion of the examination is unsatisfactory, the student shall be deemed to have failed the examination at that stage. Otherwise, the student will proceed to the oral examination, and the decision to pass or fail will be based on the student's performance on both portions of the exam. A student who fails the examination (at either stage) may take it a second time. Should a student fail the examination twice, he or she must petition the Graduate Committee for permission to make a third attempt.

XII. The Doctoral Dissertation

A. Hours

Students must take a total of 24 dissertation hours. No more than 12 hours may be taken in any one semester; however, students must pass prelims before signing up for dissertation hours. They may retroactively add dissertation hours to the term in which they passed Prelims but only if they have passed both parts of the Prelim exam by the seventh week of that semester (see XI, E. 4 above). After having passed Prelims, students must sign up for a minimum of two dissertation hours every term until submitting the dissertation. Students must be signed up for a minimum of two hours in the term in which they receive their degrees. Students must continue to register for a minimum of 9 credit hours each semester they receive a tuition waiver.

All requirements for the doctoral degree must be completed within five calendar years from the time in which the student passes the prelim exam or the student's supervisory committee will require that a new preliminary exam be passed, unless the committee unanimously agrees to extend the time.

B. Preparing a Prospectus

The prospectus should be a carefully considered statement of the nature and purpose of the intended dissertation. A prospectus is a plan but not a contract. Upon completion of the research and the beginning of the written portion—or while working through problems in the plot of a novella—students may well find the dissertation taking a form or a direction not entirely anticipated while writing the prospectus. (Major changes that suggest themselves should of course be discussed with the committee.) However speculative, a prospectus serves several purposes. It must be approved and signed by all the members of the supervisory committee (see details on submission below). It assures that the student and the committee agree on how much work, and what kind of work, will be produced as an acceptable dissertation. Student and committee can agree on content and length of the intended dissertation. Committee members may be able to suggest additions and tactics, or to alert students to possible dangers in the path they propose to follow. The prospectus should make clear what work is already done and the amount and nature of the work to be accomplished after the approval of the prospectus. Bear in mind that the dissertation may originate in a course, but may not consist entirely of work done to satisfy course requirements. Specify what work has been done and what work remains to be done in order to complete the dissertation.

For a critical dissertation, the prospectus should include a statement of rationale: make clear what questions are asked, what materials are used, and what will be demonstrated. Consider including a description of available sources and a bibliography with principal entries annotated. A dissertation prospectus might adhere to the following template:

- Summary of project
- Significance in light of related work
- Contributions to field
- Theoretical methodology
- Description of proposed chapters
- Primary and secondary source bibliography (major sources annotated)

For a creative dissertation (that is, an original piece of creative writing, or a collection of such pieces, as opposed to a critical/analytical/historical thesis), the prospectus must be accompanied by a writing sample in the genre of the dissertation. For a novel or a play, the prospectus would likely summarize or outline the plot; for a long poem with a complex structure, one might describe the structure and intention. On the other hand, poets or short story writers, who plan to collect and add to their best work, to produce an anthology the prospectus need not necessarily strain to impose thematic or technical connections among the various works. Some students find it useful to write an introduction to their own work situating it within one or another literary tradition, discussing literary influences, and the like. Such an introduction often serves as a useful dissertation summary for subsequent letters for applications and a succinct point of departure in job interviews. Many students find it useful to treat the prospectus for a creative dissertation as a grant application for residency at certain foundations. For examples of the dissertation prospectus in different areas, see the Blackboard English Dept. Graduate Curriculum website.

C. The Prospectus Approval Meeting and Prospectus Deadlines

The student must produce a first draft which he or she and the major professor evaluate and revise until it suits both parties. When the major professor and the student agree that the prospectus is satisfactory, the student should schedule a prospectus approval meeting with their supervisory committee. This prospectus approval meeting serves as both an assessment of the student's readiness to move forward with the project and an opportunity for committee members to provide constructive advice.

Literature and Rhetoric and Composition doctoral students are required to convene their entire supervisory committee for this prospectus approval meeting; doctoral students in Creative Writing have the option of meeting with their committee members on an individual basis. In either case, students are required to schedule the prospectus approval meeting (s) with their committee no later than the end of their third year, and they should plan to submit the prospectus to the members of their supervisory committee no fewer than two weeks before that meeting date(s). All members of the committee must approve the prospectus and sign the prospectus cover sheet before substantial written work on the dissertation commences. This signed prospectus cover sheet, along with the prospectus itself, must be filed in the Graduate Program Assistant's office at least one full semester before graduation. For a sample prospectus cover sheet and samples of the prospectus from different programs, see the Blackboard English Dept. Graduate Curriculum website.

D. Writing the Dissertation

A dissertation may be one extended essay; several shorter essays related by subject; an extended original work in fiction, drama, or poetry; or a collection of shorter original works.

E. Language of the Dissertation

According to university policy, the typical language of dissertations completed at FSU is English and defenses shall be conducted in English. Under special circumstances the Major Professor, the Chair, and the Supervisory Committee may approve writing the body of the thesis/dissertation in a language other than English if doing so is essential for scholarly reasons. The Major Professor must immediately notify the Dean of the College and the Dean of the Graduate School for all cases where such approval has been granted. Notification requires completion of an "ETD Alternative Language for the Dissertation/Treatise/Thesis Form."

F. The Doctoral Defense

1. Setting up the Defense

Responsibility for suggesting the time, designating the place, and presiding at the examination rests with the major professor. It is recommended that students defend no later than the eighth week of classes in the semester of intent to graduate but students must defend by no later than the Format Approval Deadline in the semester of intent to graduate. Consult the Graduate School Blackboard site GradSpace for more information.

Registration: students should register at the beginning of their final term for ENG 8985, Dissertation Defense. The reference number is available from the English Dept. Graduate Program Assistant in 405B who will also assist with scheduling a room and time for the defense. The defense is a one-time registration. If the student does not defend, he/she will receive an "I" until the dissertation is successfully defended; there is no need to sign up for the defense a second time.

Each member of the supervisory committee should have a complete draft of the dissertation at least one month before the defense date.

2. The Defense: English Department Attendance Policy

Students will defend the dissertation in a 1-2 hour oral examination conducted by the members of the supervisory committee who will ask questions and may specify necessary additions or revisions. Ideally all members of the doctoral committee will be physically present at the entire defense. This is the most fruitful condition for this examination. When this is not possible, a committee member may participate remotely via real time technology. However, no more than one committee member may participate in this way and, in all cases, the student and the University Representative must be physically present at the defense. Any exception to this policy must be approved by the Department Chair. If exceptional emergency circumstances, e.g. medical or other emergency situations, prevent the participation of a committee member, and no other date is possible, then an appropriately qualified substitute may be appointed to ensure that the required minimum of four members with Graduate Faculty Status participate in the defense. This substitution must also be approved by the Department Chair.

Please note: university policy states that, in addition to the supervisory committee, the chair of the department is permitted to attend and conduct the examination, as are such members of the faculty who are appointed by the academic dean. All members of the graduate faculty are invited to attend. At least two weeks prior to the date of the examination, the student or major professor will present an announcement of the dissertation title and the date and place of the examination to the Graduate School. Consult the Registration Guide for the deadline dates.

3. Passing the Doctoral Defense and the Manuscript Signature Form: English Department Policy

A grade of PASS for the defense of the dissertation requires the unanimous approval of the examining committee. The Manuscript Signature Form requires the signatures of the examining committee and the Department Chair. If a student passes the doctoral defense, each member of the examining committee will substantiate this result by signing, dating, and checking the Pass box on the Manuscript Signature Form. The major professor will then submit this form to the English Department Graduate Assistant's office for the Chair's approval and, after that signature has been obtained, the Graduate Program Assistant will deliver the form to the Clearance Advisor in the Graduate School.

4. Submitting the Dissertation

The final version of the dissertation that is approved by the supervisory committee must be submitted electronically to the university manuscript clearance advisor in the Graduate School within sixty days of the defense date or the student must be re-examined. A manuscript processing fee is charged.

The regulations governing the submission of dissertations are set forth in the Graduate School Blackboard site GradSpace under “Manuscript Clearance.” Each semester, too, the Graduate School Clearance Advisor leads workshops that cover ETD manuscript formatting, important deadlines for manuscript clearance, required forms and student questions. Students are strongly recommended to attend one of these workshops as they begin to work in earnest on the dissertation. See Ph.D. Timeline at the end of this handbook.

XIII. GRADUATION

In order to receive the diploma, students must go to the registrar’s website, registrar.fsu.edu/services/graduation/, and apply for the semester in which they hope to graduate. Consult the current Bulletin or Directory of Classes for a specific application deadline: a late application will delay graduation a semester. Please note that the university will hold the diploma for ransom if any money is owed for parking tickets or library fines, regardless of how minute the fees are. Students who apply for graduation and then for one reason or another do not graduate need to reapply for graduation the following semester.

A graduating Ph.D. candidate who plans to take part in commencement should make arrangements with her/his major professor about the hooding ceremony. If the student’s major professor is unable to attend commencement, another member of the student’s committee (or any departmental faculty member who is not serving as the department’s official representative at the commencement exercises) can hood the student.

XIV. CERTIFICATE PROGRAM IN PUBLISHING AND EDITING

The Department of English operates a graduate-level Certificate Program in Publishing and Editing, which is a 12-hour program designed to supplement—not to replace—regular graduate degree programs at either the Master’s or the Doctoral level. A full description of the program requirements is available in the College of Arts and Sciences section of the University Graduate Bulletin, and on-line at the Department of English Web site: english.fsu.edu/pub-ed/index.html. In addition, students may direct inquiries about this program to the program director in the Department of English or to the Associate Chair of Graduate Studies.

XV. GRADUATE ENGLISH STUDENT ORGANIZATION (GESO)

The governing board of the Graduate English Student Organization (GESO) is a ten-member elected committee whose purpose is to promote the interests of English students in the department and in the university, to act as a conduit to the faculty on behalf of the English graduate student body, and to further develop the quality of graduate education and overall learning environment in the department. GESO will establish personal and social contact among graduate students and faculty by promoting social events. It will also work in consultation with the English faculty and administration to promote the interests of English graduate students in the department and in the university by serving as non-voting members of select faculty committees and to report any relevant or essential information that concerns the graduate student population.

XVI. GRADUATE AWARDS

Each spring the following graduate awards, accompanied by a small monetary consideration, are given:

Bertram and Ruth Davis Award for Outstanding Graduate Student Career

Russell Reaver Award for Outstanding Dissertation in American Literature or Folklore

Bertram and Ruth Davis Award for Outstanding Dissertation in English Literature, Critical Theory, Linguistics, or Rhetoric and Composition

George M. Harper Award for Outstanding Graduate Writing: Essay Award and Outstanding Graduate Writing: Creative Writing

Ann Durham Award for Outstanding M.F.A. Thesis

John Mackay Shaw Academy of American Poets Award

Fred L. Standley, Robert O. Lawton, Marian Bashinski, and Bryan Hall Awards for Excellence in Teaching (4 awards)

XVII. LITERARY LIFE IN TALLAHASSEE: READINGS, LECTURES, AND CONFERENCES

Emailed notices announce the latest weekly readings in poetry and fiction, currently held at The Warehouse on Gaines Street, where generally Florida State faculty, members of the Department of English writing program, community, and out-of-town guest writers, offer their own work. Professional Conferences also offer excellent opportunities for graduate students to present their own work. For information on other regional and national conferences, see the bulletin board outside the Department of English main office (WMS 405). The Departmental Literature committee organizes a Colloquium during the fall and spring semesters with guest experts in literature, theory, criticism, and cultural studies. Visitors in the past have included such nationally prominent figures such as Mark Anthony Neal, Laura Kipnis, Michael Bérubé, Dana Nelson, Andrew Ross, Slavoj Žižek and others. All students are encouraged to attend the colloquium, and are invited to meet the speaker at the informal reception that generally follows the talk. The Rhetoric and Composition Speakers Series, likewise, hosts several scholars each year, who give talks and often meet students in class. Recently, these scholars have included Cheryl Glenn, Todd Taylor, David Blakesly, Anne Wysocki, and Kathryn Hayles.

XVIII. LITERARY MAGAZINES AND PRESSES

A number of publications make Tallahassee a rich environment for those who care about reading and writing and offer valuable opportunities for editorial, managerial, and production experience:

The Southeast Review, Florida State's nationally recognized, graduate student-produced literary magazine, publishes fiction, poetry, and art by contributors from all parts of the country. Editorships are one-year appointments; southeastreview.org/

Kudzu Review, the undergraduate student-produced literary magazine, features fiction, poetry, and art by Florida State undergraduates. Graduate students advise the undergraduate editorial staff: english.fsu.edu/kudzu/

Anhinga Press publishes poetry and sponsors poetry competitions in Florida and nationwide. Contact: anhinga-press.org

Apalachee Review, also produced in Tallahassee, is one of the oldest literary magazines in Florida; it publishes fiction and poetry. Contact: apalacheereview.org/

XIX. PLACEMENT

The Department has maintained a solid placement record for its Ph.D. graduates in a difficult job market. The departmental Placement Committee helps prepare job candidates by reviewing letters and vitas early in the fall semester and by scheduling mock interviews for those who will be interviewing at MLA or on campus visits. Individual advisement is available from members of the Placement Committee throughout the job search process. Copies of the MLA job booklets are kept in the Graduate Office, and job notices received from the Chronicle of Higher Education and other sources are available in the Graduate Lounge. Graduate students are encouraged to begin planning for entry into the job market early in their graduate careers. Do not hesitate to seek advice from senior graduate students, professors, members of the Placement Committee, or the Associate Chair of Graduate Studies.

M.A. Timeline for Emphasis in Literature

MA	Fall	Spring	Summer
Year 1	<ul style="list-style-type: none"> Required coursework for first-year T.A.s: 9 hrs of graded coursework, plus 1 hour of Pedagogy 	<ul style="list-style-type: none"> Required coursework for first-year T.A.s: A minimum of 9 hours that includes at least 6 hrs of graded coursework and 1 hr of Pedagogy (Note: when taking 6 graded hours, plus 1 hr of Pedagogy, the remaining hour can be made up by registering for a Reading Group, or the Speakers Series, or SER) 	<ul style="list-style-type: none"> Continue required coursework (at least 5 hrs) if teaching
Year 2	<ul style="list-style-type: none"> Required coursework for continuing T.A.s: A minimum of 9 hours that includes at least 6 hrs of graded coursework Submit annual review to English Program Assistant Review requirements for M.A. Capstone Essay Submit M.A. Supervisory Committee Form (complete with faculty signatures) to Graduate Assistant Call Grad Assistant to set up English 5835 for the following semester Review University graduation requirements Complete required coursework 	<ul style="list-style-type: none"> Required coursework for continuing T.A.s: A minimum of 9 hours that includes at least 6 hrs of graded coursework Register for English 5835 and begin working on reading lists, etc. for Capstone Essay Schedule a Date/Room for Thesis Defense with the Graduate Program Assistant Register for graduation Review University graduation requirements (note deadlines) 10 days prior to Capstone Defense submit revised essay and other required materials to your Major Professor and Committee Defend Capstone Essay Submit Department of English Capstone Signature Form to Grad Program Assistant Continue Working With OGS Clearance Advisor on graduation requirements 	

M.A. Timeline for Emphasis in Rhetoric and Composition

MA	Fall	Spring	Summer
Year 1	<ul style="list-style-type: none"> Required coursework for first-year T.A.s: 9 hrs of graded coursework, plus 1 hour of Pedagogy 	<ul style="list-style-type: none"> Required coursework for first-year T.A.s: A minimum of 9 hours that includes at least 6 hrs of graded coursework and 1 hr of Pedagogy. (Note: when taking 6 graded hours, plus 1 hr of Pedagogy, the remaining hours can be made up by registering for a Reading Group, or the Speakers Series, or SER). Submit a signed Master's Committee Form to the English Grad Program Coordinator 	<ul style="list-style-type: none"> Continue required coursework (at least 5 hours) if teaching
Year 2	<ul style="list-style-type: none"> Required coursework for continuing T.A.s: A minimum of 9 hours that includes at least 6 hrs of graded coursework Submit annual review to Grad program coordinator Submit Approved Thesis Prospectus to the Grad Program Coordinator Call Grad Coordinator for Thesis Class numbers or for DIS portfolio for following semester Review University graduation requirements Complete required coursework 	<ul style="list-style-type: none"> Required coursework for continuing T.A.s: A minimum of 9 hours Register for Thesis Hours to equal a minimum of 6 hours or register for a DIS (ENG 5906r), subtitled M.A. Portfolio in Rhetoric and Composition Schedule a Date/Room for Thesis/Portfolio Defense with Front Desk Personnel Register for graduation Review University graduation requirements (note deadlines) Submit manuscript to Committee Arrange to meet with Final Clearance Advisor in Office of Graduate Studies. Defend Thesis Submit Department of English Thesis/Portfolio Signature Form to Grad Program Assistant Continue Working With OGS Clearance Advisor on graduation requirements 	

M.F. A. Timeline

M.F.A.	Fall	Spring	Summer
Year 1	<ul style="list-style-type: none"> • Required coursework for first-year T.A.s: 9 hours of graded coursework, plus 1 hour of Pedagogy. 	<ul style="list-style-type: none"> • Required coursework for first-year T.A.s: A minimum of 9 hours that includes at least 6 hrs of graded coursework and 1 hr of Pedagogy. (Note: when taking 6 graded hours, plus 1 hr of Pedagogy, the remaining hours can be made up by registering for a Reading Group, or the Speakers Series, or SER) 	<ul style="list-style-type: none"> • Continue required coursework (5 hours), if teaching
Year 2	<ul style="list-style-type: none"> • Required coursework for continuing T.A.s: A minimum of 9 hours that includes at least 6 hours of graded coursework • Submit annual review to English Dept. Graduate Assistant • Submit a signed Master's Committee Form to the English Graduate Program Assistant 	<ul style="list-style-type: none"> • Required coursework for continuing T.A.s: A minimum of 9 hours that includes at least 6 hours of graded coursework • Submit Approved Thesis Prospectus to the Grad Program Coordinator • Call Graduate Program Assistant for Thesis Course numbers for following semester 	<ul style="list-style-type: none"> • Continue required and optional coursework, if teaching
Year 3	<ul style="list-style-type: none"> • Required coursework for continuing T.A.s: A minimum of 9 hours • Submit annual review to English Graduate Program Assistant • Register for 3-6 Thesis hours • Submit Manuscript to Committee • Call Grad Program Assistant for Thesis Class numbers for following semester • Review University graduation requirements 	<ul style="list-style-type: none"> • Required coursework for continuing T.A.s: A minimum of 6 hours • Schedule a Date/Room for Thesis Defense with Front Desk Personnel • Register for Thesis Hours to equal a minimum of 9 hours • Register for Graduation • Review University graduation requirements (note deadlines) • Arrange to Meet with Final Clearance Advisor in Office of Graduate Studies • Defend Thesis • Submit Department of English Thesis Signature Form to Grad Program Assistant • Continue working with Final Clearance Advisor on graduation requirements 	

Ph.D. Timeline

Ph.D.	Fall	Spring	Summer
Year 1	<ul style="list-style-type: none"> Begin required coursework. New T.A.s are required to take a minimum of 9 hrs that includes at least 6 hrs of graded coursework and 1 hour of Pedagogy. (Note: when taking 6 graded hours, plus 1 hr of Pedagogy, the remaining hours can be made up by registering for a Reading Group, or the Speakers Series, or SER) 	<ul style="list-style-type: none"> Continue required coursework. New T.A.s are required to take a minimum of 9 hrs that includes at least 6 hrs of graded coursework and 1 hour of Pedagogy. (Note: when taking 6 graded hours, plus 1 hr of Pedagogy, the remaining hours can be made up by registering for a Reading Group, or the Speakers Series, or SER) 	<ul style="list-style-type: none"> Continue coursework (5 hours minimum if teaching)
Year 2	<ul style="list-style-type: none"> Required coursework for continuing T.A.s: A minimum of 9 hrs that includes at least 6 hrs of graded coursework Submit annual review to English Dept. Graduate Assistant Submit Supervisory Committee Form to English Dept. Graduate Assistant 	<ul style="list-style-type: none"> Required coursework for continuing T.A.s: A minimum of 9 hrs that includes at least 6 hrs of graded coursework Begin reading for exams 	<ul style="list-style-type: none"> Study Prelims Guide on Blackboard Grad. Curriculum website Take Prelim reading hours Schedule preliminary exam oral defense with English Dept. Graduate Assistant Schedule written portion of preliminary exam with English Dept. Graduate Assistant
Year 3	<ul style="list-style-type: none"> T.A.s are required to take a minimum of 9 hrs (students are permitted to take up to 12 Prelim reading hours) Register for ENG 8964 (Prelim Doctoral Exam) Submit annual review to English Dept. Graduate Assistant Take and defend Preliminary Exam early in the semester Submit Preliminary Exam Pass Form to English Dept. Graduate Coordinator Submit Admission to Candidacy Request Form to English Dept. Graduate Assistant Register for dissertation hours (24 program minimum) 	<ul style="list-style-type: none"> Begin dissertation hours (24 program minimum) Submit Prospectus to English Dept. Graduate Assistant (see Graduate Handbook Section XII. B and Blackboard Grad Curriculum site for models) Complete prospectus approval meeting Raise awarded 5 Year Candidacy rule goes into effect 	<ul style="list-style-type: none"> Continue dissertation hours (24 program minimum)
Year 4	<ul style="list-style-type: none"> Submit annual review to English Dept. Graduate Assistant Register for dissertation hours (24 program minimum) Begin looking at Graduate School Blackboard site GradSpace for information on manuscript clearance and graduation deadlines 	<ul style="list-style-type: none"> Register for Dissertation Defense ENG 8985 Submit Manuscript to Supervisory Committee very early in the semester Schedule dissertation defense with Graduate Student Assistant Defend dissertation with Supervisory Committee Submit Defense Pass Form to Graduate Program Assistant Continue working with Final Clearance Advisor and the Graduate School on graduation requirements 	<ul style="list-style-type: none"> Register for graduation with Registrar's Office Meet with Final Clearance Advisor Office of Graduate Services