

# Department of English & Comparative Literature

## *Guide to Graduate Studies*



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## Preface

This *Guide to Graduate Studies in the Department of English & Comparative Literature* contains the specific rules and regulations that apply to the MA and PhD programs offered by the department. The contents comply with the rules and policies of the Graduate School of the University of Cincinnati. No information contained in this *Guide* shall be deemed to amend or modify the rules of the university.

In addition to this *Guide*, the following official document is binding on graduate programs, graduate students, and faculty in the Department of English. Graduate students are required to familiarize themselves with all regulations and procedures in **The Graduate Handbook of the Graduate School at the University of Cincinnati**: [http://grad.uc.edu/student-life/graduate\\_studenthandbook.html](http://grad.uc.edu/student-life/graduate_studenthandbook.html).

The Graduate Director and the Graduate Coordinator are happy to assist students in interpreting the regulations and procedures in these publications. Please feel free to ask.

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# Goals of the Graduate Programs

## Goals of the Master's Programs

- develop students' awareness of the relations among language, thinking, and society
- give them a sense of the textual, intellectual, rhetorical, and sociopolitical history of their particular areas of study
- prepare them to address current language-related issues by enhancing their research skills and critical thinking
- enable them to join the professional dialogues in their areas of study by acquainting them with the sites and rhetorical conventions of that discourse
- prepare them to contribute positively—whether as scholars, teachers, editors, writers, or otherwise—to the ways that language is taught and used in our culture and internationally

## Goals of the Doctoral Program

- acquaint students with the textual, intellectual, rhetorical, and sociopolitical history of their chosen areas of expertise
- introduce them to critical debates in these areas and in the profession at large
- help them develop the skills necessary to participate in these debates by teaching them various interpretive approaches, acquainting them with important research tools both contemporary and traditional, and familiarizing them with rhetorical/argumentative conventions in the discipline
- enable them to complete a sustained piece of scholarship or a long creative work, of publishable or near-publishable quality
- help them to become effective teachers of writing, composition, and literature
- enable them to influence the future of English Studies through scholarship, creative work, teaching, and other professional activities

## Goals of the Certificate Program in Professional Writing

- enable students to extend their range of writing, editing, design, and publishing skills
- provide students an academic foundation for best current writing practices in their chosen and future careers
- aid students in using appropriate technologies and software to organize, present, and communicate information to address a range of audience and purposes
- introduce working professionals to a wide variety of career opportunities

## Goals of the Graduate Programs

### Goals of the Graduate Certificate in Health Communication (**offered by the Department of English and the Communication Department**)

- help students to articulate and focus on a defined purpose and audience for the creation of texts
- enable students to incorporate design principles into documents (both print and online)
- prepare students to use appropriate technologies to organize, present, and communicate information to address a range of audience, purposes, and genres
- develop students' ability to evaluate the role of communication in health-related decision-making
- enable students to address communication issues that exist between and among patients, providers, and family members
- help students explain the dynamics of social support through health communication

# Admission to Graduate Degree Programs

## Admission Requirements

All application requirements, procedures, and deadlines are posted at <http://www.artsci.uc.edu/departments/english/grad.html>.

## Application of Internal Applicants

Students who are enrolled in the MA program at the University of Cincinnati and wish to apply to the doctoral program must follow the standard application process.

Students who have completed the MA program in Professional Writing can be considered for admission for doctoral study only after having demonstrated sufficient reading knowledge of a foreign language.

MA students admitted to the doctoral program **need to take special care to anticipate the credit-hour limit for doctoral students, as all MA hours earned in the program count toward this limit.** In the year that this limit will be passed, the student will no longer be eligible for financial aid.

## Financial Aid

The Department of English awards a wide variety of financial aid to full-time students based on academic merit. Recipients of awards should familiarize themselves with the Financial Aid Policies available from the Graduate School. All students receiving Graduate Assistant stipends through the Department must carry a full-time load (12 credits or more) each term, exclusive of audit and/or undergraduate credits; part-time students are not eligible for graduate assistantships. For full-time students, any additional employment must be approved by the Graduate Director.

### Internal Applications for Financial Aid

Reappointment to any departmental award is not automatic. The Director of Graduate Studies will review academic records at the end of spring semester, and if a student is not making sufficient progress toward the degree, the Director will inform him or her promptly—generally within one week of the grading deadline. Any funded student who does NOT want to renew an assistantship for the following year should inform the Graduate Director of this intention by March 1. Those wishing to upgrade their aid (e.g., from a UGS to a GA, or GA to fellowship) may petition the Graduate Director to do so, but the granting of such petitions depends upon both the availability of funds and the student's having made a compelling case. For further details and procedures, contact the Director of Graduate Studies no later than January 15.

### University Graduate Scholarships

The Graduate Incentive Award (GIA) and Graduate Assistant Scholarship (GAS) are university-funded scholarships that cover all or part of a full-time or part-time student's tuition and fees. Students receiving a GIA or GAS must be registered for at least the number of graduate credit hours covered by the GIA or GAS in each semester for which they are receiving support. The GIA is for Graduate Students who are not graduate assistants, and therefore no service is required in return for the award. The GAS is for graduate students who are graduate assistants. These students must fulfill all eligibility requirements in their Graduate Assistant letter to maintain their GAS. Students registered for more than 18 credits in a semester will be billed tuition and general fees on a per-credit-hour rate for each credit over the 18. If a student withdraws from a class funded by a GIA or GAS, the GIA or GAS is canceled immediately, and the student is responsible for the tuition balance, based on the date of withdrawal. Students may receive GIA/GAS support for audited courses only after the first 10 graduate credit hours, 12 if supported by a graduate assistantship.

## Financial Aid

All rules that govern recipients of GIA/GAS support pertain to all students with GIA/GAS awards, including international students. Other rules and policies that apply specifically to international students are independent of GIA/GAS regulations. Neither negates or takes the place of the other.

Note: Financial awards that require no service may reduce eligibility for educational loans. Please notify the Student Financial Aid Office of your GIA/GAS if you apply for aid from that office.

### Graduate Assistantships

A significant proportion of financial aid offered by the Department is in the form of the Graduate Assistantship. Availability varies each year, as do the amounts for both the master's and the doctoral stipends. These awards include both a financial stipend and a scholarship that provides 100% remission of tuition and the General Fee. (There is one fee that students are required to pay—the Information Technology & Institutional Equipment Fee.)

Graduate Teaching Assistants are required to teach one class section per term, with three office hours each week. Teaching, preparation, conferences, grading, and related activities require approximately twenty hours per week. Advanced doctoral students may have the opportunity to teach a more advanced literature, rhetoric, composition, or creative writing class. Eligibility to teach literature or creative writing is generally contingent upon having already taught one full year of English Composition.

In addition to Graduate Assistantships, students may qualify for occasional specialized Research, Editorial, or Administrative Assistantships, the duties of which vary but will typically require twenty hours per week.

Graduate assistants are entitled to a discount at the University Bookstore. In addition, they may be eligible for one of the two Graduate Assistant/Fellow Health Insurance Awards. Graduate assistants must be registered for 12 graduate credit hours or more at UC exclusive of audit credits for each semester they receive the assistantship. University assistantships will be canceled if the awardee does not meet his/her enrollment obligation. The exception to this rule is summer semester.



## ***Financial Aid***

### **Taft Fellowships**

As one of the UC departments with access to the Charles Phelps Taft Memorial Fund, the Department of English & Comparative Literature may recommend a number—currently, no more than three--of its advanced graduate students for one-year Taft Dissertation Completion Fellowships. These Fellowships, which are awarded by a committee named by the Charles Phelps Taft Research Center, carry a full stipend and tuition scholarship for advanced doctoral students. Each year, every Taft Department receives one Fellowship; another six Fellowships are awarded competitively to advanced students from Taft departments.

No outside employment during the Taft year is permitted.

Advanced PhD students (typically those who have completed their oral exams) need to submit an application if they are interested in a Taft Fellowship. The Graduate Director invites such applications each January and provides guidelines for how to prepare them.

To be nominated by the department for a Taft Fellowship, a doctoral student should show evidence of academic excellence beyond normal academic progress as well as the ability to profit from a Fellowship year free from teaching responsibilities. Academic excellence is based on GPA, progress to degree, publications, service, teaching, awards, and evaluations. Students must be able to articulate their projects for a wide audience and to write a convincing proposal that conforms to the conventions of that genre.

### **Departmental Fellowships**

The department is fortunate, thanks to generous donors and bequests, to have some additional fellowship, scholarship, and enhancement money available for incoming doctoral students with superior academic and/or creative qualifications. The George Elliston Fund supports students of poetry-writing; the Robert and Adele Schiff Fund supports students of fiction-writing and contemporary American fiction; The Helen Weinberger Fund supports students of drama and performance; the Pat Belanoff Summer Research Award benefits students in Rhetoric & Composition. We have a number of other funds that can sometimes provide or enhance stipends for graduate students; these include the Ricking, the Fick, and others. Fellowships or enhancements, with a range of stipends, are awarded competitively to doctoral students each year. Each departmental Fellowship is accompanied by a 100% tuition scholarship.

# Financial Aid

## Reappointments

All tuition scholarships and GA awards are granted on a yearly basis. An MA student may be awarded aid for a second year, and a PhD student for a second, third, and fourth year, provided the student shows evidence of superior work (both as a student and, if applicable, as a teacher) and evidence of normal progress toward the degree. It is possible for the PhD student to receive a fifth year of aid while writing the doctoral dissertation, provided resources are available. Paid teaching may be the method of support.

Superior work as a student means a cumulative GPA of at least 3.3 with no grades below a B-, and no incompletes. Superior work as a teacher is indicated by excellent evaluations by supervisors and students regarding all areas of the Graduate Assistant's duties.

Normal progress means that a student appointed as a Graduate Assistant in the first year of graduate work should complete the MA in two years; a doctoral student with an assistantship should complete all coursework and exams for the PhD in three years.

## The 174-Hour Rule

**Doctoral students who have earned more than 174 graduate credit hours at the University of Cincinnati are ineligible for financial aid.** Students who have earned an MA degree from any UC Department need to be particularly careful to plan their programs of study with this limit in mind. All graduate hours will count toward this limit. Students having earned an MA from another university are assessed 34 semester hours toward this limit. Students are no longer eligible for financial aid during the term that their registration takes them over the 174-hour mark.

## *Termination/Leave of Absence*

Students wishing to terminate a GA or tuition scholarship award prior to the established termination date should notify the Graduate Director in writing 30 days prior to the proposed termination date. Except in emergencies, such early termination should occur only at the end of academic terms. This rule applies both to students who intend to exit the program permanently and those who seek a temporary leave of absence. Temporary leaves are not automatic, but may be granted by the Director of Graduate Studies under exceptional circumstances.

# General Department Procedures

## Advising

Each incoming student is assigned as an initial advisor the area director in her or his field: Literature & Cultural Studies, Professional Writing & Editing, Rhetoric & Composition, or Creative Writing. The Director of Graduate Studies is also available to help and to give counsel. Once students arrive and begin their studies, they are responsible for seeking out (presumably with the help of their initial advisor) a faculty advisor to obtain assistance regarding registration, requests for financial aid, formation of special committees, examinations, and other related matters in the English graduate programs. The advisor must be tenure-track, and should be approved by the Graduate Director, who also advises students. As academic interests develop and mature, students may consider changing advisors, and may do so after consulting the Director of Graduate Studies.

## Mail Service

Graduate students who are teaching are assigned a departmental mailbox in McMicken 241. Students must keep a current address and telephone number on file. Change-of-status information must be submitted to the Graduate Coordinator immediately, and should also be reported to the Registrar's office at <https://ucdirectory.uc.edu/updates/default.asp>.

## E-mail Accounts

All graduate students are **required** to activate their UC e-mail account and use it as their primary address for all university electronic mail. To activate your account, please visit <http://mail.uc.edu/>.

## Dossier Policy

Doctoral students should start a credential file with the Graduate Coordinator. Professional dossiers provided by the English Department consist of three to five letters of recommendation, plus unofficial transcripts.

Dossiers can be sent for a period of five consecutive calendar years, beginning no later than the year the student graduates. All dossier requests are to be made to the Graduate Coordinator via e-mail, and should include the names and addresses of intended recipients, plus any special instructions on what items to include.

## General Department Procedures

A PDF file of the dossier will be sent via e-mail within five business days of receipt of the request. Students may have an unlimited number of electronic dossiers sent at no cost.

A printed dossier may be requested, and will be sent within five business days of the receipt of the (paid) request. A prepaid charge of \$5.00 per dossier will be assessed for dossiers to be sent by mail.

### Graduate Organizations

The English Graduate Organization (EGO) comprises all graduate students in the Department and is governed by a Steering Committee of elected students. EGO was formed to protect the rights and hear the grievances of all graduate students in English, and has expanded into a more extensive role in enhancing the professional lives of graduate students. EGO elects two representatives to the department's Graduate Studies Committee. It also arranges seminars, social events, and readings of various kinds throughout the year.

The Graduate Student Governance Association (GSGA) represents all graduate students in the University (except medicine and law). The English Department is represented by volunteers from the EGO Steering Committee. The GSGA meets bimonthly to discuss changes to policies affecting all graduate students.

You may read more about this organization at

<http://www.artsci.uc.edu/departments/english/grad/ego.html>.

### Petitions for Reinstatement/Extension

To maintain active graduate status and thus be eligible to graduate, students must register for at least one credit each academic year. Students who allow their active status to lapse, or who have surpassed the time allowed for a program, must petition the Graduate School for a reinstatement and/or an extension. For reinstatement approval, the student must pay the tuition for each of the single credit hours on which they lapsed in prior terms. Students wishing to use university facilities (library, gym) must register for a minimum of one credit hour per term. Students who allow their active status to lapse for three years must reapply to the program (no reinstatement will be allowed). For help with reinstatement or extension requests, please contact the Director of Graduate Studies.

# General Department Procedures

## Graduation

Eligible students may receive degrees at the end of any of the academic terms by formally applying for graduation. Students need to inform the Graduate Coordinator when they wish to apply for graduation. All relevant deadlines for graduation are posted at <http://www.grad.uc.edu/graduation-deadlines.aspx>.

## Department Grading Policies

### Incomplete and No Grade

Failure to abide by these policies will jeopardize any financial aid award. The Department of English strictly enforces the following departmental policies of zero tolerance for Incompletes (*I*) and No Grades (*NG*) for Graduate Assistants and Student Lecturers:

- Any *I* or *NG* received at end of fall term must be converted to a standard letter grade by the following June 1. Example: Student receiving an *I* for 14FS must have the grade changed prior to June 1, 2015.
- Any *I* or *NG* received at end of spring term must be converted to a standard letter grade by the following September 1. Example: Student receiving an *I* for 15SS must have the grade changed prior to September 1, 2015.

For all students *not* categorized as Graduate Assistants or Student Lecturers, the Department abides by the following Graduate School policy:

- *I* grades must be changed to a letter grade no later than the grading deadline for the fourth term following original assignment of the *I* grade. On that deadline the *I* automatically converts to an *I/F* and cannot be changed. Change of grade forms must be submitted eight working days before the grading deadline to allow time for processing and posting. Example: Student with an *I* from 12FS would have until two weeks prior to the grading deadline of 13FS to submit the change of grade form. After this time the grade will convert to an *I/F* and the course must be retaken prior to graduation.

### Quality of Work

In order to graduate, candidates for graduate degrees in the Department of English must have a cumulative GPA of at least 3.3 in all graduate coursework. Any student whose grades fall below that threshold, or who accumulates a total of two semester grades below the B range, is subject--at the discretion of the Director of Graduate Studies in consultation with the Department Head, the student's Area Director, and the Graduate Studies Committee--to rescission of any assistantship and/or dismissal from the program. Any student whose grades remain below the 3.3 threshold at the conclusion of two consecutive semesters, or who accumulates three grades in the C range or below, will be dismissed from the program.

# Credits and Courses

## Transfer Credits

Except under exceptional circumstances, no more than nine graduate credit hours may be transferred from another college or institution. No more than twelve graduate credits in English taken as a nonmatriculated student at the University of Cincinnati will be accepted toward the MA or PhD degrees.

## Auditing

Students who desire or need coursework for remedial instruction in areas of their programs may audit classes. No course grade or credit is assigned, and conditions for participation are at the discretion of the instructor.

Audit hours do not count toward the 174-hour limit, nor are they included in the determination of full-time status. A GAS will cover audit hours, provided the total number of registered hours is 18 or fewer, with a minimum of 12 being graduate credits. Only one audit course may be taken per term.

## Full-/Part-Time

Full-time graduate students must register for at least 10 graduate credit hours (12 if funded by a Graduate Assistantship) per semester. Undergraduate credits or audited courses do not count toward full-time status, or toward the graduate degree.

The MA may be achieved on a part-time basis. Because there is a residency requirement for PhD students, all doctoral students shall complete a residency requirement by enrolling in 10 graduate credit hours (12 if funded by a Graduate Assistantship) per semester for two out of three consecutive semesters of study (including summer).

## Course Levels

Courses with 5000 and 6000 level numbers are introductory in their approach to subjects. These courses may offer credit for both graduate and undergraduate, but English graduate students must register for graduate credit only. In a course carrying both undergraduate and graduate credit, a graduate student may be required to complete a certain amount of academic work in addition to that required of undergraduates in the same course. The extra work may consist of reading and reviewing additional books, presenting reports, or doing such supplementary work as the instructor in charge of the course deems advisable.



## Credits and Courses

Students who have not been formally admitted as creative writers require permission from the course instructor in order to enroll in a writing workshop at the 7000 level.

Courses and seminars at the 7000 to 9000 level carry graduate credit only. The 7000-level literature courses focus on coverage of major literature of a certain literary period and a survey of major scholarship. 8000-level seminars take advanced approaches to literature and theory. MA students can register for 8000-level courses with permission of the instructor.

### Course Credits and General Credits

Students may earn two kinds of graduate credits—course credits and general credits. Students receive graduate course credits in all courses offered by the Department of English numbered 5000 to 9099, except the following, which are not courses and which give general graduate credits: Teaching (9095), Professional Practice (9096), and Research (9099). Course credits count toward the hours required for the MA or PhD; the general credits are intended to help the student maintain full-time status while teaching or doing research.

### Independent Work Course Credits

Independent Study (9098) gives course credit. Students wishing to receive credit in Independent Study need to arrange with an appropriate instructor to define a project or course of study. A form available from the Graduate Coordinator should be filled out with a detailed description of the proposed project, then signed by the instructor during the Priority Registration period before the term when the work will be done. It must be filed with the Director of Graduate Study. The grade for the project is submitted by the instructor.

No more than three course credits from independent work will apply to MA degree requirements, and no more than nine will apply to PhD degree requirements. Independent work may not be substituted for regular courses in areas typically addressed by the graduate curriculum. Independent Study is not an ordinary part of the graduate curriculum.

These restrictions do not apply to the MA thesis.



# Credits and Courses

## Teaching General Credits

Credits for Teaching (9095) give formal recognition to work done by Graduate Assistants conducting classes. Students may enroll for a limited number of such credits (not more than three per term). The grade of P (Pass) is given if the teaching is completed. These credits should not be confused with credits for Teaching College Writing (7030), which are course credits.

## Professional Practice General Credits

Credits for Professional Practice (9096) give formal recognition to work done by students on non-teaching assistantships—for example, Graduate Research Assistantships or Graduate Administrative Assistantships. Students may enroll for a limited number of such credits (not more than three per term). The grade of P (Pass) is given if the assistantship work is completed.

## Research General Credits

Research hours are intended to help students maintain full-time status when they are not taking courses but are doing other work related to the degree, such as working on a thesis or dissertation or studying for exams.

Legitimate MA uses of research hours are as follows:

- to maintain full-time status for financial aid once coursework has been completed
- to register for one credit hour during the year prior to planned graduation in order to maintain active status (this applies only to students who did not graduate in their second year)

Legitimate PhD uses of research hours are as follows:

- to study for the doctoral exam
- to write a dissertation
- to acquire the minimum overall hours needed for the degree, including both course-credit hours and non-course credit hours
- to register for one credit hour during the year prior to planned graduation in order to maintain active status (this applies only to students who are no longer attending full time)

## Credits and Courses

It is also possible for both MA and PhD students to sign up for research hours in order to compensate for degree-related work that does not carry graduate credit. For example, research hours would be appropriate if a student were to come into the program with a thin literature background and needed to audit undergraduate courses.

As a strict rule, students should limit their use of research hours before finishing coursework. In the eyes of the Admissions and Awards Committee, extensive use of research hours weakens “normal academic progress,” and thereby decreases the likelihood of financial aid awards. MA graduates continuing on to doctoral studies at the University of Cincinnati must be especially careful that research hours do not put them over the 174-hour limit for students on financial aid.

# Requirements for Non-Degree Programs

## Graduate Certificate Program in Professional Writing

The graduate certificate program in Professional Writing is geared primarily toward working professionals who seek to extend their writing and technology skills and to gain a more solid academic foundation for their current practices. (Please note: It is not a program in creative writing or publishing.)

The certificate can help working professionals become more competitive in today's job market by extending their skills and introducing them to a wide variety of career opportunities.

Certificate students who decide along the way to pursue the MA in Professional Writing may apply to that degree program at any point. If the application is accepted, all certificate hours will count toward the MA.

### Program Design

The Graduate Certificate in Professional Writing at the University of Cincinnati requires 12 hours of graduate course work, including one technology course, one theory course, and two electives. There is no comprehensive exam or thesis requirement. Courses typically meet one day per week in three-hour blocks.

### Required

Four courses (12 credit hours), including one technology course, one theory course, and two electives. Click [here](#) for a list of courses.

# Requirements for Non-Degree Program

## Graduate Certificate in Health Communication

The Graduate Certification in Health Communications is a joint certificate offered by the Department of Communication and the MA in Professional Writing Program in the Department of English. The certificate will prepare students to effectively meet the increasing demands of health communication for skills in technology, writing, and design. The program is designed for working professionals and graduate students from across campus.

Requirements 14 hours: 4 courses

- one theory course (3 hours)
- one technology course (3 hours)
- two other courses chosen from offerings of either department (3 hours each, 6 hours total)
- an online introduction to health communication course (2 hours)

Students will be required to take at least one course from each department. At least two courses will be offered every term.

# General Requirements for Graduate Degrees

## Course of Study

A student's course of study is planned in consultation with an advisor, and is subject to the general approval of the Director of Graduate Studies. With the permission of the Director of Graduate Studies, it may include coursework from other departments.

## Time Limit

Students working toward the MA degree must complete all requirements no later than five years from the date when they entered the degree program.

Students working toward the PhD degree must complete all requirements no later than nine years from the date when they entered the degree program.

## Credit Hours

All MA programs in the Department of English require 36 graduate course credits.

The doctoral program in the Department of English requires at least 60 overall post-master's-degree hours. This includes at least 36 hours of doctoral course credits, plus teaching and research hours. The Graduate School requires at least seven dissertation research hours.

## Teaching Experience

Candidates for the master's degree in the Literature & Cultural Studies and Creative Writing tracks and all doctoral candidates must have classroom teaching experience. This is arranged in cooperation with the Director of English Composition. Exceptions to the teaching requirement are noted under the MA Professional Writing and Editing specific requirements.

Students on Graduate Assistantships generally teach English Composition. PhD-student GAs in their second year and beyond are invited to submit proposals for 2000-level literature courses or to teach undergraduate creative-writing workshops. Students may not teach more than one literature course per academic year. Any teaching other than composition classes requires permission from the Director of Undergraduate Studies and the Director of Composition.

# General Requirements for Graduate Degrees

There is a January 15 deadline to apply for teaching outside the composition program; procedures and eligibility varies from track to track, but details about the procedures may be found [here](#).

## Foreign Language

MA: In order to graduate, candidates for the MA in the Literature and Creative Writing tracks must demonstrate a reading proficiency in one foreign language.

PhD: For all three PhD tracks, students must have basic reading knowledge of two foreign languages or an in-depth knowledge of one. In-depth is defined here as the ability to read literature in that language with a minimum of reference aids.

All graduate students should consult with the Director of Graduate Studies about the language requirement during the opening weeks of the fall semester of the first year of study. At that time, the Director will ask for any needed documents to confirm prior fulfillment of the requirement in part or in whole, and will consult with students who have not yet completed it about the language(s) they propose to study, the relevance of those languages to the student's course of study, and the method and timeline s/he envisions for completing the requirement.

Important Note: In recent years it has become more difficult to fulfill the language requirement by way of coursework at UC; several departments have ceased to offer the graduate-level readings courses that our students at one time relied on. We have therefore had to become more flexible and inventive about coming up with ways for students to fulfill language requirements that fulfill two crucial criteria: not to place undue burden on the student, and to enable the student to achieve proficiency in ways that contribute to her/his individual course of study.

Students may fulfill a foreign language requirement in a variety of ways:

- complete, with grades of at least a B, six three-hour language courses
- satisfactorily complete a graduate-level reading language sequence in another department at UC, followed by a proficiency exam of which the results must be reported in a letter to the Director of Graduate Studies
- submit evidence to the Graduate Director that one has completed a graduate language requirement in another program (usually a letter from that program's Graduate Director) or establish that one has near-native fluency in another language
- submit a transcript showing that, as an undergraduate, the student completed a language sequence resulting in proficiency

## General Requirements for Graduate Degrees

- take a foreign-language reading exam here at UC (the student must contact the person who administers this exam in the given language department and arrange to be tested; there may be a fee for this which will be covered by the student)
- With prior permission from the Director of Graduate Studies, students may undertake other kinds of projects as part of their foreign language training. In the past, these have included independent studies with professors in various language departments, with results reported to the Director of Graduate Studies; translation projects undertaken under the supervision of qualified faculty members in or outside the department, again with results reported to the Director of Graduate Studies; participation in immersive language study in foreign universities or other programs; etcetera.

### Disability Accommodations

The Department of English is committed to supporting equitable learning conditions for all students. To that end, if you have a diagnosed disability that may influence your performance in the graduate program, we are happy to negotiate and arrange any needed accommodations. The procedure for such accommodations will be a collaboration among the student, Disabilities Services, and the Director of Graduate Studies (who will consult as well with any affected faculty members). For the student's benefit, such accommodations should be sought in advance wherever possible. Please don't hesitate to let an advisor and/or the Director of Graduate Studies know if you may need our help."

### Changing Programs

A student in one MA program or option who wishes to transfer to another must satisfy the admission requirements for the second program or option before making the transfer. Then the student needs to request, in writing, that the Director of Graduate Studies, after consultation with the relevant area directors, approve this transfer.



## Specific Requirements for Graduate Degrees

The following specific degree requirements are in addition to the general degree requirements that apply to all graduate programs in the Department of English & Comparative Literature.

### MA in Professional Writing

The MA in Professional Writing (PWRT) enables students to practice and hone their advanced writing and editing skills in a variety of media, with a specific emphasis on content generation, information design, and technological literacy. The PWRT program emphasizes a fundamental understanding of communication processes, an understanding that puts theory into practice and bridges disciplines and industries. Upon completion of this program, students may choose to work as professional writers, editors, information managers, web developers, or planners. Some students have chosen to enter PhD programs in rhetoric, communication, and health.

#### Specific Requirements

##### Coursework

Introduction to Professional Writing (PWRT 7001, 3 hours)

Internship (PWRT 7030, 3 hours – second year only)

Web Design (PWRT 7045, 3 hours)

Capstone in Professional Writing (PWRT 7095, 3 hours)

Teaching Technical and Professional Communication (TAs only—PWRT 7002, 3 hours)

In addition, students must take one Theory course (3 hours), two Technology courses (6 hours), three Genre courses (9 hours), and two additional electives (one if a TA). A list of categories and courses may be found on the [MA in PW Curriculum Checklist](#).

**Internship:** The student must arrange a project with at least 120 total hours of work, to be supervised by a professional writer or editor and approved by the faculty advisor. The internship culminates with a report that is approved by a committee of two faculty members chosen by the student. To find an appropriate internship, students usually make inquiries with local businesses and professional organizations. They should also check with the Professional Writing Director and faculty. Once a student has lined up a promising arrangement and cleared it with the faculty advisor, the student should submit a formal internship proposal.



## Specific Requirements for Graduate Degrees

### MA in Professional Writing (continued)

#### Capstone:

Students in the PWRT program take a specialized capstone course. This course provides an opportunity for students completing the graduate program in Professional Writing to demonstrate their mastery and integration of the skills, principles, and knowledge gained from the courses they have taken. It requires the application of that learning to a field project. This service-learning course will be evaluated by faculty in the writing programs and others.

### MA in English, Tracks in Literature & Cultural Studies and in Creative Writing—Expected Timeline

**Important note: Please consult the information on your specific track (below) for a fuller account of requirements and deadlines.**

#### Fall Semester, Year One

\*Teaching Practicum, Introduction to Graduate Studies, plus seminars

#### Spring Semester, Year One

\*Teaching College Writing plus seminars

By May 1 of your first year, you should check with your advisor within the track and with the Director of Graduate Studies to fill out an Individual Academic Plan and make sure everything is order and that you're set to complete all required coursework on time.

#### Fall Semester, Year Two

Seminars/Workshops

By October 1 of your second year, you should have identified a thesis director and a second reader. It is your responsibility to convey those names to your area director and to the Director of Graduate Studies by way of your track's [Thesis Committee Form](#).

#### Spring Semester, Year Two

Thesis: Students register for three hours of MA Thesis credit (9090) during the term in which they intend to complete the paper, usually in the final semester of study. They are responsible for seeking out a director and second reader and for obtaining permission for ENGL 9090 from the project director; the thesis paperwork must be approved by and filed with the Director of Graduate Studies. Students must submit a final full draft of the paper two weeks before the required oral defense. The project director submits a letter grade for the thesis hours based upon the quality of the MA thesis.

## Specific Requirements for Graduate Degrees

### MA in English, Literature & Cultural Studies Track

The MA Literature & Cultural Studies track is designed for students who wish to extend their liberal education beyond the bachelor's level, to acquire professional training for teaching in high schools and junior and community colleges, and/or to prepare for the PhD, the degree most often required for teaching literature and writing in four-year colleges and universities.

#### Specific Requirements

##### Coursework:

- Introduction to Graduate Study (ENGC 7002, 1 hour)
- Methods of Criticism and Critical Debates: Introduction to Theory Course (ENGC 7004, 3 hours)
- Cultural Difference and Alterity\* requirement: literature and/or theory course (3 hours)  
\*Each student is to take a seminar that engages in a substantive way with issues of identity, difference, and 'otherness.' Students with questions about whether specific courses can satisfy the alterity requirement should consult the Area Director in Literature and Cultural Studies or the Director of Graduate Studies.
- Teaching College Writing (ENGC 7030, 3 hours)
- Teaching Practicum (ENGC 7031, 2 hours)
- Historical requirement: 3 courses in literature, with at least one of those pre-1900 and at least one post-1900 (9 hours)
- Electives chosen from courses at the 6000-8000 levels (12 hours)
- Language requirement (to be fulfilled outside the regular course count)
- MA Thesis, ENGL 9090 (3-6 hours)

MA Research Paper: Students complete the degree with a Master's project, for which the student receives a letter grade. The project is most often a substantial revision of a seminar paper. MA papers are 25-40 pages in length (excluding footnotes), modeled after articles published in refereed academic journals, and written under the supervision of two faculty members.

## Specific Requirements for Graduate Degrees

### MA in English, Creative Writing Track

Through genre-specific workshops and seminars, the Creative Writing track provides an opportunity for students to combine the writing of poetry, fiction, and/or nonfiction with the advanced study of literature and craft. Upon completion of the two-year degree, some students may choose to pursue either an MFA in creative writing or a PhD in writing or literature. Graduates of our program in recent years have also pursued professional degrees or taken jobs in business and arts-or-writing-related fields.

#### Specific Requirements

##### Coursework:

- Intro to Graduate Study (ENGC 7002, 1 hour)
- Teaching Practicum (ENGC 7031, 2 hours)
- Teaching College Writing (ENGC 7030, 3 hours)
- Technique & Form in Poetry or Fiction (ENGL 7086, 3 hours)
- MA Thesis (ENGL 9090, 3-6 Hours)
- One Theory Course (3 hours)
- Three Literature Courses above 5000 (comprising a field, area, critical approach, discipline, or genre of student's choice)
- At least three workshops (9 hours)
- One Elective (3 hours)

**MA Thesis:** By October 1 of the second year, MA students should secure a thesis director as well as a second reader. The thesis director and the student will set up a schedule of deadlines and meetings over the course of the year, as the student revises existing work and/or drafts new work. The second reader will read the completed thesis in preparation of the defense. The thesis should be 75-125 pages for prose and 25-35 pages for poetry. Students should deliver the completed thesis to both the director and the second reader at least two weeks before the defense date, which should take place before the end of the spring semester. It is the student's responsibility to schedule a time and place for the defense.

## Specific Requirements for Graduate Degrees

### Double Degree (MA/PhD) with Women's, Gender, and Sexuality Studies

#### Required Coursework WGSS:

1st year of the WGSS MA (and English Electives)

- Proseminar I (WGSS 7000, 1 hour)
- Proseminar II: Directed readings (WGSS 7001, 2 hours)
- Feminist Methods and Methodologies (WGSS 7004, 3 hours)
- Fem Theory Foundations (WGSS 7012, 4 hours)
- Two of the following core courses: Race, Class, Nation (WGSS 7014, 4 hours), Contemporary Issues (WGSS 7015, 4 hours), or Transnational Theory (WGSS 7015, 4 hours)
- Two English electives (6 hours)

2<sup>nd</sup> year WGSS MA (MA Project and English Teaching Requirements)\*

- Feminist Research & Methods (WGSS 8000, 3 hours)
- Individual Directed Research I (Final paper, WGSS 8010, 1-3 hours)
- Individual Directed Research II (Final Paper, WGSS 8011, 1-3 hours)
- Two WGSS electives (6 hours)
- WGSS Oral Exam (WGSS 8020, 1-3 hours)
- Two English electives (6 hours)
- English Teaching Practicum (ENGC 7031, 2 hours)

\*Variable credit hours are based a combination of coursework and independent research hours necessary to complete the MA project and exam. GAs must carry a minimum of 12 credit hours per term (24 for the academic year) to remain in good standing with the Graduate School. WGSS graduate students typically carry additional hours.

3<sup>rd</sup> Year in English (Additional PhD Coursework)

- Four English courses supporting two fields of study
- Two graduate-level WGSS or English electives at the 6000-8000 levels

At least one of the English courses taken in years two or three should be an intensive 8000-level seminar.

The WGSS MA Oral Exam counts for one-half area of critical theory for the English PhD qualifying exams. (See description of the second field below for an explanation of the half-area in the structure of the qualifying exam.)

## Specific Requirements for Graduate Degrees

### PhD Program in English, Expected Timeline Tracks: Literature & Cultural Studies, Rhetoric & Composition, and Creative Writing.

The PhD program in English features three tracks: Literature & Cultural Studies, Rhetoric & Composition, and Creative Writing. The degree is designed to prepare our students for careers as teachers (primarily as college faculty), as scholars, as writers, and in general as contributors to the future of English Studies, whether through scholarship, creative work, teaching, or other professional activities. Our tracks are designed to offer great flexibility for graduate students to pursue their wide-ranging interests, and in turn to produce versatile graduates who can thrive either in academic jobs or in an increasingly broad variety of related fields.

**Important note: This is not an exhaustive list, and some areas have track-specific requirements (for instance, the First-Year Review in Rhetoric & Composition. Please consult the information on your specific track (below) for a fuller account of requirements, deadlines, and procedures.**

#### Fall Semester, Year One

\*Teaching Practicum (ENGC 7031, 1 hour), Professionalization Seminar (ENGC 7003, 1 hour), Teaching (ENGL 9098, 3 hours), plus a seminar

#### Spring Semester, Year One

\*Teaching College Writing (ENGC 7030), Teaching, seminars

\*By May 1 of your first year, you should check with your advisor within the track and with the Director of Graduate Studies to fill out an Individual Academic Plan and make sure everything is in order to complete required coursework on time.

#### Fall Semester, Year Two

\*Teaching, seminars

#### Spring Semester, Year Two

\*Teaching, seminars

\*By January 15, you should have identified and secured qualifying examiners and named your exam areas. It is your responsibility to turn in your area's Exam Lists form to your area director and to the Director of Graduate Studies by the due date.

\*By May 1 of your second year, you should turn in your lists, which at this point should be at least tentatively agreed upon with your examiners, to your area director and to the Director of Graduate Studies. (Note re rationales: Rules for rationales vary from track to track, sometimes from examiner to examiner. If your track or examiner requires a preliminary rationale at the time of list-making, that

## Specific Requirements for Graduate Degrees

### *PhD Program in English, Expected Timeline (continued)*

rationale should be included in the document you file with the area director and the Director of Graduate Studies.)

#### **Fall Semester, Year Three**

\*Teaching, exam preparation

#### **Spring Semester, Year Three**

\*Teaching, exams

\*Except in extraordinary circumstances, qualifying exams—written and oral—should be taken by February 15.

\*The Exam Results form must be turned in to the Graduate Coordinator immediately after completion of the oral exam. The Graduate School's admission-to-doctoral candidacy form must be turned in to the Graduate Coordinator for the Director of Graduate Studies' approval within one week of the successful oral exam. This form requires that the student identify her or his dissertation committee, so make sure you've secured committee members before submitting the form.)

#### **Year Four**

\*Teaching, dissertation

\*The fourth year of study is generally devoted to the writing of the dissertation. The student should take note that the Graduate School's defense deadline for spring falls generally around the end of March.

The department is mindful that students writing research dissertations may need part or all of the fifth year to complete them. Fifth-year funding, often in the form of teaching, may be available, but it is not guaranteed.

## ***General Departmental Rules and Expectations about the Exam and Dissertation Procedure***

These rules are supplemented below in the specific tracks' sections, which the student should also consult.

### **PhD Qualifying Exams**

Upon completing coursework, students move forward to the dissertation stage of the PhD program by passing written and oral qualifying examinations. Faculty members compose questions and administer exams based on reading lists designed in



## Specific Requirements for Graduate Degrees

### PhD Qualifying Exams (continued)

collaboration between the examiner and the student and then approved by the Director of Graduate Studies. The exam structure is linked to coursework, with the goal of focusing on preparation for the dissertation.

Rules for constituting lists are specific to the tracks, but within an overarching departmental structure.

These are the basic principles inscribed in all tracks' procedures:

#### **Size of Lists:**

Each track's expectation will be for two (possibly subdivided) lists totaling approximately 100-110 works.

#### **Exam Committee:**

Usually, students will negotiate an area-exam list with each of two faculty members, and then they will ask a third faculty member to serve as a kind of "examiner without portfolio" (the exam moderator)—someone to read the written exams and ask questions about them, but from the fresh perspective of someone who has been relatively outside the list-making process.

#### **Scheduling the Exam:**

Upon formally submitting the reading lists and the rationale to the Graduate Director, the student, in consultation with the examiners, sets the dates for the qualifying exam. Under normal circumstances, the student should allow at least three months to elapse between approval of these materials and the exam.

The student should make arrangements with the Graduate Coordinator for the dates of the exam and for the location and time of the oral component. The written and oral portions should generally be completed in a span of one week, and each written exam should take place on one working day, following an 8 am to 5 pm or a 9 am to 6 pm schedule (which may be deviated from only under extraordinary circumstances). It is highly recommended that they not take place during breaks or on holidays. The Graduate Coordinator assists in the room scheduling for the oral portion of the exam. The student submits to the Graduate Coordinator the signed Doctoral Exam Results Form reporting the results of the exam.

For each written part, the exam committee will prepare questions that give the student some choice; committees may invite the student to submit ideas for questions. Students may compose their answers anywhere they see fit. The expectation is that students will wish to write in a comfortable place, near their study materials. The student must return her or his response via e-mail to the Graduate Coordinator and the entire committee before time expires. Individual faculty members set the word limit (or page

## Specific Requirements for Graduate Degrees

### Scheduling the Exam (continued)

count) for their section of the exam. We do not expect or want students to write constantly all day; we seek the equivalent of four to six hours of thoughtful writing, with time enough for breaks and editing/proofreading.

After the student has completed the written qualifying exams, the Committee will make a preliminary judgment to confirm that the written exam justifies proceeding to the oral component. (There may be instances where the committee decides that the student's written exam is clearly failing in one field. In this situation, the student will retake the field that s/he failed.) The oral exam is approximately 90 minutes. How to apportion the oral examination's time is up the committee, but a typical exam period might be divided this way: Field 1: 25 minutes for the examiner, 10 minutes each for the second and third examiners. Field 2: 25 minutes for the second examiner, 10 minutes each for examiners 1 and 3.

All examiners will evaluate all portions of the exam. The committee should determine whether the student has earned a High Pass, a Pass, or Failure. The student must pass both fields in order to pass the qualifying exam. Neither qualifying exam may be retaken more than once; a repeated failure of an exam shall result in dismissal from the PhD program. At least one full term should elapse before the qualifying exam may be retaken.

### Dissertation Committee:

The dissertation committee usually consists of a director and a second and third reader, though under certain circumstances, and with the permission of the dissertation director and the Director of Graduate Studies, faculty members may be added. The dissertation committee and the exam committee are usually not identical, although they can be.

The dissertation committee may include a person or persons from outside the department who has/have special competence or interest in the dissertation area. For example, expertise on the dissertation topic may be available in the person of a former faculty member or an appropriate professional practitioner. Typically the committee will include three English department faculty, but exceptions to that rule are possible. Except under very unusual circumstances, the dissertation director and at least one other committee member should be faculty in the department of English.

Once the student has assembled a committee—a step that should take place as soon as possible after the successful completion of the qualifying exams—s/he should obtain approval of the committee from the Director of Graduate Studies.



## Specific Requirements for Graduate Degrees

### Dissertation Defense:

It is the student's responsibility to apply for graduation by the Graduate School deadline for the terms in which s/he intends to defend. Application for graduation requires that the student set a tentative date of defense. Once the dissertation director and the student have agreed, in consultation with the committee, that the dissertation is ready for defense, the student should contact the Graduate Coordinator to schedule a room and a time. Except under exceptional circumstances, the student should provide copies of the complete dissertation to all members of the committee at least three weeks in advance of the defense. Defenses will last about an hour and a half. After time to confer, the committee will convey results.

Upon successful completion of the defense, the student will submit the Committee Approval Form. The student is responsible for downloading this form from <http://grad.uc.edu/student-life/etd.html>; it should be brought to the defense for signature. After committee approval of the dissertation, the candidate should consult <http://grad.uc.edu/student-life/etd.html> for information and requirements related to preparing and submitting the electronic dissertation.

## PhD, Literature & Cultural Studies Track

### LCS PhD in English with Research Dissertation

#### Required Coursework:

- Professionalization Seminar (ENGC 7003, 1 hour)
- Teaching Practicum (ENGC 7031, 2 hours)
- Methods of Criticism and Critical Debates: Introduction to Theory Course (ENGC 7004, 3 hours)
- Cultural Difference and Alterity requirement: literature and/or theory course (3 hours)
- Teaching College Writing (ENGC 7030, 3 hours)
- Historical Requirement: 1 course pre-1900 and 1 post-1900 (6 hours)
- Four courses supporting two fields of study (12 hours)
- Two additional graduate-level electives (6 hours)
- At least one of the seminars should be an intensive 8000-level course. (Students may, in certain circumstances, apply to the Director of Composition for a waiver of the Teaching College Writing requirement—click [here](#) for details.)

## Specific Requirements for Graduate Degrees

### *PhD, Literature & Cultural Studies Track*

#### **PhD Qualifying Exams**

LCS students select two fields of study (which may include additional areas within a field). Fields might be constituted in terms of broad literary or theoretical movements; they might be based on historical chronology, national boundaries, and genre study (including narratology and poetic theory), and on pedagogy. They might also focus on visual culture, media and film studies, gender and sexuality, drama and performance studies, race and ethnicity, and women's literary studies. The students must secure the faculty members who will examine them. See below for the various ways that a third examiner might contribute to a qualifying examination.

- The first field of study includes a substantial theoretical component relevant to the proposed dissertation topic. Along with coverage of primary and secondary texts in the area studied, it begins to formulate the topic and research question (problem) of the dissertation and includes methodological and theoretical positions that will assist in the writing of the dissertation.
- The second field of study may be a single area further supporting work on the dissertation, or it may even include hybrid lists designed to enhance the candidate's areas of special expertise. For example, a student may devise a hybrid list that consists of two half-size areas, with each of those lists to account for a half-day of writing.

While compiling and finalizing reading lists, students also complete specific rationales for each of the chosen areas, clarifying their content, relevance to the proposed topic and research question of the dissertation, and addressing theoretical approaches to the texts studied in the areas.

Reading lists for each field of study are generally structured under the following plan: 17-20 primary works and 8-10 theoretical and/or critical works from lists suggested by the area directors; 17-20 primary and 8-10 theoretical and/or critical more works chosen by the candidate, subject to the examiners' (and in some cases, the third examiner's) approval, supporting the two areas. The total number of works per list (with "works" to be defined by mutual agreement between the examiner and the student) should be 50-55. See below for how the third examiner might contribute to a qualifying examination.

Some lists are posted on the Graduate Program website, and students might consult them for information and guidance. Additionally, the Graduate Coordinator will retain some reading lists and rationales from past Ph.D. exams, and these may be consulted as resources.

## Specific Requirements for Graduate Degrees

### **Exam Committee:**

Usually, students will negotiate an area-exam list with each of two faculty members, and then they will ask a third faculty member to serve as a kind of “examiner without portfolio”—someone to read the written exams and ask questions about them, but from the fresh perspective of someone who has been relatively outside the list-making process. It is also permissible, however, to split the second field exam between two examiners. With the second exam, each examiner handles one half-list (the construction of the list, the written exam, and the oral portion). Students are strongly encouraged to choose faculty with whom they have taken courses and who are familiar with the student’s work. The student should work closely with the examiners during the entire exam process—in assembling the lists and rationales and also in reviewing for the exams.

If a specialist in a desired area is not available among the department’s faculty, that area cannot be included on the exam. However, outside experts or specialists in any of the three areas may be invited to serve as additional *ex officio* members of the exam committee.

Once the student has prepared the individual reading lists and the rationales for the fields/areas, they must be approved by the Director of Graduate Studies and filed electronically with the Graduate Coordinator. Once the exam dates are scheduled, the student must obtain and fill out the Pre-Candidacy Doctoral Exam Form, which requires the signatures of all committee members.

### **Submitting the Reading Lists and Rationale:**

During their first year, students begin to develop, in consultation with a faculty mentor, two fields of study.

Second-year students construct reading lists and write rationales for their fields in consultation with members of their exam committees. They have an “Exam Areas and Committees Form” due by January 15 that says, “Students must have committees formed by the beginning of the second semester or their second year of study and approval of their areas and lists by exam committees and the Director of Graduate Studies by the end of their second year of study. Exams must be completed by February 15 of the third year of study.”

## Specific Requirements for Graduate Degrees

The rationale follows these guidelines:

- One rationale, of about two pages, covers the two field exams.
- The rationale opens with a paragraph announcing what the two areas are, who the three examiners will be, and distinguishes between the dissertation area and the secondary field(s).
- The rationale then goes on to explain why the student chose these fields (or half-fields), showing why they make intellectual and practical sense. Then, more specifically, the student must explain the rationales behind the selection of the additional readings on the lists (selected and added by the student).

Once the examiners have read and approved the whole exam package and have verified that the student is ready to sit for the exam, a cover memo with the lists/rationale should be electronically submitted to the Director of Graduate Studies and the Graduate Coordinator.

### Dissertation

Doctoral students in the LCS PhD program complete a scholarly dissertation.

By April 15 of the third year of study, each student should submit a draft of his or her dissertation proposal. Advisors should approve proposals by the beginning of the summer between the third and fourth years of study. After all members of the dissertation committee have approved the proposal, a copy is filed electronically with the Director of Graduate Studies.

### Dissertation Proposal

The proposal should be from 5 to 10 pages in length (depending on the extensiveness of the bibliography) and should include:

- a clear statement of the aim, scope, and proposed organization of the dissertation
- a reasoned argument for the importance of the project, and a review of the research in this area
- a bibliography of criticism and scholarship immediately relevant to the subject

## Specific Requirements for Graduate Degrees

### ***PhD, Rhetoric & Composition Track***

#### **Required Coursework:**

Professionalization Seminar (ENGC 7002, 1 hour)

Teaching Practicum (ENGC 7031, 2 hours)

Teaching College Writing (ENGC 7030, 3 hours)

Two courses in Rhetoric & Composition, and two in a supporting area (at least one 8000-level course among the four, preferably in dissertation area---3 hours each, 12 hours total)

Two courses in Critical Theory (rhetorical, literacy, professional writing, or literary theory (3 hours each, 6 hours total)

Four electives (3 hours each, 12 hours total)

#### **First-Year Review**

The academic review takes place at the end of a student's first year in the doctoral program. The goal of the review is to identify areas of strength, growth, and/or weakness as revealed in completed work and in verbal responses during the review. Faculty members may recommend that the student take particular courses, read more extensively in a specific area, or meet with faculty on a regular basis for a certain purpose (i.e., to improve writing, develop a research agenda, etc.).

The review is a ninety-minute session during which the student and two professors discuss a portfolio of work, consisting of a brief self-evaluation and two unrevised seminar papers completed during the academic year. In addition, the student, in consultation with his/her advisor, will develop a reading list of 10-15 books (many of which are drawn from the year's coursework), which will shape part of the group's conversation. Ideally, the review will be a conversation about the reading list and the student's intellectual and rhetorical progress as demonstrated in the papers. The committee's questions can be open-ended or direct. Broad, open-ended questions will ask students to relate texts to each other, to the papers, to the student's goals and understanding of the field. Direct questions will require the student to discuss specific theories, authors, concepts, or ideas that emerge in the written work or in the conversation. The student will be notified verbally of the committee's assessment shortly after the review. Faculty will jointly write an assessment of the student's progress, indicating whether the student passed or failed the review, and then submit a copy of this report to the graduate office and to the student. If a student fails the review, he/she may be asked to revise one of the included papers, read specific texts and discuss them with faculty, and/or meet regularly with faculty for focused discussion on particular topics.

## Specific Requirements for Graduate Degrees

### Qualifying Exams and Dissertation

The goal of the qualifying exam is to ensure that students have both broad and deep knowledge of the field and are prepared to begin work on the dissertation. Students will work with a faculty member in the area to select 24 core readings from the [Exam Guidelines & Core List](#) and to develop an individualized reading module (or set of smaller modules). The module, however configured, should include approximately 24-26 texts. Thus, with the core of 24 texts plus module readings, the Rhetoric & Composition exam will cover approximately 50 texts total. See the [Resource for Developing a Reading List](#) for ideas on module topics and [Sample Reading Lists](#) for helpful models.

Please note that students take exams in at least two areas, so the Rhetoric & Composition exam would constitute one area. For a student working toward a PhD with concentration in literature or creative writing, the other area would be in one of these broad areas; for a student working toward a PhD with concentration in Rhetoric & Composition, the second exam list will be developed in consultation with an advisor, and will likely include areas of study in Rhetoric and Composition not covered in the Core List. It may also include literary and/or creative texts/issues.

Students will ask a third faculty member to serve as an additional examiner, who reads the written exams and ask questions about them, but from the fresh perspective of someone outside the list-making process. It is also permissible to split the second exam between two examiners. In this case, each examiner handles one half-list (the construction of the list, the written exam, and the oral portion). Students should work closely with the examiners during the entire exam process—in assembling the lists and rationales and also in reviewing for the exams.

Approximately two weeks prior to taking exams, students should submit a double-spaced, six-to-eight-page rationale that describes the central themes and/or critical viewpoints made available in each area of study, articulates interrelationships between areas, and addresses the overall relevance of the exam to the student's future work.

The exam itself consists of a two-day writing period, followed by a ninety-minute oral defense. For the writing portion, we expect that students might compose essay(s) totaling 3000-5000 words (12-20 double-spaced pages) each exam day. After successful completion of the qualifying exams, students in Rhetoric and Composition will write a dissertation proposal before beginning work on the dissertation. Please adhere to the [Dissertation Proposal](#) format.



## Specific Requirements for Graduate Degrees

The dissertation offers a scholarly contribution to the field of Rhetoric and Composition. Students work closely with a Director and two readers while developing and drafting the dissertation. The completed dissertation is followed by a ninety-minute defense.

For a more specific and detailed timeline for Rhetoric & Composition PhD students, click [here](#).

### ***PhD, Creative Writing Track***

#### **Specialization in Fiction, Nonfiction, or Creative Nonfiction**

##### **Specific Requirements**

##### **Coursework**

- Professionalization Seminar (ENGC 7002, 1 hour)
- Teaching College Writing (ENGC 7030, 3 hours)
- Teaching Practicum (ENGC 7031, 2 hours)
- 4 Workshops (3 hours each, 12 hours total)
- Theory Course (usually ENGC 7004, 3 hours)
- Technique & Form in Fiction/Poetry (ENGL 7086/7085, 3 hours)
- Literature Course pre-1900 (3 hours)
- Literature Course post-1900 (3 hours)
- 2 Non-Workshop Electives (6 hours)

Teaching College Writing may under certain circumstances be waived at the discretion of the Director of Composition, based upon prior coursework—for details, click [here](#). The literature courses must be above the 6000 level. Among the theory, literature, and elective requirements, two courses should be at the 8000 level, provided a sufficient number of such courses are offered. Of the required four workshops, one may be in a second genre or in a hybrid course. The theory course should generally be Introduction to Literary and Cultural Theory, but with the permission of the Graduate Director the student may—usually on the basis of having taken a similar class—substitute another such course.

**Foreign Language:** The foreign language requirement is to be satisfied outside the course and credit-hour requirements, and it may be fulfilled in various ways. See “Foreign Language Requirement,” above.

## Specific Requirements for Graduate Degrees

### Exams:

- **Areas, Lists, and Committee:** Students will develop two areas of study with two different faculty members: (1) a literary genre; and (2) a historical period, theory, or rhetoric/composition. Together, the two reading lists should contain 100 works, generally 50 to no more than 55 per list. Though both exams are expected to cover both primary and secondary works and consider texts with attention to scholarly issues, one of the exams will look at the student's main area more from the perspective of the practitioner and the other will look at its material from the perspective of the scholar, historian, and theorist. Ordinarily, this distinction will be reflected in the specializations of the faculty members overseeing each exam. A third examiner, in addition to serving as moderator, will be a full member of the committee and respond to exams as a whole. At least one member of the committee must be outside the Creative Writing faculty.
- **Timeline:** By the beginning of the second semester of the second year of study, students must have committees formed, and by the end of the second year of study they must have approval by the exam committee and the Director of Graduate Study of their areas, their lists, and in some cases (see below) their rationales. Exams must be completed by February 15 of the third year of study. Rationales may be required, either at the outset of the process or as a prelude to the taking of exams, at the discretion of the examiner. (For specific requirements of rationales in Literature & Cultural Studies and in Rhetoric & Composition, please see PhD, LCS Track, and PhD, RC Track, above.)

**Format:** Students will take the written exam over two days, each day devoted to one area. Questions will arrive via email in the morning, with answers due within nine hours. Students can expect to write about 15-25 double-spaced pages each day.

### Dissertation:

**Committee:** The Graduate School's admission-to-doctoral candidacy form must be turned in to the Graduate Coordinator for the Director of Graduate Studies' approval within one week of the successful oral exam. After confirming the student's completion of all degree requirements except the dissertation, the Director of Graduate Studies and the graduate Coordinator convey that form to the Graduate School, and the student receives notice from the Graduate School of having officially entered into candidacy. This form requires the names of dissertation committee members, so the student should have identified, asked, and secured dissertation committee members at the time of the oral qualifying exam. Students should limit themselves to three committee members, and are strongly encouraged to select one member from outside the Creative Writing faculty.

**Process:** The dissertation director and the student will set up a schedule of deadlines and meetings over the course of the student's fourth year, and may decide that the student should set up a similar schedule to work with the third reader on the critical portion. The goal is a completed and revised manuscript of at least 175 pages in



## Specific Requirements for Graduate Degrees

prose and 50 pages in poetry, plus a completed and revised critical essay of 20-30 pages. The second and third readers will read the complete manuscript at least once in advance of the defense.

**Defense:** It is the student's responsibility to set a date and time for the defense, with an eye toward Graduate School deadlines, and to give copies of the complete dissertation to all three members at least three weeks in advance of the defense. Please note that defenses should be held during the school year. Defenses will last about an hour and a half. The student can expect questions from the committee about genre, intention, technique, the link between critical and creative practice, and related matters. The committee will also offer critique of both the creative and critical manuscript. After time to confer, the committee will convey results.

**Electronic Submission:** Creative dissertations are protected from public electronic publishing. Students should be prompted to choose the UC Repository—only option, and should contact the Director of Graduate Studies if there are any problems. Please note that as part of the electronic submission process, students will be asked to upload an abstract of the dissertation.