

A black and white photograph of a typewriter keyboard. A quill pen is resting on a piece of paper in the upper left corner. The keyboard is visible in the background, with keys labeled with letters and numbers. The text "Department of English" is overlaid in a dark red banner across the top.

Department of English

Graduate Student Handbook 2024-25

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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 writers, literary scholars, 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 comprises three tracks:

- Creative Writing (CRW), which offers a Master of Fine Arts (MFA) and a Doctor of Philosophy (PhD),
- Literature, Media, and Culture (LMC), which offers a Master of Arts (MA) and a PhD, and
- Rhetoric and Composition (RC), which offers an MA and a PhD.

Students in LMC will write a publishable capstone essay for their final project. RC students have the option to write a thesis or to submit a portfolio. Creative writing students present a body of creative work for the thesis or dissertation

Teaching assistants work in the Reading-Writing Center and teach composition classes as well as courses in the major.

The graduate students' lounge, 308 Williams, is the graduate student home-away-from-home, especially for those who do not have a TA office, so please feel welcome and comfortable there. All TAs 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., ENC 1101, ENC 2135) will use the copier in Room 222-G. (See CCP Director for further details.) Those teaching other classes may submit requests to the Department of English office staff in Room 405 with a copy request form at least 24 hours before needed. The department expects, as a matter of policy, that all teachers will, whenever possible, use PDF material posted to class Canvas sites and thereby decrease paper use. Please note that the main office is open Monday through Friday from 8 a.m. to 5 p.m.

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.

ABOUT THIS HANDBOOK

This is not a contract, either expressed or implied, between the University and the student but represents a flexible program of the current curriculum, educational plans, offerings and requirements that may be altered from time to time to carry out the administrative, academic, and procedural purposes and objectives of the University. The University specifically reserves the right to change, delete, or add to any provision, offering, academic curriculum, program, or requirement at any time within the student's period of study at the University.

This handbook is revised annually. Ordinarily, those revisions are modest. While it is possible that a major change may result in currently enrolled students being governed by the policy as it was the year they were admitted ("legacied in"), there are no such policies at this time.

The [Graduate Curriculum Canvas site](#) supplements the policies included in this handbook with various forms, samples, and FAQ pages.

While most information relevant to FSU graduate students in English can be found in this Handbook or on our Canvas site, University-wide policies can also be found in the [Graduate and Professional School Handbook](#).

I. ADVISING

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A. Advising for New Graduate Students

The Associate Chair for Graduate Studies (ACGS) is the advisor for all incoming students, aiding newcomers with selecting courses, understanding program requirements, and surviving the first year or so of graduate school. The Graduate Program Coordinator can also assist with advising as well as a host of other day-to-day questions.

Appointments for advising are set up after new students arrive on campus each year but can be arranged at any time by emailing the ACGS directly or via English-grad@fsu.edu.

The ACGS also approves various forms, including checklists confirming that requirements have been fulfilled, and completes annual reviews for students who've not yet chosen a major professor (see below). Once that choice is made, the major professor becomes the student's principal advisor and writes all further annual reviews.

B. The Major Professor and Supervisory Committee

Candidates for the MA or MFA are required to have a major professor in place by the beginning of their second year in the program. The same (or soon thereafter) is recommended for PhD students but required of them no later than the end of Year 2.

This process begins by the student asking a faculty member to serve as major professor, based on that professor'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, keeping in mind the need to make such a choice soon thereafter. Faculty members' areas of specialization are indicated [on the department website](#). In all cases, and as mandated by University policy, the ACGS must approve the major professor, verifying that the professor has both Graduate Faculty status (GFS) as well as special competence in the student's proposed area of concentration. This approval is given through the submission of the PhD Supervisory Form or the MA/MFA Supervisory Committee Form ([available on our Canvas site](#)).

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

1. The MA or MFA Supervisory Committee: Each MA or MFA candidate needs a three-member supervisory committee, all of whom must have Graduate Faculty Status. The major professor serves as chair and will help the student choose two other English faculty members for the committee, at least one of whom must (like the major professor) have appropriate specialization the same field as the student's thesis (or major area). The supervisory committee is responsible for overseeing the student's completion of requirements for the degree.

Setting up the MA or MFA Supervisory Committee: After consultation with the major professor, the student asks faculty members who have appropriate specializations if they will serve on the committee. Then, via DocuSign, the student circulates the MA/MFA Supervisory Committee Form ([available on the Graduate Curriculum Canvas site](#)) for signatures from all members of the committee as well as the ACGS. The student then emails the completed form to the Graduate Program Coordinator, who can then release registration numbers for the capstone essay or thesis hours.

2. The PhD Supervisory Committee: Every PhD candidate needs at least a four-member supervisory committee, all of whom must have Graduate Faculty Status. The major professor serves as chair and will help the student choose at least two other English faculty members for the committee, at least one of whom must (like the major professor) have appropriate specialization the same field as the student's dissertation, as well as a tenured university representative from a department other than English. The committee must include members with appropriate qualifications to supervise both the major and minor preliminary examination. 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 that 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 via the student consulting with the major professor and then asking faculty members who have appropriate qualification if they will serve on the committee. Then, via DocuSign, the student circulates the PhD Supervisory Committee Form ([available on our Canvas site](#)) for signatures from all members of the committee as well as the ACGS and Department Chair. The student then emails the completed form to the Graduate Program Coordinator. As noted in university policy, if deemed necessary, the ACGS or Chair 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 Graduate Program Coordinator’s office no later than the semester before taking preliminary examinations.

C. Transferring Credit Hours from Another Graduate Program

Students entering FSU’s graduate program in English from another graduate program may transfer up to 6 credit hours, with the approval of the ACGS, *so long as these have not been used toward a previous degree*. In addition, upon entering FSU’s PhD program, the student will meet with the ACGS to see if any part of the MA or MFA coursework fulfills specific PhD content requirements and thus may be waived. Students may also 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 FSU. Graduate work transferred from another institution must have commenced not more than seven years prior to the transfer request.

II. FINANCIAL ASSISTANCE

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A. The Teaching Assistantship

1. Overview

TAs generally teach two courses per semester or perform comparable duty in the department. Initially, TAs are assigned to the College Composition Program (first-semester MA and MFA teaching assistants tutor in the Reading-Writing Center), but subsequently, as enrollment needs and funds dictate, the Department may invite advanced graduate students to teach classes in the major. A TA assigned as a research assistant (RA) or graduate assistant (GA) to a professor is still paid the same and expected to do the same amount of work as with a classroom assignment. (In practice, the Department tends to use “TA” as an umbrella term for all students w/an assistantship of any kind.)

TAs are paid stipends and provided with full tuition waivers.

Students do have to pay fees (about \$100/hour for out-of-state students and \$75/hour for Florida residents). In addition, a \$20/semester facilities-use fee is charged. (Rates are subject to change.) These fees cover many excellent amenities, including basic healthcare and wellness services (including counseling), fitness and athletic facilities, sporting events, concerts, films, lectures, an extensive library system (including private study areas available to grad students), and even [circus performances](#).

2. Training

New TAs who don’t already have an MA or MFA in English participate in a six-week pedagogy program during the late-summer term (Summer B) preceding their appointment. Registration for the Summer B term typically opens the week before those classes begin. Please see the Registrar’s website for registration-window dates. The initial required meeting for all TAs will be held the Friday before classes begin each Fall.

3. Duties and Responsibilities

Teaching assistants must enroll in nine hours of coursework each semester. Except in special circumstances,

tuition waivers (excluding fees) will be provided for a maximum of nine hours. During the first year, TAs are required to attend a one-hour pedagogy practicum, which may be taken for credit (ENG 5933). Those teaching college composition must adhere to the program guidelines outlined in the Teacher's Guide. Those tutoring in the Reading-Writing Center must follow the guidelines set by the RWC Director. If the student is an RA or GA to a professor, that student must adhere to the guidelines provided by that professor.

During the fall and spring semesters of their first year, new TAs are assigned teaching mentors and participate in a year-long peer-mentoring program. Several times throughout the semester, small groups of TAs and their mentors meet. Mentors also meet with TAs individually. Mentors visit each TA's class and, at the end of the semester, write a letter evaluating their work with the TA over the course of the semester.

First-year TAs 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 TAs prepare teaching materials for the ENC 2135 sections they will teach in the spring.

The Program for Instructional Excellence (PIE) also provides support for building teaching skills, including workshops and opportunities to have classroom performance videotaped. For more info, [visit the PIE website](#).

5. Renewal

To retain a Teaching Assistantship, students must 1) progress through the degree program on schedule, 2) complete all classes each semester (students have one semester to make up any incompletes), and 3) maintain a 3.5 GPA. Each spring the Department evaluates every student's annual reviews and current progress. Students not in compliance with any of the above requirements will have one semester to comply with the above requirements before the TA assignment is rescinded.

As mandated by the Collective Bargaining Agreement, all TAs 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 TAs, 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. TAs who receive a satisfactory evaluation but who still wish to discuss that evaluation should contact the ACGS 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 before the TA signed the evaluation.

TAs who receive evaluations for which there are serious, substantiated complaints about performance will receive an evaluation of "official concern." Those TAs are required to meet with the ACGS or Department Chair as well as the appropriate TA supervisor (the CCP Director for CCP courses, the RWC Director for tutors, the ACGS for all other TA appointments) no later than the deadline for reporting grades for the spring semester.

An MA candidate should not expect to be offered an assistantship for more than two years; an MFA candidate should not expect to be offered an assistantship for more than three years; PhD candidates can expect four academic years of support with the possibility of a fifth if funds permit and if they have met certain benchmarks.

To receive top priority for fifth-year funding, PhD candidates must have 1) passed their preliminary exams before the end of the spring of their third year, 2) submitted an approved dissertation prospectus to the English Graduate Office before the end of the fall semester of their fourth year, and 3) completed 24 dissertation hours by the end of the spring of their fourth year. Students who miss a benchmark may still apply but will receive funding *only* if the department has both the funds and the curricular need. Applications for fifth-year funding are due in the spring of the fourth year; specific deadline is announced each year.

B. Fellowships

Most University fellowships are administered by the Graduate School. Information on those available for prospective students [can be found here](#); those available to current students are [described here](#).

Each year, one incoming PhD student in Literature, Media, and Culture receives the Pridmore Scholarship, a \$4,000/year award for all five years (with fifth-year funding guaranteed). There is no application process for this.

In addition, the College of Arts and Sciences provides merit-based scholarships (usually three \$3,000/year awards for prospective PhD students and six \$3,500/year awards to rising-third-year, post-prelims PhDs). Within English, this process is overseen by the ACGS and the directors of the CRW, LMC, and RC Programs (typically in consultation with faculty members from their respective programs). There is no application process for the prospective-student award; the ACGS puts out a call each spring for eligible current students to self-nominate.

Finally, current students may apply for a Kingsbury Writing Award, conferred to those graduate students who demonstrate “excellence of thought and expression, creativity, and originality.” A call to apply for these goes out each year from the English Department Chair (or that person’s designee).

C. Loans

Contact [Office of Financial Aid](#) or [Federal Student Aid](#) for a list of lending opportunities.

D. Other Support

[Students should refer to the English department graduate page for a list of available grants and resources.](#)

In addition, the [Office of Graduate Fellowships and Awards](#) assists current FSU students in identifying and applying for external fellowships, scholarships, grants, and awards. OFGA also offers presentations and workshops, but its core mission is one-on-one support for grad students.

Students should also be aware of the [extensive database of FSU funding opportunities at FS4U](#), and of [FSU Financial Aid](#). The [Federal Student Aid Information Center](#) is also helpful.

Check the financial aid section of Career Key in the FSU Career Center Library as well. Students might also consult the following books available in Strozier library: *Directory of Research Grants*, *Annual Register of Grant Support*, and *The Grants Register*.

E. Health Insurance and Benefits

1. Health Insurance and Immunization Requirements

New full-time, main-campus graduate students carrying at least nine (9) graduate credit hours are required to show proof of health insurance. Affordable student health insurance is available through the Health Center. The staff of the Health Center understands that insurance can be a complex issue. To simplify things, they have put together answers to some of the most common health insurance questions. If a question is not answered on their website, contact the insurance office at (850) 644-3608 or visit <http://www.studentinsurance.fsu.edu/>.

Note: students must also provide proof of immunization to the [Student Health and Wellness Center Immunization Department](#) before they will be allowed to register.

2. Health Insurance Subsidy for TAs and Fellows

TAs and fellows receive a health-insurance subsidy toward the purchase of the university-sponsored plan. The subsidy will be disbursed by semester (fall/spring/summer) and arrives after the semester has started. [Click here for more information.](#)

3. University Counseling Center

The University Counseling Center is a student service agency within the Division of Student Affairs. The major

goal is to provide support services that help each student grow and develop emotionally, interpersonally, and intellectually. As individuals, students have unique concerns and needs. The Student Counseling Center offers various counseling methods tailored to meet those needs. For more information, visit <http://counseling.fsu.edu>.

4. Psychology Clinic

A mental health service, training, and research center operated by the Department of Psychology. Services are provided by doctoral-level student therapists in the Clinical Psychology PhD program, under the close supervision of faculty members. The program is accredited by the American Psychological Association. The clinic offers affordable outpatient mental health services provides confidential and personalized services that are sensitive to issues of diversity and specializes in therapies that are supported by research (empirically-supported therapies). <http://www.psy.fsu.edu/community/clinic>

5. Center for Couple and Family Therapy

Student therapists at the Center for Couple & Family Therapy work with clients with a wide range of concerns from a broad spectrum of socioeconomic and ethnic backgrounds. The Center collaborates with state and community agencies to provide counseling services. Fees are determined on a sliding scale based on income; sessions range from \$20 to \$85. For more information or to make an appointment, [visit their website](#).

III. REGISTRATION

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A. Procedures

Choose courses after consulting the list of offerings for the current semester located online at the English Department's web page (<https://english.fsu.edu/graduate-courses>). Students are encouraged to discuss course choices with the major professor; if a student has yet to choose a major professor, the ACGS, the Graduate Program Coordinator, and/or the director of the particular program will be happy to help.

Go to my.fsu.edu and log on using your FSUID and password. Your myfsu portal 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

Teaching assistants must register for minimum of 9 hours each semester to be granted full-time status; tuition waivers are provided for a maximum of 9 hours (except in special circumstance). TAs with a summer assignment must register for a minimum of 5 hours and a maximum of 6 (those with student loans are often required by the lender to take 6).

C. Directed Individual Study (DIS)

Students interested in studying a topic not generally offered as part of the English department curriculum may register for a Directed Individual Study (ENG 5906). Students need to identify a faculty member willing to direct the 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 must fill out a DIS approval form located on the [Graduate Curriculum Canvas site](#), give the course a title and a definition, and, once the faculty director has signed the form, submit it (and the plan) via DocuSign to the ACGS for approval. After the DIS has been approved, see the Graduate Program Coordinator 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 preapproval by the ACGS. This is rare, since ungraded or S/U classes are generally not counted toward degree requirements. There are exceptions, however. To receive such an exception, students may be asked to write a brief letter outlining the work covered in the DIS and justify it as satisfaction of a program requirement. ***Students are limited to six credit hours (typically two courses) in DIS per degree***: if earning both the MA (or MFA) and PhD degrees at Florida State, students can use a total of twelve

credit hours (typically four courses) in DIS. DIS courses are graded on an S/U basis.

D. Tutorials (ENG 5988)

A tutorial is, essentially, a DIS with more than one student in it (thus, the policies listed in C., above, also apply here). Often, these are offered as Reading Groups (typically 1 credit-hour). Course credit for working on *The Southeast Review* (1-2 hours) is also considered a tutorial. Tutorials are graded on an S/U basis and only in rare cases fulfill degree requirements.

E. Speakers in English Studies (ENG 5935)

Students may earn one credit by registering for ENG 5935r (Speakers in English Studies). This course will be graded S/U. To earn this credit, students will be expected to attend eight events with speakers sponsored by the department or approved by the ACGS. The Department events include the Colloquium and other speakers hosted by the Literature Program, the Jerome Stern 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.

F. 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 MA thesis in Rhetoric and Composition or the PhD dissertation); the Capstone Essay (ENG 5835); Directed Readings (ENG 6907, for students preparing for the PhD 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 [ENG 5906] discussed above.) Please see the Graduate Program Coordinator 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 filed with the Graduate Program Coordinator.***

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

TAs who are US citizens must establish Florida residency by the beginning of their second year. No portion of out-of-state tuition will be waived after the first year. Those who begin during the summer will not be required to establish residency until the first day of the following Fall term, although because of the fee reduction, it's smart to establish residency as soon as possible.

Before the first day of Fall classes, new students will want to be sure to have such materials as a signed lease, a Florida ID, a Florida vehicle registration (if applicable), a Florida voter registration card, and a notarized Declaration of Domicile, filed with the Florida county in which they claim permanent domicile ([here's the one for Leon County](#)). Note: the Graduate Program Coordinator will email all incoming students during the summer and walk them through this process.

For more information on residency status go to admissions.fsu.edu/residency.

H. 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.

I. Leave of Absence Policy

The university's Leave of Absence policy recognizes that under exceptional circumstances a student may need to

interrupt the pursuit of a graduate degree. 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, 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 will 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 reapply 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.

J. Changing Majors within the Degree

Current students 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 15 deadline). The student must also have 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 ACGS may ask 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.

IV. UNIVERSITY REQUIREMENTS FOR THE MA/MFA DEGREE

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Requirements for the Master's degrees are relatively flexible; those for the PhD degree, less so. Students currently in a Master's program and considering pursuing a PhD may wish to choose Master's program courses with the PhD 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 MFA) in courses approved for an emphasis (literature, creative writing, or rhetoric: see below).
2. Demonstrate proficiency in one foreign language (MA only; there is no language requirement for MFA students). This requirement does not have to be fulfilled prior to application but must be met before registering for the PhD preliminary examination. Students can meet the language requirement by doing any of the following:
 - a. Complete four years of a single language in high school.
 - b. Complete 12 undergraduate semester hours in a foreign language with an average grade of at least 3.0.
 - c. Receive a B-minus or higher in a fourth-semester undergraduate literature course in a foreign language.
 - d. Perform satisfactorily on the Graduate Reading Knowledge Examination administered by FSU's Classics Department or Department of Modern Languages. These exams 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. Students who fail the examination on the first attempt must wait a semester to retake.
 - e. Pass 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 ACGS.
 - f. Achieve a grade of B-minus or better in a graduate-level literature course in the foreign language.In the case of options (a.), (b.), and (c.), students must supply the ACGS with the relevant high school or undergraduate transcripts. **International students may use their native language if so approved by the ACGS.** Please note that courses taken to fulfill the foreign language requirement do not count as hours toward a degree.
3. Produce an acceptable culminating performance. MA students in Literature, Media, and Culture must revise and defend a satisfactory MA capstone essay; MA students in Rhetoric and Composition must pass the MA portfolio or defend a satisfactory MA thesis; MFA students write and defend a satisfactory creative 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 MA in Literature, Media, and Culture, at least 30 of the 33 hours in coursework must be taken on a letter-grade basis.
- For the MA in Rhetoric and Composition, at least 24 hours of the 33 hours in coursework must be taken on a letter-grade basis.
- For the MFA, at least 33 of the required 45 hours in coursework must be taken on a letter-grade basis.

With the permission of the ACGS, MA/MFA 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 ACGS), they may take up to 6 hours in Directed Individual Study (ENG 5906r). Three hours from the TA-training program (LAE 5370, Teaching English in College) may count toward the 33 or 45 hours. Under normal circumstances an MA student may hold a Teaching Assistantship for no more than two years, three for MFA, 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. Defense

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.

Attendance policy: all committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology.

As noted in the Graduate Bulletin, the Dean of the Graduate School, the Dean of the College, the Department Chair, or the ACGS 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 Dean of the Graduate School, the Dean of the College, or the Department Chair or on recommendation of the major professor.

V. DEPARTMENT REQUIREMENTS FOR THE MA IN LITERATURE, MEDIA & CULTURE

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A. Coursework: 33 semester hours, which must include ...

1. General Literature Requirements

- Gateway theory course: Issues in Literary and Cultural Studies (ENG 5079)
- 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.

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

C. Students should have a major professor and supervisory committee in place by the beginning of their second year.

D. The Literature MA Capstone Essay

ENG 5835 (Capstone Essay in Literature) is offered only at the MA level and should be taken during the second year of the MA program (after a minimum of 15 credit hours have been earned). Its purpose is to help MA 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.

1. Registering for the Capstone Essay

Students generally take the Capstone Essay course (ENG 5835) in the semester in which they plan on graduating. To register for this course, students must have a completed MA supervisory committee form ([available on the English Dept. Graduate Curriculum Canvas site](#)) signed by the ACGS. Students then contact the Graduate Program Coordinator for the reference number needed to register for the course.

2. 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 LMC professor for whom the paper or project was originally written, 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 PhD 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.](#)

Students should:

- a. Under the supervision of the professor, draw up a relevant, inclusive reading list on the subject of the essay or project.
- b. 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.
- c. 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.
- d. To defend a capstone essay the student meets formally with the major professor and other members of the supervisory committee to answer their questions about the work submitted. During the defense, students should be prepared to discuss the reading list, the critical abstracts, and the revised version of the essay or project with the supervisory committee.

Contact the major professor and committee members to arrange a time convenient to all, and then see the English Dept. Graduate Program Coordinator to reserve a conference room for the defense (or, at the direction of the major professor, arrange for a defense using distance technology). 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.](#)

3. 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). Incompletes will be given only in extraordinary circumstances.

VI. DEPARTMENT REQUIREMENTS FOR THE MA IN RHETORIC AND COMPOSITION

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A. Coursework: 33 semester hours (at least 24 graded), which must include ...

1. Fifteen hours of coursework in Rhetoric and Composition
 - ENC 5700 Theories of Composition
 - ENG 5028 Rhetorical Theory and Practice
 - ENC 5720 Research Methods in Rhetoric and Composition
 - LAE 5370 Teaching English in College
 - LAE 5946 Teaching English as a Guided Study [Note: only Composition and Rhetoric majors may count LAE 5946 toward the MA degree.]
 2. Gateway Theory course: Issues in Literary and Cultural Studies (ENG 5079)
 3. Six hours of thesis credit (if electing thesis option) or three hours of portfolio credit (non-thesis option).
 4. Additional hours of coursework to reach 33 credits
 5. Successfully defend the MA thesis or MA portfolio (see additional details for portfolio option below)
- B. All candidates for the MA degree must demonstrate proficiency in a foreign language (see IV.2 above).
- C. Students should have a major professor and supervisory committee in place by the end of Year 1. The supervisory committee must consist of a second member of the Rhetoric and Composition faculty; the third member may be in any area.
- D. The Rhetoric and Composition MA Thesis

1. 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 9 credit hours each semester if receiving a tuition waiver.

2. 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 Graduate Curriculum Canvas site.](#)

The student must produce a first draft, which the major professor will evaluate; the student will 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, approved, and filed with the Graduate Program Coordinator before work in earnest begins on the thesis (at least one full semester before graduation).

3. 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. The major professor 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.

4. 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. Students register for ENG 8976 (Thesis Defense) for the term in which they plan 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 Coordinator to reserve a conference room for the defense (or, at the direction of the major professor, arrange for a defense using distance technology). 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.](#)

5. Submitting

Submission of all Theses and Dissertations is done electronically. See Manuscript Clearance on the Graduate School website ([under “Thesis, Treatise, Dissertation”](#)) for deadlines and information on the submission process. 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 must re-defend.

E. The MA Portfolio in Rhetoric and Composition

1. Goals of the MA Portfolio

- a. To represent the breadth of a student’s study of Rhetoric and Composition;
- b. To study a subject within Rhetoric and Composition in depth and to convey the results of that study through academic writing;
- c. To demonstrate the ability to contribute to ongoing conversations among scholars in Rhetoric and Composition;
- d. To reflect on experiences teaching, tutoring, and/or consulting within the program; and
- e. To project a trajectory—including writing, reading, and teaching—beyond the experience as an MA student.

2. Procedure

- a. As early in the process as possible but no later than one semester prior to the semester of graduation, the student will create a portfolio plan in consultation with his or her committee chair and write a short proposal (1-2 pages) for the committee that defines the portfolio’s outcomes, identifies each artifact, and proposes a rationale for each artifact. Typically, this proposal should be completed and approved at least one semester prior to the semester of graduation.
- b. In the student’s final semester in the program, the student should register for 3 hours of a DIS (ENG 5906r subtitled MA Portfolio in Rhetoric and Composition) with the major professor, who will be identified as the Instructor of Record for that course. The DIS form is available on the [Graduate Curriculum Canvas Site](#).
- c. The student will meet regularly with the major professor and any other committee members as needed for guidance and feedback. Students may continue to receive feedback and revise the portfolio until a set due date at which point the portfolio is submitted to the committee for evaluation.
- d. An oral defense of the portfolio will take place typically two weeks after the submission of the completed portfolio. The oral defense must occur at least two weeks before the end of the semester to allow time for revisions and evaluation.
 - i. A majority (two of three) of committee members must agree that a portfolio passes. The committee can provide a conditional pass of the portfolio, contingent upon successful completion of revisions.
 - ii. If a portfolio fails to receive a majority of passing votes or if the revisions take longer than the end of the semester, the student may resubmit the revised portfolio the following semester.
 - iii. [For the defense attendance policy, see IV.5.](#)

3. Content: Each portfolio should include ...

- a. An opening statement introducing the student and the contents of the portfolio in the context of the

- portfolio goals the student has articulated.
- b. Reflections explaining the motivation for including each artifact, connections between the pieces, and what the overall portfolio says about the student, again, keyed to the goals. Together the reflections should consist of at least 1000 words and can take many forms: They can be included in the introductory materials; they can be presented in the form of a letter to the reader; they can be introductions, annotations, and/or commentary on individual artifacts; they could be in a reflective essay; or they can be any combination of these or other possibilities.
 - c. At least four artifacts in addition to the introductory and reflective materials. The portfolio should not only reflect back on the student's experiences in the program, but they should also project forward to possibilities and goals beyond the MA degree. Some students will have a very specific trajectory in mind while others might be more open-ended and speculative. Both approaches are acceptable.
 - i. One artifact must be a substantive piece of academic writing that reflects the student's ability to engage in scholarly conversation within the field (approximately 15-20 pages).
 - ii. The student must also include at least one artifact that is pedagogical in nature, which could include a teaching philosophy, a set of linked teaching materials, a set of professional or technological training materials, evidence of teaching effectiveness, or any combination of these.
 - iii. Other artifacts for the portfolio will be determined by the student in consultation with his or her major professor and approved by the portfolio committee. Additional artifacts can include informal writing, administrative documents, peer reviews, audio or visual projects, web or document design projects, and a host of other multimodal, textual options that reflect a student's work and abilities related to the Rhetoric and Composition Program.

VII. DEPARTMENT REQUIREMENTS FOR THE MFA IN CREATIVE WRITING

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- A. Coursework: 45 semester hours, which must include ...
 1. 21-24 hours of work in writing, of which:
 - a. 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, Nonfiction (Article and Essay) Workshop (the four workshops in writing may be repeated for credit), Writing Seminar.
 - b. 9-12 hours devoted to writing a creative thesis.
 - c. Graduate workshops in other units at FSU may also count toward the total if preapproved by the ACGS.
 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.
- B. There is no foreign-language requirement.
- C. Students should have a major professor and supervisory committee in place no later than Spring of Year Two.
- D. Thesis

For the culminating performance, students must write and defend a thesis in either fiction, poetry, or creative nonfiction. 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 it 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.

1. Thesis Hours

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 9 credit hours each semester if receiving a tuition waiver.

2. Preparing a Prospectus

The prospectus is a serious, thoughtful document of substance that should be submitted to the Department of English once it is approved by the student's committee and the ACGS. 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 book-length work of nonfiction, the prospectus should probably summarize or outline the plot or throughline; 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. For a sample creative prospectus, [see the Graduate Curriculum Canvas site.](#)

When the major professor and the student agree that the prospectus is satisfactory, the student must produce a draft to be presented to the entire committee, whereupon it must be approved and signed by all the members of that committee and then submitted to the ACGS for approval. This submission should be made before work on the thesis begins in earnest, and it must be made at least one full semester before graduation.

3. Writing a Thesis

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 ACGS 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.

The major professor, true to title, will have the major say as to the development and the ultimate success of the student's thesis. The major professor will see chapters (or short stories or essays or poems) 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.

4. Defending

To defend a thesis, the student will meet formally with the supervisory committee to answer questions about the work submitted. Students register for ENG 8976 (Thesis Defense) for the term in which they plan to defend it. Contact the major professor and committee members to arrange a time convenient to all, and then see the English Department Graduate Program Coordinator to reserve a conference room for the defense (or, at the direction of the major professor, arrange for a defense using distance technology). 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.](#)

5. Submitting

Submission of all Theses and Dissertations is done electronically. See Manuscript Clearance on the Graduate School website ([under "Thesis, Treatise, Dissertation"](#)) for deadlines and information on the submission

process. 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 must re-defend.

VIII. AFTER THE MA OR MFA: GOING ON FOR THE PhD

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Students who wish to continue for the PhD at FSU must collect new letters of recommendation, fill out the appropriate forms, and apply for admission to the PhD program. Note that applicants are accepted into the PhD program from the Master's program on a strictly competitive basis. TA appointments at the Master's level do not carry over to the PhD; students must apply to be considered for a TA at the PhD level. Students who are admitted to the PhD program must have been granted and conferred the MA or MFA degree the semester before embarking on PhD study.

IX. UNIVERSITY REQUIREMENTS FOR THE PhD DEGREE

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Students must accomplish the following university objectives to earn the PhD:

1. Maintain a grade point average of 3.0 or better on all graduate-level work.
2. Accumulate a total of at least 27 graded hours in coursework beyond the MA, plus 24 dissertation hours.
3. Satisfy the University Scholarly Engagement Requirement. To meet this requirement, doctoral students in the English Department must interact with faculty and peers in at least some, if not all, of the following ways:
 - a. Participate in aspects of department life and the FSU academic community. Examples include serving as a Teaching Assistant, working for *The Southeast Review*, serving on GESO, taking part in reading groups, hosting the Jerome Stern Reading Series, and so on.
 - b. Attend and take active part in departmental events, such as readings, lectures, workshops with visiting scholars and editors, symposia, and colloquia.
 - c. Attend and contribute to conferences, readings, and other scholarly and creative activities beyond the university campus.
 - d. Engage in archival research using FSU libraries and other resources and facilities, as well as libraries and facilities at other institutions.
 - e. Any doctoral students who hold a Teaching Assistantship in our program or enroll in and successfully complete the Speakers course (ENG 5935) will have satisfied this requirement.
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 PhD dissertation.
6. Complete all requirements for the doctoral degree within five calendar years from the time the student passes the Preliminary examination. Beyond the five-year period the student's supervisory committee will require a new preliminary examination.

X. DEPARTMENT REQUIREMENTS FOR THE PhD

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Students must successfully complete at least 27 graded credit hours of graded coursework beyond the MA/MFA degree with an overall GPA of 3.5 or better; pass the preliminary examination formally admitting them to candidacy for the doctorate; submit and obtain approval for a prospectus; complete a minimum of 24 dissertation hours; and successfully defend a doctoral dissertation.

Though all PhD students must take a minimum of 27 hours of coursework beyond the MA, any specific course requirement listed below may be waived, based on an evaluation of MA/MFA coursework. A maximum of nine MA/MFA hours may be used for such waivers.

A. General Literature Requirements

1. Gateway theory course: Issues in Literary and Cultural Studies (ENG 5079)
- 2a. Rhetoric and Composition students must take an additional 9 graded credit hours of literature courses, at least three of which must be a course whose chief organizing principle is alterity (i.e., a course that focuses on race, class, gender, ability, sexual orientation, or ethnicity).
- 2b. Creative Writing or Literature, Media, and Culture students must fulfill the following distribution requirements:
 - One course pre-1660
 - One additional course pre-1800
 - One additional course 1660-1900
 - One literature course whose chief organizing principle is alterity (in this one instance, the course fulfilling this requirement may, as well, fulfill another distribution requirement)
3. Students holding teaching assistantships must take LAE 5370: Teaching English in College.
4. All candidates for the PhD degree must demonstrate proficiency in a foreign language (see IV.2 above).
5. Students should choose a major professor by the midterm of the Fall of Year 2 but must do so, with the entire supervisory committee in place, no later than their second annual review (Spring of Year 2)

B. Areas of Concentration

1. Major Area

In preparation for a PhD Preliminary exam in the major field, students must take a total of 18 credit hours (9 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 ACGS and the Graduate Committee. Subdivisions within the general Areas of Concentration, listed below, will be detailed by individual caucuses composed of faculty specializing in the Area requirements:

- 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, or 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

2. Minor Area

In preparation for a PhD Preliminary exam in the minor field, students must take a total of 3 credit hours in that area. Areas include all those above (in X.B.1.) as well as those detailed in XI.C., below. A DIS may count for these 3 hours *if* approved in advance by the ACGS on the grounds that Department offered no classes in that area during the two years the student was taking coursework.

3. Individual Areas of Concentration may involve additional requirements set by the caucus composed of faculty in the Area of Concentration. To view these area-specific requirements, go to “Areas of Concentration” [the Graduate Curriculum Canvas site](#).
4. 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.

C. Preliminary Exam

Students must pass a major and a minor preliminary 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. [Please see Section XI](#).

D. Dissertation

No later than the semester after passing prelims, the student must get a dissertation prospectus approved. The student must complete 24 dissertation hours and defend and submit a dissertation. [Please see Section XII](#).

XI. THE PRELIMINARY DOCTORAL EXAMINATION

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A. Overview

The Preliminary Doctoral Examination (“prelims”) is a 12-hour written and 1-2 hour oral examination designed to establish that students are prepared to begin serious work on their PhD dissertation. Students are not formally admitted to candidacy for the PhD until they have passed prelims—a task that 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 one four-hour period per day. 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 one week after the written. 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.

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.

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.

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. Procedure for Graduate Committee Approval of Alternate Major/Minor Areas

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:
 - a. Title and nature of proposed major or minor area—what defines it as a recognized field of study?
 - b. Rationale for selecting this area.
 - c. Names of committee members and a statement of support for this petition.
 - d. Projected dates for taking the preliminary exam. (The Graduate Committee may wish to ask the student for further clarification. Be sure to submit the petition well in advance of the actual exam.)
2. Submit copies of the major AND minor area reading lists electronically.
3. Give these materials to the ACGS in the term prior to the one in which the student plans to take the exam.

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 ACGS 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. ***Students who do not pass prelims by the spring of their third year may not be eligible to receive fifth-year funding.***

2. Confirming Your Supervisory Committee

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 Graduate Curriculum Canvas site](#)), and it must be approved by the major professor, the ACGS, 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 when a student begins taking the preliminary examination and its conclusion.*

3. Directed Reading Hours

Students can prepare for prelims in the semester before the exam by taking ENG 6907 (Directed Readings)

under the supervision of the major professor (or possibly other members of the supervisory committee). ENG 6907 is not a degree requirement, however; students may choose to study for prelims without taking—and paying for—Directed Readings. During these reading hours, the major professor will direct the student's attention to helpful works, figures, or movements for further study. Students may also want to confer with each member of the supervisory committee before registering for prelims, as these members may provide additional readings or study questions. Various rules are designed, however, to ensure 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 one week 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: To convert the last nine Directed Reading hours into dissertation hours retroactively after passing Prelims (*which the Department strongly recommends*), the university mandates that the student must pass that exam (oral portion included) before end of the seventh week of the semester. That means, in effect, that the written portion of the exam must be concluded before the end of the sixth week of the semester. Most students have sufficient dissertation hours (24 required) without making this conversion; anyone who passes prelims by the end of the Spring of Year 3 will be considered to be in good standing. However, even though this reading hours/dissertation hours conversion is crucial only for those who intend to graduate at the end of Year 4 (who plan to spend only the required minimum of six months on their dissertation after being admitted into candidacy), the benefits of this conversion are numerous: getting an earlier start on the prospectus and dissertation, having a plan to finish the degree in case students get a job when they go on the market in Year 4, and many more.

After the dates for Prelims have been agreed upon, it is the responsibility of the student to notify the Graduate Program Coordinator of those dates, who will give the student the reference number to register for ENG 8964, Preliminary Doctoral Examination.

F. The Prelim Semester

1. Registering for Prelims

Students must register for ENG 8964 (Preliminary Doctoral Examination) and confirm the time and place of the exam with the Graduate Program Coordinator. This must be done no later than the end of the drop-add period of that semester. ENG 8964 is a one-time registration; students who for any reason fail to take the examination that term 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 Coordinator will send an email message notifying the major professor of the date of the prelim exams. Two weeks before the written exams, the student will send this professor another email reminder, with a request that the exam be submitted in its entirety to the Graduate Program Coordinator no later than one week before the first day of the exam.

In constructing the exam, the major professor ordinarily solicits questions from all members of the supervisory committee (though typically not the University Representative; see Section XI.4., below) 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

a. Location

The Department does not specify where the exam may be taken, although students should check with their major professors for recommendations and preferences.

Both the Department and the FSU Testing Center have discontinued live in-person proctoring for exams. Students with official accommodations from Office of Accessibility Services may still use the exam lab there. Major professors wishing to use Honorlock may do so, as long as the student and the supervisory committee are aware of this well in advance.

The English Department has a limited number of rooms in the Williams Building that may be available for this exam (contact front desk to reserve). Students may also reserve an [individual study room at Strozier Library](#).

b. Materials Permitted, Citations, and Honor Policy

Students may refer to their field lists, a dictionary, and (if approved by the major professor) 1-2 pages of notes, but they may not consult any of the texts on their lists, internet sources, or any other outside sources or collaborators. Students should provide sufficient citations in the body of their answers to signal when they are paraphrasing or referring to another person's words or ideas. For example, "as Jameson discusses in *The Political Unconscious* ..."

All work must be original and produced by the student alone according to the rules set by the [University Academic Honor Policy](#). Violations may lead to severe penalties, including dismissal from the Graduate Program.

c. Administering the Exam

At a prearranged time on three consecutive weekdays, the Graduate Program Coordinator will email the student the day's questions. The student will have four hours each day (plus a 15-minute grace period to allow for minor tech issues) to return the answers. No extra time for writing, revising, or proofreading is allowed to students unless specific needs are registered with the Office of Accessibility Services; taking such time without proper permission may be grounds for failure. Students are urged to have a backup internet source (such as a smartphone that can serve as a WiFi hotspot) and to save work at regular intervals.

At the conclusion of the written exam, the Graduate Program Coordinator will coordinate the distribution of the exam and exam answers to the committee.

d. Format

Typically (but not invariably) students receive 6-10 questions on each day and are asked to write on 4 for an hour each, *but this can vary*. Days one and two concern the major area, day three the minor.

For students in Rhetoric and Composition, the preliminary exam structure includes three areas, equally weighted:

- Part 1: Rhetorical History, Theory, Research, and Application
- Part 2: Composition History, Theory, Research, and Application
- Part 3: Minor/Specialty Area (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).

4. The Prelim Oral Exam and Admission to Candidacy

Attendance policy: All English Department supervisory committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology.

Note: it is neither a University nor a Department requirement that the University Representative take part in the preparation of the written exam or the administering of the oral. In practice, the University Representative's participation has been a common custom in English (if quite rare in most departments at FSU) and is sometimes necessary—particularly if that person offers crucial expertise in either the student's major or minor area. If that is not the case, however, including the University Representative is optional. The decision to include them is left to discretion of the major professor.

If the performance on the written exam is deemed satisfactory by a majority of the committee, the student may proceed to the oral examination, which usually takes place one week after the written exam. [For the defense attendance policy, see IV.5.](#)

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. At the end, after private deliberation, the committee determines which of the following the student's performance warrants:

- a. Pass
- b. Conditional Pass, requiring that the student complete extra work: additional reading, the preparation of a paper or two on some subject deemed insufficient, or, in rare instances, take additional coursework. A Conditional Pass is not a Pass but rather a suspension of the exam until the stated conditions are met. All conditions must be discussed with the student at the oral defense and then emailed by the major professor to the student, all members of the committee, and the ACGS. Only after the conditions have been met can the paperwork go forward for the student to gain admission to Candidacy.
- c. Pass with Distinction. The committee also has the option of deeming that the student's performance outstanding on both written and oral phases of the exam, in which case a pass "With Distinction" may be granted. This requires a unanimous vote of the committee.
- d. Fail (see XI.5, below).

Immediately after the oral exam is completed, a departmental defense form ([available on the Graduate Curriculum Canvas site](#)) should be sent via DocuSign to all members of the committee and cc'd to the Graduate Program Coordinator.

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 additional dissertation hours until the Admission to Candidacy has been processed.

5. Policy Regarding Failure of the Prelim Exam

If a majority of committee members agrees that the student's performance on the written portion is unsatisfactory, the student shall be deemed to have failed the examination at that stage. Otherwise, the student will proceed to the oral exam, and the decision to pass or fail will be based on the student's performance on

both portions of the exam. The ACGS must be notified of the outcome of any preliminary exam attempt (the ACGS will, in turn, notify the Arts & Sciences Dean's Office).

A student who fails the exam (at either stage) may take it a second time. A second failure on the preliminary exam makes the student ineligible to continue in the degree program. The second attempt at the preliminary exam shall occur no sooner than six full class weeks after the results of the first attempt are shared with the student. For the purpose of this policy, a "full class week" is defined as a week with five days during which classes are held at FSU.

Students must be registered separately for their first and second attempt (even if necessary within the same semester) and must receive either a "pass" or a "fail" grade for each attempt.

An exception request regarding the timing of the reexamination can be submitted for consideration to the Arts & Sciences Dean's Office by either the student or the supervisory committee. Students who allege that academic regulations and/or procedures were improperly applied for the reexamination of their preliminary exam may have their grievances addressed through the general academic appeals process.

XII. THE DOCTORAL DISSERTATION

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A. Hours

Students must take a minimum of 24 dissertation hours. No more than 9 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 nine 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 novel—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 Graduate Curriculum Canvas site](#).

C. The Prospectus Approval Meeting and Prospectus Deadlines

The semester after passing prelims, the student must draft a prospectus, give it to the major professor, then revise until it suits both parties. The student should then schedule a prospectus approval meeting with the 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.

LMC and RC 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 should plan to submit the prospectus to the members of their supervisory committee at least one week before any meeting date. 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 with the Graduate Program Coordinator at *least* one full semester before graduation. Students who fail to meet this benchmark forfeit their high-priority status for fifth-year funding.

For a sample prospectus cover sheet and samples of the prospectus from different programs, [see the Graduate Curriculum Canvas site](#).

D. Writing the Dissertation

The LMC or RC dissertation should be a book-length scholarly study.

The creative dissertation may take the form of a collection of poetry, a novel, a book-length collection of short stories, or a book-length work of creative nonfiction. In addition to the creative part of the dissertation, the candidate will compose a Critical Introduction to be submitted with the creative dissertation—a rigorous essay of 15-20 pages (or 5000-7000 words) that links the creative work to some area(s) of critical inquiry. This can take one of the following forms:

1. An introduction that uses secondary sources and criticism to situate the student's creative work within its literary contexts and examines influences, styles, and methods that are related to the creative project.
2. A critical essay that uses secondary sources and criticism to explore a topic related to the student's creative work, such as a particular movement or group of writers, a specific theme or literary device, or a theoretical or critical issue. For example, a student writing a novel that depicts real historical events might compose a critical essay on debates about the place of history in contemporary fiction; or a student writing a collection of poems that centers on family life and autobiography might compose a critical essay on Confessional poetry and its legacies. This sort of essay can be aimed at an audience broader than just the academy, in the manner, say, of Tom Wolfe's "Stalking the Billion-Footed Beast" (or Jonathan Franzen's answer to that

essay, “Perchance to Dream”) or the essays in Toni Morrison’s *Playing in the Dark* or Charles Baxter’s *Burning Down the House*.

E. Language of the Dissertation

Per 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 Department 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 Dean of the Graduate School for any case in which such approval is 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 website for more information.](#)

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 Coordinator in 405B who will also assist with scheduling a room and time for the defense. The defense is a one-time registration. Students who do not defend 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 two weeks before the defense date. (An individual supervisory may opt to ask for a somewhat earlier deadline than that, so long as it is not more than 30 days before the defense date.)

2. The Defense

[For the defense attendance policy, see IV.5.](#)

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.

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 Clearance Form: English Department Policy

A grade of Pass for the defense of the dissertation requires the unanimous approval of the supervisory committee. The Graduate School will email members the appropriate forms to sign electronically.

In addition, a departmental defense form ([available on the Graduate Curriculum Canvas site](#)) should be sent via DocuSign to all members of the committee, then provided to the Graduate Program Coordinator. **Important: any conditions *must* be noted on this form *before* it is sent out to the committee members for their signatures.**

4. Submitting the Decision

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 reexamined. A manuscript processing fee is charged. Please see Manuscript Clearance on the Graduate School website ([under “Thesis, Treatise, Dissertation”](#)) for deadlines and information on the submission process.

The Graduate School Clearance Advisor leads workshops that cover ETD manuscript formatting, important deadlines for manuscript clearance, required forms and student questions. Students are urged to attend one of these workshops as they begin to work in earnest on the dissertation.

XIII. GRADUATION

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To receive the diploma, students must go to the registrar’s website, registrar.fsu.edu/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 but then do not graduate need to reapply for graduation the following semester.

A graduating PhD candidate who plans to take part the hooding ceremony should make arrangements with the major professor. If the student’s major professor is unable to attend, another member of the student’s committee can hood the student.

XIV. GRADUATE ENGLISH STUDENT ORGANIZATION (GESO)

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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 nonvoting members of select faculty committees and to report any relevant or essential information that concerns the graduate student population.

XV. GRADUATE AWARDS

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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 MFA 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)

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

Emailed notices announce the latest weekly readings in poetry and fiction, currently held at The Bark on All Saints 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.

[Word of South](#), a community-sponsored festival of literature and music held each spring, is a unique blend of writers and musicians and an exploration of the relationship between the two disciplines. The festival features authors who write about music, musicians who also are authors, authors and musicians appearing together, and everything in between. Throughout the year, [Opening Nights at Florida State University](#) presents compelling and distinguished artists who provide extraordinary experiences that educate, inspire and connect diverse audiences on and off campus; recent writers have included Stephen King, Salman Rushdie, David Sedaris, Cheryl Strayed, Colson Whitehead, and Jesmyn Ward.

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) or contact your program director.

The LMC Program 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.

XVII. LITERARY MAGAZINES AND PRESSES

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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. FSU English Department provides office space and other resources, course credit for staffers, and course release for the Editor and Assistant Editor. Contact: 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. Contact: <https://kudzureviewfsu.com>
- *Apalachee Review*, also produced in Tallahassee, is one of the oldest literary magazines in Florida; it publishes fiction and poetry. Contact: apalacheereview.org/

XVIII. PLACEMENT

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To help enhance placement, the English Department strongly recommends that all graduate students, while here, get practical experience either working on a literary journal (like *The Southeast Review*), a scholarly journal, or via some sort of relevant off-campus internship or professional activity. Students can receive course credit for this, too, whether via the sections of ENG 5998 devoted to this *SER* or other related work or via ENC 5945, Internship in Editing.

The Department has maintained an excellent placement record for its PhD graduates in a challenging 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, on video calls, or on campus visits. Individual advising is available from members of the Placement Committee throughout the job search process. 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.

XIX. TIMELINES

a. MA Timeline for Emphasis in Literature, Media, and Culture

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MA Fall		Spring	Summer
Year 1	<ul style="list-style-type: none"> Required coursework for first-year TAs: 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, the Speakers Series, or SER) 	<ul style="list-style-type: none"> Required coursework for first-year TAs: 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 signed MA Committee Form to Graduate Program Coordinator (by end of Spring) 	<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 TAs: 9 hours that includes at least 6 hrs of graded coursework Review requirements for MA Capstone Essay Submit MA Supervisory Committee Form (complete with faculty signatures) to Graduate Program Coordinator Contact Graduate Program Coordinator 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 TAs: 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 Thesis Defense with the Graduate Program Coordinator Register for graduation Review University graduation requirements (note deadlines) At least two weeks prior to Capstone Defense submit revised essay and required materials to your Major Professor and Committee Defend Capstone Essay Submit Department of English Capstone Signature Form to Graduate Program Coordinator Continue working with the Graduate School's Clearance Advisor on graduation requirements 	

b. Timeline for Emphasis in Rhetoric and Composition

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MA Fall		Spring	Summer
Year 1	<ul style="list-style-type: none"> Required coursework for first-year TAs: 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, the Speakers Series, or SER). 	<ul style="list-style-type: none"> Required coursework for first-year TAs: 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 signed MA Committee Form to Graduate Program Coordinator (by end of Spring) 	<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 TAs: 9 hours that includes at least 6 hrs of graded coursework Submit Approved Thesis Prospectus to the Graduate Program Coordinator Contact Graduate Program 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 TAs: 9 hours Register for Thesis Hours to equal a minimum of 6 hours or register for a DIS (ENG 5906r), subtitled MA Portfolio in Rhetoric and Composition Schedule Thesis/Portfolio Defense with Graduate Program Coordinator Register for graduation Review University graduation requirements (note deadlines) Submit manuscript to Committee Arrange to meet with Final Clearance Advisor in Graduate School Defend Thesis Submit Department of English Thesis/ Portfolio Signature Form to Graduate Program Coordinator Continue Working with Clearance Advisor on graduation requirements 	

MFA	Fall	Spring	Summer
Year 1	<ul style="list-style-type: none"> Required coursework for first-year TAs: 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"> Required coursework for first-year TAs: 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 TAs: 9 hours that includes at least 6 hours of graded coursework Submit signed MA Committee Form to Graduate Program Coordinator (by end of Fall) 	<ul style="list-style-type: none"> Required coursework for continuing TAs: 9 hours that includes at least 6 hours of graded coursework Course requirements (other than thesis) should be complete Submit Approved Thesis Prospectus to the Graduate Program Coordinator Contact Graduate Program Coordinator 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 TAs: 9 hours Register for 3-6 Thesis hours Submit Manuscript to Committee Contact Grad Program Coordinator for Thesis Class numbers for following semester Review University graduation requirements 	<ul style="list-style-type: none"> Required coursework for continuing TAs: A 9 hours Schedule Thesis Defense with Graduate Program Coordinator Register for 3-6 Thesis Hours (need min. total of 9 to graduate) Register for Graduation Review University graduation requirements (note deadlines) Arrange to Meet with Clearance Advisor (Graduate School) Defend Thesis Submit Department of English Thesis Signature Form to Grad Program Assistant Continue working with Clearance Advisor on graduation requirements 	

PhD Fall		Spring	Summer
Year 1	<ul style="list-style-type: none"> Begin required coursework. New TAs are required to take 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 TAs are required to take 9 hrs that includes at least 6 hrs of graded coursework. Submit annual review to ACGS 	<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 TAs: 9 hrs that includes at least 6 hrs of graded coursework Submit Supervisory Committee Form to Graduate Program Assistant 	<ul style="list-style-type: none"> Required coursework for continuing TAs: 9 hrs that includes at least 6 hrs of graded coursework Coursework, incl. foreign language requirement, should be complete by end of this term (or summer, at the latest) Complete PhD Check Sheet and get signature from ACGS Submit annual review (with signed Check Sheet attached) to major professor (cc signed, completed copy to Graduate Program Coordinator) Begin reading for exams 	<ul style="list-style-type: none"> Finalize reading list with Supervisory Committee Study Prelims Guide on Grad. Curriculum Canvas site Take Prelim reading hours
Year 3	<p><i>FOR ALL</i></p> <ul style="list-style-type: none"> TAs are required to take 9 hrs Contact Graduate Program Coordinator to register for Reading Hours Read for Prelims <p><i>FOR THOSE TAKING EXAM THIS TERM:</i></p> <ul style="list-style-type: none"> Register for ENG 8964 (Prelim Doctoral Exam) Schedule written portion of preliminary exam w/Graduate Program Coordinator Schedule preliminary exam oral defense with Graduate Program Coordinator and Supervisory Committee Take and defend Preliminary Exam Submit Preliminary Exam Pass Form to ACGS Submit Admission to Candidacy Request Form to English Dept. Graduate Assistant 	<p><i>FOR THOSE WHO'VE TAKEN PRELIMS:</i></p> <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 Canvas Graduate Curriculum site for models) Complete prospectus approval <p><i>FOR EVERYONE ELSE:</i></p> <ul style="list-style-type: none"> Last chance to take and defend Preliminary Exam and remain eligible for fifth-year funding STRONGLY RECOMMENDED: take the exam before the end of Week 6 and defend by the end of Week 7, so that reading hours can become dissertation hours <p><i>FOR EVERYONE:</i></p> <ul style="list-style-type: none"> Submit annual review to major professor (cc signed, completed copy to Graduate Program Coordinator) 	<ul style="list-style-type: none"> Begin/continue dissertation hours (24 program minimum)
Year 4	<ul style="list-style-type: none"> Continue dissertation hours Submit Prospectus and complete prospectus approval (both must be complete this term to remain eligible for 5th-year funding) Register for dissertation hours (24 program minimum) Begin looking at Graduate School website for information on manuscript clearance and graduation deadlines If graduating this year, begin job search (academic and/or non-academic). 	<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 Program Coordinator Defend dissertation Submit Defense Pass Form to Graduate Program Coordinator Continue working with Final Clearance Advisor and the Graduate School on graduation requirements Students who have not finished the dissertation, in lieu of the above steps, have the opportunity to apply for fifth- year funding (deadline TBA) Submit annual review to major professor (cc signed, completed copy to Graduate Program Coordinator) 	<ul style="list-style-type: none"> Register for graduation with Registrar's Office Meet with Final Clearance Advisor in the Graduate School
Year 5 (optional)	<ul style="list-style-type: none"> While completing dissertation, follow steps listed in Fall Year 4 (above). 	<ul style="list-style-type: none"> See Spring Year 4 (above). 	<ul style="list-style-type: none"> See Summer, Year 4 (above).