

# Graduate Student Handbook

*Department of English  
University of Utah  
Salt Lake City, Utah  
2009-2010*

NOTE:

Up-to-date versions of this handbook will be posted on the Department's web site ([www.hum.utah.edu/english](http://www.hum.utah.edu/english)). Please check for recent changes in rules and procedures.

There are many policies and procedures that this handbook does not address in detail. University policies are subject to frequent change. For information on current university policies, please consult University of Utah General Catalogue or the Graduate School web site ([http://web.utah.edu/graduate\\_school/gspolicies.html](http://web.utah.edu/graduate_school/gspolicies.html))

If there is any discrepancy between this handbook and the General Catalogue, the General Catalogue prevails.

## **WELCOME TO THE UNIVERSITY OF UTAH DEPARTMENT OF ENGLISH!**

It is a pleasure and an honor to welcome you to the University Of Utah Department Of English. We hope that you find your time here intellectually stimulating and personally rewarding. The process of earning a graduate degree is filled with significant challenges, academically, professionally, and personally. For most students, graduate school is a period of intense learning and scholarly achievement as well as a period of continued personal growth and maturation.

We are committed to making your experience at the University of Utah as productive, healthy, and fulfilling as possible. This handbook is designed to provide you with valuable information that you will need in the next few years. It will also help connect you with the offices and professionals around the campus dedicated to supporting graduate students. In this handbook you will find a summary of the regulations and guidelines governing graduate study at the U, and descriptions of financial and other resources available to U graduate students. We strongly urge you to take advantage of these resources whenever possible.

This handbook is only a starting point. We cannot emphasize enough how important it is for you to develop strong relationships with your peers, the graduate director, faculty, and staff of your graduate program. Many of the professional and personal connections you make here will continue to be important to you for many years after you earn your degree and leave Utah. To help graduate students make these vital connections, the Graduate Student Advisory Committee (GSAC) is also available for your needs throughout the year.

Welcome and best wishes as you embark on this next phase of your educational journey!

Vincent P. Pecora  
Department Chair, Department of English

Scott Black  
Director of Graduate Studies

Paisley Rekdal  
Director of the Creative Writing Program

Gerri Mackey  
Graduate Advisor

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## **ENGLISH DEPARTMENT ADMINISTRATION AND STAFF**

**We are located in Languages and Communication - LNCO 3500**

### **ADMINISTRATION:**

#### **Chair of the Department: LNCO 3519**

***Professor Vincent P. Pecora, (801-581-3393); [vincent.pecora@english.utah.edu](mailto:vincent.pecora@english.utah.edu)***

The Chair oversees departmental business and represents the department to the university administration and the general public.

#### **Associate Department Chair: LNCO 3611**

***Professor Andrew Franta, (801-581-7850); [a.franta@english.utah.edu](mailto:a.franta@english.utah.edu)***

The Associate Chair oversees undergraduate curriculum and scheduling, and coordinates with the Director of Graduate Studies regarding the graduate schedule and teaching assignments for teaching fellows and assistants

#### **Director of Graduate Studies: LNCO 3409**

***Professor Scott Black, (801-581-5137); [scott.black@utah.edu](mailto:scott.black@utah.edu)***

The Director of Graduate Studies oversees the graduate program, including admissions, advising, scheduling, and determination of course requirements. You should contact him or her to discuss your schedule, to get permission to do special course work, to discuss how you might fill your course or language requirements, or to get general advice on choosing a faculty mentor or on the direction of your research and writing.

#### **Director of Creative Writing: LNCO 3403**

***Professor Paisley Rekdal, (801-581-7350); [paisleyr@english.utah.edu](mailto:paisleyr@english.utah.edu)***

The Director of Creative Writing works with the Director of Graduate Studies to oversee the creative writing graduate program and to advise fiction and poetry students. He or she coordinates with the creative writing faculty on policy and scheduling matters, and is responsible for training new creative writing teachers, as well as for running the Guest Writers Series.

#### **Graduate Committee**

The Graduate Committee is a group of department faculty who assist the Director of Graduate Studies in decisions about admissions, fellowships and prizes, and proposed revisions to degree requirements for the MA Literature and PhD programs.

### **STAFF (ALL OFFICES LOCATED NEAR ENTRANCE TO DEPARTMENT)**

**Administrative Secretary:** Julia Light (801-581-6168); [julia.light@utah.edu](mailto:julia.light@utah.edu)

**Undergraduate Advisor:** Janet Hough (801-581-5265); [janet.hough@utah.edu](mailto:janet.hough@utah.edu)

**Accounting Specialist:** Gail Sitton (801-585-6798); [gail.sitton@utah.edu](mailto:gail.sitton@utah.edu)

**Coordinator, Administrative Programs:** Marc Hoenig (801-581-3392);  
[marc.hoenig@english.utah.edu](mailto:marc.hoenig@english.utah.edu)

**Graduate Advisor:** Gerri Mackey (801-581-7131); [gerri.mackey@utah.edu](mailto:gerri.mackey@utah.edu)

## **THE BASICS**

### **E-MAIL**

Once you arrive you will want to obtain a university e-mail account as soon as possible. Set up your account on-line at [http://www.it.utah.edu/services/email/utah\\_edu\\_email.html](http://www.it.utah.edu/services/email/utah_edu_email.html). The university and the department consider your university e-mail address an official means of communicating with you, so be sure to check this address at least once a week. You will also be subscribed to the department graduate student e-mail listserv (see below). To look up someone's contact info, see the university web site at [www.utah.edu](http://www.utah.edu) and use the 'directory' function button at the top right of the page.

### **E-MAIL LISTSERV (for all English graduate students)**

GSAC maintains an e-mail listserv of all graduate students in the department. This listserv is used instead of paper memos to communicate important information between the graduate students that would include deadlines, fellowships, job openings, housing opportunities, etc. Students may also use the list to announce events that are of interest to graduate students in the department.

### **MAILBOXES**

All graduate students, with the exception of those who currently live out of state, have mailboxes in either the English Department Office (LNCO 3500) or the UWP Office (University Writing Program) (LNCO 3700). Those students who are teaching for UWP will have a mailbox in the UWP office. The mailboxes in the English Department include (alphabetically) the names of each current faculty and staff member, and all non-teaching graduate students. Your box will change places between the English and the UWP locations, depending on whether you are teaching or not teaching in a given semester.

### **ESTABLISHING RESIDENCY**

Although it is not required of you by the University or the Department, out-of-state PhD students in particular should seriously consider establishing Utah resident status. This can improve your financial aid calculations, and save you a lot of money should you run out of tuition benefit support before completing your degree. For more information and instructions, go to the Admissions web site ([www.sa.utah.edu/admiss](http://www.sa.utah.edu/admiss))

### **STUDENT ID CARDS**

Student ID cards (U Cards) are available in Room 225 of the Olpin Student Union (581-CARD). These cards also serve as your library card, and can store funds for copying, or to purchase food at campus restaurants.

### **REGISTERING FOR CLASSES**

Class schedules and registration information can be found on the Campus Information System, accessible through the University home page. You will need your student identification number to register.

Since creative writing workshops are sometimes over-enrolled, we have instituted a new registration procedure. Those students interested in a course should give their names to the Graduate Assistant by the announced deadlines; when the Director of Graduate Studies has determined enrollment levels, he or she will authorize the release of access codes directly to students. Where demand for a workshop exceeds space available, the Director of Graduate

Studies will give first priority to second-year students in the genre of the workshop, and second priority to first-year students in the genre. Other students will be admitted as space becomes available, or with the permission of the instructor.

## **ENGLISH DEPARTMENT PUBLICATIONS**

### *QUARTERLY WEST*

This publication recently celebrated its 25<sup>th</sup> anniversary. This literary journal is edited by graduate students in the Creative Writing Program and publishes fiction, poetry, non-fiction and reviews.

### *WESTERN HUMANITIES REVIEW*

This is an internationally-distributed literary journal in continuous publication since 1947. It features poetry, fiction, non-fiction and literary criticism. Past contributors have included Wallace Stegner, Robert Oppenheimer, Ursula Le Guin and Raymond Carver.

## **ENGLISH DEPARTMENT GRADUATE STUDENT GROUPS**

### *GRADUATE STUDENT ADVISORY COMMITTEE (GSAC)*

The department's MA and PhD representatives act as liaisons between graduate students and the English Department by representing graduate student concerns at relevant faculty and Graduate Committee meetings, or by presenting those concerns to the Director of Graduate Studies. The Advisory Committee also makes recommendations about the tenure and promotion of department faculty. Members work with administrators, faculty, and other student groups, and they serve on university committees. They also plan social and academic events for graduate students in the department. If you have ideas, questions, or concerns about the department, they can make your needs known to the department (anonymously, of course, if you so desire). Elections for representatives occur as noted by the committee.

### *THE WORKING DOG*

A series of readings arranged by, and featuring, graduate student writers.

Additionally, students regularly read papers at regional and national meetings and participate in poetry and fiction readings in the community. They have published articles, fiction, and poetry in national journals. Recent and present graduate students have published numerous books of criticism, literary history, biography, fiction, and poetry.

## **THE GRADUATE SCHOOL ADMINISTRATION AND STAFF**

**Offices: 302 PARK BUILDING**

Main Phone: (801) 581-7642

Fax: (801) 585-6749

Website: <http://www.utah.edu/gradschool>

### **GRADUATE SCHOOL PERSONNEL:**

Charles A. Wight  
Dean of the Graduate School and  
Professor of Geology and Geophysics

Sweeney Windchief  
Assistant Dean for Diversity

Jennifer Aoyagi Bangerter  
Operations Manager

Carol Bergstrom  
Coordinator of Fellowships and Benefits

Diane Cotsonas  
Coordinator, International Teaching Assistant Program (ITA)

Angela Midgley  
Graduate Records Specialist

Rocio Garcia  
Executive Secretary for Diversity and Postdoctoral Affairs

Christine Pickett  
Thesis Editor

Martha Klein  
Assistant Thesis Editor

Kelly Harward  
Assistant Thesis Editor

## GENERAL INFORMATION, POLICIES, AND REQUIREMENTS

### **Fulfilling the Foreign Language Requirement**

Students in all programs, except the MFA, must demonstrate proficiency in one or more foreign language. See the policies section for each program for specific levels of proficiency required for the degree. Please note that these levels are more stringent than the University's definitions of proficiency.

#### **There are three ways to fulfill the language requirement:**

1. The Testing Center at the University of Utah will administer an MLA language exam (Go to <http://www.sa.utah.edu/testing/> or call 581-8744 for details).
2. The language requirement may be fulfilled through coursework. Please see the specific requirements of each program for details on this option.
3. A passing grade (standard or advanced proficiency) on a departmental translation examination. Departmental examinations will be based one or two passages (roughly 500 words total, typically fiction or critical prose) of above average difficulty. Students will be evaluated on the correctness and fluency of their translation, and on the amount they translate. The examination will last 90 minutes, and students can use a dictionary (no other notes or resources are allowed). Both examiner and student will be anonymous.

### **Minimum Grade Standards and Policy on Incompletes**

All students are expected to maintain a "B" average. If a student is unable to complete a course, that student may ask the instructor for a grade of "Incomplete." The student should decide with the instructor when work for the course ought to be completed. According to University regulations, "I" grades must be removed within two semesters from the end of the course at issue. Unless a change of grade has been submitted within this time period, an "I" becomes an "E" grade. With an instructor's approval, students may complete work for a course even after an "I" has become an "E," if the instructor petitions the registrar for a change of grade consequent on a student's completion of incomplete work. Students should be advised that incompletes are burdensome to faculty and students alike.

To be making satisfactory progress, a student may carry no more than one incomplete at any time. Otherwise, the student is subject to probation. Students admitted with a BA or BS degree follow the same guidelines for "satisfactory progress" as those admitted with an MA.

### **Continuous Registration**

It is a strict requirement of the University that students maintain continuous registration of at least three credit hours each semester (except summer) from the time of formal admission to a graduate program until all requirements for the degree are completed. If a student needs to be registered in a given semester but does not want to take a class, that student should register for Faculty Consultation--English 6980 (MA and MFA students) or Faculty Consultation--English 7980 (PhD students). These are "dummy" three-hour courses that exist for the purpose of maintaining registration and do not count toward any degree requirements. Standard tuition costs apply. Obtain the four-digit registration class number from the Graduate Advisor.

## **Registration Procedures for Special Graduate Courses**

The information below concerns obligations in registration for independent study, thesis hours and the like. In general, MA and M.F.A students will enroll in the 6000-level version of the course, and PhD students in the 7000-level version. If you have any questions about these special graduate courses, please consult with the Director of Graduate Studies or the Graduate Advisor.

1. *Independent Study (English 6910 and 7910)* is designed for study that is not otherwise available in curriculum. Independent Study may be approved to count toward degree requirements when the Director of Graduate Studies judges that the proposed independent study clearly suits special needs of the student. Ordinarily students should not enroll in more than one semester of independent study in the course of their programs. Independent study may not be used to meet the program's period requirements or to replace English 6480. Forms and registration information are available in the Graduate Studies Office.

2. *Thesis and Dissertation Hours (English 6970 and 7970)*

All MFA candidates must register for a minimum of six hours of thesis research. Students may register for any number of hours in any semester. All doctoral candidates must register for a minimum of fourteen hours of thesis research.

3. *Faculty Consultation (English 6980 and 7980)* is a three-hour ungraded "non-course" used by candidates in order to maintain the minimum registration required to use campus facilities (like the library) or meet the requirement of being registered for three hours during the semester in which exams or prelims, or theses/dissertations are scheduled and defended (if coursework and/or thesis hours are completed). English 6980 and 7980 do not appear on the Candidacy form and do not count toward any course requirement.

4. *Continuing Registration (English 7990)* is available only to doctoral students who have been admitted to candidacy. If the student is not registered for anything else, this is what keeps the student on the rolls of the Graduate School and keeps a Supervisory Committee intact. In semesters OTHER THAN SUMMER, when the student is doing neither coursework nor thesis/dissertation hours nor 7980, the student must register for 7990 (there is a small fee); neglecting this procedure will result in having to reapply for admission and request a committee again. English 7990 does not appear on programs of study and does not count toward requirements. Students may not register for more than four semesters of 7990.

### **Tuition Benefit Program**

Teaching assistants or fellows must teach three courses a year to qualify for a tuition waiver. They must be full-time, matriculated students in good standing (with a minimum 3.0 GPA), enrolled in no less than nine graduate credit hours per semester. Students must pay any hours exceeding twelve graduate hours, any undergraduate or CR/NC hours.). *Please note that no tuition waivers are available for the summer semester.*

Students adding or dropping courses after the add/drop deadline are responsible for any and all charges incurred. If registration falls below nine hours at any time during the semester, a student is ineligible for the Tuition Benefit Program and will be billed for the full tuition for that semester. Withdrawing in the middle of the year (that is, before the full teaching commitment for the year has been fulfilled) will similarly trigger tuition charges. In the case

of personal emergencies or illness, the department chair may petition the dean of the graduate school for an exception.

**Students working one or more jobs elsewhere on campus whose FTE exceeds .74 are not eligible for a tuition waiver.**

**Limits on the tuition benefit:**

1. Master's-level students are limited to two years.
2. Students in the BA-PhD track are limited to five years.
3. Doctoral students who receive an MA or MFA degree at the University of Utah are limited to five years (two years at the master's level, 3 additional years at the doctoral level); if a student has taught full-time at the University, he or she may be eligible, at the discretion of the department chair, for an additional two semesters.
4. Doctoral students with an MA from another university are eligible for four years.

Students are responsible for keeping track of the semesters of tuition benefit they receive. A student who receives more terms of the tuition benefit than she or he is eligible for may be retroactively billed for the tuition of the ineligible semester(s).

**Health Insurance Benefit Program**

The university subsidizes 80% of a standard health insurance premium for full-time teaching assistants and teaching fellowships. (Students may increase the coverage to \$250,000, or add a spouse and/or children at their own expense.) Graduate students holding non-teaching fellowships or not participating in the Tuition Benefit Program may purchase insurance at their own expense, if they are full-time students (enrolled for a minimum of nine hours) in good standing.

Students holding a tuition waiver have the responsibility to accept or decline the benefit, or change their coverage, at the beginning of fall and spring semesters. (Students whose registration falls below nine hours are ineligible and will be required to pay the full premium.) Participation in the program during fall and spring semesters automatically earns the student full-year coverage; that is, summer semester is covered, with no additional registration required. This subsidy is governed by the same time limits as the Tuition Benefit

**Graduate Student Travel Assistance**

The English department will subsidize travel costs for graduate students who are presenting papers at conferences or, in most circumstances, reading from their creative work, up to a limit of \$400 per year. Students who have job interviews at the MLA or AWP conventions may be eligible for additional support from the department. Applications for travel support are available from the Graduate Advisor.

The Graduate School provides matching funds for graduate students whose research or creative project has been accepted for presentation at a professional meeting. This assistance is contingent upon the applicant presenting at the meeting. Applications must be received in the Graduate School prior to travel dates. Requests are considered up to a maximum of \$400

and must be supported with a dollar-for-dollar match from university department funds. One award only will be made during each fiscal year (July 1-June 30) to any graduate student.

The Graduate School will determine total funds available for each month; funding is granted on a first come, first served basis until funds for the month are exhausted. Those applications not supported will be put on a reserve list for each month to be used in the event those awarded funding cannot or do not use it. Applications can be submitted anytime before the travel dates but are only considered for funds available during the month of travel. Graduate School money goes quickly so please apply as soon as you know you have been accepted to present. Applications and detailed procedures are available at the Graduate School web site: [http://web.utah.edu/graduate\\_school/gstaa\\_08.pdf](http://web.utah.edu/graduate_school/gstaa_08.pdf)

Student travel assistance funding can reimburse airfare, car mileage (in lieu of airfare), ground transportation fares such as shuttle or taxis, lodging, abstract fees and conference registration fees. The assistance will not reimburse food, per diem, society memberships, or poster preparation fees.

### **Leaves of Absence**

Students who wish to discontinue their studies for one or more semesters must file a Request for Leave of Absence. Leave of Absence forms may be obtained from the Graduate Studies Office and may be granted in the following circumstances:

1. Leaves of absence are generally granted for reasons relating to illness, military service, pregnancy and/or child care, residence outside the state of Utah and work in process where students are not in continual contact with their supervisory committee or other members of the faculty.
2. Leaves may also be granted to students who, in the judgment of the department, are engaged in work considered beneficial to their academic goals, such as temporary teaching or professional employment that allows the student ultimately to complete the degree.
3. Leaves for other reasons may be granted when the student's supervisory committee chair or Director of Graduate Studies believes the leave is in the best interest of both the student and the University.

Students must apply for leaves of absence for a current semester by the last day of classes of that semester. They must also officially withdraw from classes in any semester for which a leave is granted. Failure to withdraw results in the report of E or EU grades for all classes. The time period during which a leave of absence is granted does not count toward the time period in which the student must complete the degree. Leaves are granted for a maximum of one academic year at a time.

The following protocols will be used in determining fellowship and assistantship renewals for graduate students who take a leave of absence:

1. The Director of Graduate Studies and the Graduate Studies Committee recognize that some leave of absence requests will occur due to circumstances beyond the student's control,

such as medical or family emergencies. Such involuntary or forced leaves of absence will not count against a student's eligible time as either a Teaching Assistant or Teaching Fellow.

2. Student requests for leaves of absence to do coursework, research, or writing elsewhere should be cleared by his or her supervisory committee and the Director of Graduate Studies by the 15th of April preceding the commencement of leave. If the student does not request such voluntary leave by April 15th, the year of assistantship or fellowship eligibility is likely to be forfeited. Students who are awarded an external fellowship (e.g. Wallace Stegner Writing Fellowship or a Guggenheim) have until May 1st to request leave for the following academic year without forfeiting that year of assistantship or fellowship eligibility.

### **Teaching Assistantships and Teaching Fellowships**

A **Teaching Assistantship** is a two-semester appointment awarded, on a competitive basis, to students in the English Department's MA or MFA Programs. Teaching assistants receive a stipend of approximately \$12,000, plus a waiver of resident or non-resident tuition. (*Acceptance of an assistantship implies a commitment for both semesters of the academic year. The full year's tuition waiver benefit will be rescinded for any student who does not complete a full year's teaching.*)

Students may be reappointed for a second year, contingent on satisfactory teaching and satisfactory progress toward the degree. Assistants are usually assigned one undergraduate composition course in one semester and two undergraduate composition courses in the second. Some MFA students may have the opportunity to teach a creative-writing workshop during their second year of teaching. Teaching responsibilities include attendance at in-service colloquia prescribed for the assistant's course assignments, as well as consultation with the course coordinators of the University Writing Program or the English Department.

First-year MA and MFA students who did not receive teaching assistantships when they were admitted to the program may apply for teaching support for their second year in the program. Applications are due on December 15th, and should include a statement of purpose, current writing sample, and letters of support from three English department faculty members from whom the student has taken a graduate course. These applications will be considered along with the pool of new applicants for the upcoming academic year.

**Teaching Fellowships** are annual appointments awarded to students in the PhD Program. Teaching fellows receive a stipend of approximately \$12,000, plus a waiver of resident or non-resident tuition. (*Acceptance of a fellowship implies a commitment for both semesters of the academic year. The full year's tuition waiver benefit will be rescinded for any student who does not complete a full year's teaching.*) The appointment is renewable for up to four years (that is, for three years in addition to the year of the initial offer). Reappointment is contingent upon satisfactory teaching and satisfactory progress toward the degree.

During their first year of teaching all fellows are assigned one four-hour undergraduate composition course in one semester and two four-hour undergraduate composition courses in the second. Teaching responsibilities include attendance at in-service colloquia prescribed for the assistant's course assignments, as well as consultation with the course coordinators of the University Writing Program or the English Department. As teaching fellows advance

toward completion of their degrees, they will receive more varied teaching assignments, including courses in literature.

**NB: ALL STUDENTS WITH TEACHING SUPPORT MUST INFORM THE GRADUATE DIRECTOR, IN WRITING, OF THEIR INTENT TO TEACH THE FOLLOWING ACADEMIC YEAR. THOSE WHO FAIL TO DO SO MAY LOSE THEIR SUPPORT. THE NOTIFICATION DEADLINE WILL BE IN JANUARY.**

## DEGREE REQUIREMENTS FOR THE MA AND MFA

### Coursework, Thesis, and Examinations

#### British and American Literature MA

Students will take ten courses of at least three credit hours each at the 6000- and 7000-level. Teaching colloquia do not count toward this requirement; nor does 6910 (Independent Study) unless approved by the Graduate Director. Courses in allied fields may be included if approved by the Director of Graduate Studies, and as long as students complete a minimum of 24 hours in English courses. No more than two courses may be transferred from another university.

#### *Coursework Requirements:*

- \* *English 6480: Foundations of Literary Theory--Overview*
- \* *Five courses in literary history at the 6000- or 7000-level, including at least one covering literature before 1830, and one covering literature before 1700, as well as at least one course focusing on American literature, and one focusing on British literature.*
- \* *At least two 7000-level seminars (both may also count toward the historical requirement)*
- \* *Four electives chosen from the 5000-, 6000-, or 7000-level, Students register for 5000-level courses as 6910, and only with prior approval of the Director of Graduate Studies.*

#### *MA Exam*

This is a six-hour comprehensive open-book exam given in the spring, based on a list of books announced in October. Students are asked to explicate a poem and write essays on specific questions about previously assigned texts in poetry, fiction, and drama. Students' anonymity is preserved during grading of the tests by faculty. Scores of "fail," "pass," and "honors" may be awarded; students have three chances to pass the exam. Students must be registered for at least three hours during the semester in which the exam is taken.

#### Creative Writing MFA

MFA Students will take a minimum of nine courses. Teaching colloquia do not count toward this requirement; nor does 6910 (Independent Study) unless approved by the Graduate Director. Courses in allied fields may be included if approved by the Director of Graduate Studies, and as long as students complete a minimum of 21 hours in English courses. No more than two courses may be transferred from another University. MFA students must also have at least 6 hours of Thesis Research (English 6970)

#### *Coursework Requirements:*

- \* Four creative writing workshops
- \* Narrative Theory and Practice or Theory and Practice of Poetry (depending on the genre of the thesis).
- \* 4 other courses, including at least two literature courses at the 5000-, 6000-, or 7000-level.

### *Thesis and Thesis Defense*

The thesis will be a book-length piece of writing of publishable quality -- a novel, a collection of stories, or a collection of poems. An acceptable draft of the thesis should be submitted to the committee chair at least three weeks before the scheduled defense. The completed thesis must be approved by the three members of the committee. After the thesis has been approved, the student and his/her chairperson choose a defense date, and this date is then cleared with the other committee members.

### Creative Writing Modular MFA

Upon entering the program, Modular MFA students must declare whether they intend to pursue either a single track modular MFA (MFA with an Environmental Humanities emphasis, for instance) or a multidisciplinary track (MFA with an American West/Environmental Humanities emphasis). Modular MFA students will take a minimum of nine courses. Teaching colloquia do not count toward this requirement; nor does 6910 (Independent Study) unless approved by the Graduate Director. Courses in allied fields may be included if approved by the Director of Graduate Studies, and as long as students complete a minimum of 21 hours in English courses. No more than two courses may be transferred from another University. MFA students must also have at least 6 hours of Thesis Research (English 6970), plus six hours of thesis research. Of these nine courses, four are workshops, one is a theory and practice in the genre of the student's thesis, and at least four courses are in graduate-level courses in the modules of the student's choosing. Students may use one of those four course requirements to take another theory and practice course.

A list of department-approved graduate courses in the various modules can be found on the English Department website. Information is also available from the Director of Creative Writing and the Director of Graduate Studies.

### *Coursework Requirements:*

\* *Four creative writing workshops*

\* *Narrative Theory and Practice or Theory and Practice of Poetry* (depending on the genre of the thesis).

\* *4 other courses at the 5000-, 6000-, or 7000-level* in either Environmental Humanities, American West Studies, and Book Arts/New Media or a combination of these disciplines.

### *Thesis and Thesis Defense*

The thesis will be a book-length piece of writing of publishable quality -- a novel, a collection of stories, or a collection of poems. An acceptable draft of the thesis should be submitted to the committee chair at least three weeks before the scheduled defense. The completed thesis must be approved by the three members of the committee. After the thesis has been approved, the student and his/her chairperson choose a defense date, and this date is then cleared with the other committee members.

## American Studies MA

MA students will take ten courses of at least three credit hours each at the 6000- and 7000-level. Teaching colloquia do not count toward this requirement; nor does 6910 (Independent Study) unless approved by the Graduate Director. The coursework will fall into three categories; a single course may not be used to meet requirements in more than one category:

\* *Literary History*: at least 3 courses, with two courses focusing on literature before 1900, one of these courses focusing on colonial or early national literature.

\* *Topics in Literary, Cultural, and Interdisciplinary Study*: at least 3 courses, including two courses in other disciplines or interdisciplinary courses within the English department.

\* *Theory and Critical Problems*: at least 2 courses, including English 6200 (Introduction to American Studies) and English 6480 (Foundations of Literary Theory--Overview)

### *MA Exam*

Administered during the spring semester, the open book examination will be in three parts: 1) a two-hour long literary problem assuming a close knowledge of a selected list of readings in American literature, 2) a two-hour problem in American thought and culture based on selected readings in American intellectual history, and 3) a weekend take-home problem involving a library experience in scholarship and criticism. This problem will be designed to complement the student's coursework in either another discipline or in Western American studies. Students have three chances to pass the exam, and must be registered for at least three hours during the semester the exam is taken.

### MA Emphasis in Rhetoric and Composition

While the Department of English has no program or track for Rhetoric and Composition at the MA level, it is possible to establish a concentration in this field within the framework of the MA in American Studies or British and American Literature. Students interested in this emphasis will complete the coursework requirements for the MA in American Studies or British and American Literature, while also taking at least three courses in rhetoric and composition, as electives within the program, chosen from among the following:

English 6350: Composition Theory and Research

English 6500: Studies in Writing and Pedagogy

English 6770: Studies in Discourse Analysis

English 7760: Rhetoric/Composition Discourse

Students will also answer one question related to a topic in rhetoric and composition during their MA exam.

### **Residency**

Candidates for the MA must spend at least two semesters in residence. All the work offered for the MA must be completed within four consecutive calendar years. Candidates for the MFA must spend at least three semesters in residence and must complete all work for the degree within five consecutive calendar years.

## **Foreign Language Requirement**

Masters candidates, other than MFAs, must demonstrate standard proficiency in one language. The language requirement for MAs may be fulfilled at any time during the student's course of study; it must be fulfilled before the degree can be awarded.

In addition to MLA language exams arranged through the Testing Center, and departmental translation exams, MA students can also demonstrate proficiency through coursework by receiving a fifth quarter or third semester grade of B or better. The Graduate School stipulates that coursework used by master's candidates to fulfill the language requirement must have been completed no more than six years before the date certifying fulfillment of the requirement. MFA do not need to demonstrate foreign language proficiency.

## **Satisfactory Progress**

Satisfactory progress is constituted by students completing at least five classes per calendar year, maintaining a GPA of 3.2 or higher, and receiving no grade below "B" in required courses and no grade below "C" in elective courses. Colloquia, Faculty Consultation (English 6980), and (unless approved by the Director or Graduate Studies), Independent Study (English 6910) do not count toward fulfilling degree requirements and are not considered satisfactory progress in themselves.

## **Procedures for Forming a Supervisory Committee**

MFA Supervisory Committee: consists of a chair and two other faculty members, usually two creative writing faculty and a literature faculty member. The chair and the first faculty member should be selected in consultation with the Director of Creative Writing. The third member will be selected by the Director of Graduate Studies. The MFA supervisory committee should be selected during the fourth semester (second year) of residence. You are encouraged, once the chair and members of your supervisory committee have been determined, to consult with them on a regular basis concerning your progress.

MA Supervisory Committee: The MA supervisory committee consists of a chair and two members. These three members are selected by the Graduate Advisor and approved by the Director of Graduate Studies. The completed Request for Supervisory Committee form will then be forwarded to the Graduate School.

## **MFA Thesis and Thesis Defense**

The thesis will be a book-length piece of writing of publishable quality -- a novel, a collection of stories, or a collection of poems. An acceptable draft of the thesis should be submitted to the committee chair at least three weeks before the scheduled defense. The completed thesis must be approved by all three members of the committee. Theses must conform to standards published by the Thesis Office and students may not graduate until all their requirements are met. Handbooks are available from the Thesis Office.

After the thesis has been approved, the student and his or her chairperson choose a defense date, and this date is then cleared with the other committee members. When the date and time have been set, the student should inform the Graduate Studies Office, which will schedule a room for the defense and post an announcement so that the public may attend.

The Graduate Studies Office should be informed at least two or three weeks prior to the defense date. Students must be registered for three semester hours during the semester in which the defense is held. After the final oral examination, the chair will file the Report of the Final Oral Examination with the Graduate Studies Office and fill out Report of Credit forms for all thesis hours.

No defense will be heard during summer semester unless special permission is obtained from the entire supervisory committee. The student is responsible for preparation and final revisions of the thesis manuscript.

*From this point forward, the student will consult and follow the requirements of the Graduate School for submission of the thesis to the Thesis Office.*

### **Admission to Candidacy Form**

Students must submit the Application for Admission to Candidacy form to the Graduate School at least two semesters before graduation. It may be submitted any time after 75 percent of the coursework has been completed. The student should type on the form in chronological order the ten courses to be completed for the degree. Thesis hours for the MFA, should be projected until the semester of graduation. "Incomplete" grades should be left blank. Only the courses listed will be used to calculate the GPA for the degree. Do not list colloquia or independent study classes, as they do not count toward fulfilling program requirements. The Admission to Candidacy form must be typed.

### **Graduation**

Students should notify the Graduate Advisor ahead of time, as much as possible, which semester graduation will take place. Graduation can take place in any semester, and students do not necessarily have to be registered during the semester of graduation. The Graduate School checks to see that all University and Graduate School requirements have been met. If a thesis is involved, the Thesis Office will hold up graduation until all thesis requirements have been met.

### **Changing to Another Program**

Students wishing to enter the British & American literature program from the American Studies emphasis may do so with the approval of the Director of Graduate Studies. Students wishing to enter the American Studies program from the British & American Literature emphasis may do so with the approval of the Director of Graduate Studies and the Director of the American Studies Program.

Students wishing to transfer from an MFA program to an MA program must petition the Graduate Studies Committee for such a transfer. Students wishing to transfer from an MA program to an MFA program must make formal application by submitting creative samples and appropriate materials to the Creative Writing Committee. This Committee meets twice a year, and applications must be submitted by January 15 or May 10. Students will not be allowed to begin any doctoral program until the MA or MFA has been completed.

# DEGREE REQUIREMENTS FOR THE PHD

## Coursework and Qualifying Examinations

### British and American Literature PhD

PhD students will take ten courses of at least three credit hours each at the 6000- and 7000-level, earning grades of "B" or better. Teaching colloquia do not count toward this requirement; nor does 6910 (Independent Study) unless approved by the Graduate Director. PhD candidates should work closely with the Director of Graduate Studies and their committee chairs in choosing classes that will prepare them for preliminary exams, and further develop their background in literature and criticism.

### *Coursework Requirements*

- \* *English 6480*: Foundations of Literary Theory--Overview
- \* *Four courses in literary history at the 6000- or 7000-level*, including at least one covering literature before 1830, and one covering literature before 1700.
- \* *Five electives at the 6000- or 7000-level*, PhD candidates are strongly encouraged to take additional coursework in literary theory beyond English 6480.
- \* *At least two 7000-level seminars* (both may also count toward the historical requirement)

### *Qualifying Examinations*

Procedures for forming a Supervisory Committee, obtaining the Program of Study form, developing reading lists, and preparing for qualifying exams are found in the Procedures and Requirements section of this Handbook. Students must complete all required coursework and satisfy the language requirement before scheduling their qualifying exams. Students will be examined in three fields:

1. History: One examination field will cover one of the following historical periods:

- \* British:
  - Chaucer through Spenser
  - Spenser through Milton
  - Restoration and Eighteenth Century
  - Nineteenth Century
  - Twentieth Century
- \* American:
  - Colonial and Early National
  - Nineteenth Century
  - Twentieth Century

The reading list for the historical period should be comprehensive; they may be adapted from Department reading lists available in the Graduate Office.

2. For the second examination field, the student must study a second period. This second field may be organized in one of two ways:

a) Period Option. The second field may cover a second period from the above list. If so, the examination list may be adapted from Department reading lists available in the Graduate Office.

b) Topic Option. In consultation with the Supervisory Committee, especially the Committee Chair, the student may organize the second field around a topic (such as a genre, theme, or cultural issue). The examination list for the topic option must concentrate on materials not falling within the historical period studied on the first examination list. The list may include works from more than one historical period and, when appropriate, may include non-literary works. Nonetheless, although differently oriented, the topic-option list will emphasize literary works and will be as comprehensive as a list for a traditionally defined historical period.

3. The third field engages works of criticism and theory. The list of works for this field will be generated by each candidate, in consultation with the Supervisory Committee. This field may be defined broadly (such as literary theory or cultural criticism) or more narrowly (such as feminism, Marxist theory, minority studies, historicism, folklore, narrative theory). This field may consider issues traditionally left to other disciplines and may include works from other disciplines.

#### Literature and Creative Writing PhD

During the first two years of the PhD residence, candidates take courses to satisfy requirements, to prepare for preliminary exams, to develop a background in literature and criticism, and to gain experience in writing. Ten courses (excluding colloquia) must be completed at the 6000- or 7000-level with grades of "B" or better.

The courses must include at least two 7000-level seminars and will fall under the following categories, and a single course may not be used to meet requirements in more than one category:

\* *English 6480: Foundations of Literary Theory--Overview*

\* *Four workshops (one workshop in a genre other than the dissertation is recommended).*

\* *At least 3 literature or theory courses (including two focusing on literature before 1830, at least one of them before 1700).*

\* *Narrative Theory and Practice or Theory and Practice of Poetry (depending on the genre of the dissertation)*

\* One elective at the 6000- or 7000-level.

Students who feel they need more work in literature, and who can demonstrate that they are writing steadily and well on their own, may, in consultation with the Director of Creative Writing, request permission from the Graduate Director to substitute one or two literature courses for workshops.

### *Qualifying Examinations*

In the Creative Writing program, the qualifying examinations are based on a study of the genre (fiction or poetry) of the dissertation. The student chooses three fields in which to be examined; each list should contain between 30-40 works.

1. *History*: a study of the genre from its beginnings until the end of the 19th century
2. *Theme or Topic*: a study of the genre focusing on the 20th century
3. *Critical Theory*: focusing on theoretical questions relevant to the genre or dissertation.

### American Studies PhD

Students must complete, with grades of "B" or better, a minimum of ten courses at the 6000- or 7000-level, with the exception that coursework taken in another department may also be at the 5000-level. The student will meet early in his/her career with the chair of the American Studies Committee to plan a program of study. Students have two chances to pass oral and written preliminary exams. A dissertation is also required. The courses must include at least three 7000-level seminars and will fall under the following categories, and a single course may not be used to meet requirements in more than one category:

\* *Literary History*: at least 3 courses (with two courses focusing on literature before 1900, one of these courses focusing on colonial or early national literature)

\* *Topics in Literary, Cultural, and Interdisciplinary Study*: at least 3 courses (includes two courses in other disciplines or interdisciplinary courses within the English department)

\* *Theory and Critical Problems*: at least 2 courses, including English 6200 (Introduction to American Studies) and English 6480 (Foundations of Literary Theory--Overview)

### *Qualifying Examinations*

In the American Studies Program, students will be examined in four areas. Reading lists will be prepared by the student, in consultation with faculty who represent the various periods:

1. *American Literature*: The student will be examined in one of the following areas:

- Colonial and Early National
- Nineteenth Century
- Twentieth Century

2. *American Cultural Studies*: The student will be examined in the cultural history and cultural criticism of the period chosen in American literature and in the cultural history and cultural criticism of a period either before or after the one chosen in American literature.

3. *Interdisciplinary Area*: The student will be examined in work in this core area. The exam will ordinarily be prepared by a faculty member from another department, unless the student is working with an English department member engaged in folklore, film, ethnic, regional, or women's studies.

4. *American Cultures (Specialized Study)*: The student will be examined in the specialized study (ethnic, regional, or women's studies) in American culture.

### Rhetoric and Composition PhD

Students must complete, with grades of "B" or higher, a minimum of 10 courses (exclusive of independent study) at the 6000- or 7000-level, with the exception that course work undertaken in another department may also be on the 5000-level. Course work will fall under one of three rubrics:

\* *Literary Studies*: three courses, including two courses emphasizing one area of literary history, whether or not conforming to conventional period divisions, and one course in literary theory.

\* *Topics in Cultural and Interdisciplinary Inquiry*: three courses, including one course within the English department (to be approved by the UWP Graduate Program Coordinator and the English Director of Graduate Studies); one course outside the English Department, from departments including but not limited to Communication; Linguistics; Education, Culture, and Society; and History (to be approved by both the UWP Graduate Program Coordinator and the English Department Director of Graduate Studies); and either COMM (Qualitative Empirical Research) or COMM 7180 (Seminar: Rhetoric in the Disciplines).

\* *Theory and Critical Problems*: three courses, including ENGL 6350 (Composition Theory and Research), ENGL 6770 (Studies in Discourse Analysis), and ENGL 7760 (Rhetoric/Composition/Discourse).

### *Pedagogical Theory Paper*

Students in Rhetoric/Composition emphasis will teach four of the Writing Program's courses while in residence, take part in the teaching colloquia for each of these courses, and write a critical review of the current pedagogical theories that are applicable to one of these courses. The review paper will be read and evaluated by all members of the UWP faculty.

### *Qualifying Examinations*

After successfully completing both the program of study in the core areas above and the pedagogy paper, the student will take an oral examination, covering the core fields. A member of the literature faculty will test the student on the literary studies core.

### *Note on the Supervisory Committee in the Rhetoric and Composition Program*

The Supervisory Committee Chair must be a UWP faculty member jointly appointed in English. The other four members will be appointed by the Director of Graduate Studies in consultation with the candidate and the Committee Chair. Normally at least one other English Department faculty member and one other UWP faculty member will be on the committee. In addition, a faculty member from an appropriate department will be on the committee to represent the student's allied field core.

### BA-to-PhD Track

During their first year of study direct-track students in all fields must take a minimum of five courses including at least one course in each of the following categories: Literary History, Special Topics in Literary and Cultural Study, and Theory and Critical Problems, with English 6480 strongly recommended. The students will take the regular MA open-book exam in British and American Literature or American Studies at the end of the first year. (Creative Writers will take the MA exam in British and American Literature.) If a score of "pass" is not achieved, the candidate may retake the exam the following spring. If a "pass" is

again not achieved, the candidate may not retake the exam for a third time for admission to the doctoral degree program. However, should the candidate wish to pursue the MA degree, he or she may retake the exam for a third and final time in order to achieve a passing grade and thus fulfill the MA requirement.

With a "pass" the candidate attains full status in the PhD program and is granted Teaching Fellowship for at least three years. In all, the candidate will take at least 15 courses at the 6000- or 7000-level. After passing the MA exam the candidate must spend four semesters in residence, at least two of them continuous. Candidates in the BA-to-PhD track must follow the same guidelines for satisfactory progress towards a degree as regular PhD students. Only students who have been admitted to this program may enter it; once a candidate enters the MA or MFA program, the student may not transfer into the direct-track program.

### **Residency**

Four semesters in residence are required beyond the MA, two of them continuous. At the beginning of the first year of study the candidate will meet with an advisor for a review of requirements and for consultation about planned coursework. All work for the PhD must be completed within seven calendar years. Teaching fellowships are renewable for a total of three years.

### **Foreign Language Requirement**

PhD candidates must demonstrate standard proficiency in two languages other than English, or advanced proficiency in one language. The Graduate Studies Committee has ruled that all language requirements must be completed **before** a student schedules his or her qualifying examinations.

In addition to MLA language exams arranged through the Testing Center, and departmental translation exams, doctoral students can also demonstrate proficiency through coursework:

- a. The student can demonstrate standard proficiency in foreign language study by receiving a minimal grade of B in a fifth quarter or third semester class in each of two languages.
- b. Or, the student can demonstrate advanced proficiency by receiving a minimal grade of B+ in an upper-division course (junior- or senior-level) in one language. Assignments in reading and writing in such upper-division courses must be in the foreign language. Written certification to this effect must be supplied by the course instructor. If such certification is not available, no credit will be given.

Coursework used by doctoral candidates to fulfill the language requirement must have been completed no more than six years before the date certifying fulfillment of the requirement.

### **Satisfactory Progress Toward a Degree**

Teaching fellows are expected to do superior work as students and teachers and to make satisfactory progress towards a degree. The following description defines "satisfactory progress" towards a degree.

By the end of the first year, PhD candidates in literary study must complete five courses with grades of "B" or better, and PhD candidates with a Creative Writing emphasis must

complete two workshops and two literature courses (exclusive of the Theory and Practice course in poetry or narrative) and a fifth course at the appropriate level with grades of "B" or better (where relevant).

The above means that in order to avoid probationary status, a student taking a typical course load can have no more than one incomplete remaining at the end of the first year. (Candidates must also maintain an overall GPA of 3.2.) By the end of the second year, candidates must have completed at least nine of the courses required for the degree. A student who does not meet these requirements will be put on probation for one semester during which time that student will be reviewed by the Graduate Committee. If the student fails to make satisfactory progress, this review could result in dismissal.

Since no more than three (or perhaps four) years of teaching fellowship support are available, PhD candidates should, under most circumstances, take their PhD preliminary examinations no later than the first semester of their fourth year. Literature and American Studies candidates, in particular, are strongly urged to take their examinations before the end of their third year.

### **Procedures for Forming a Supervisory Committee**

The PhD Supervisory Committee consists of a chair and four other faculty members. You are encouraged, once the chair and members of your supervisory committee have been determined, to consult with them on a regular basis concerning your progress toward the preliminary examinations and later your dissertation. As of May 1996, the Graduate School requires that one of the five committee members be from outside the student's home department.

1. During the third semester (second year) of residence as a PhD candidate, the student should meet with the Director of Graduate Studies and select a chair for a supervisory committee. Each student must obtain signed approval from the Director of Graduate Studies of the committee's composition.
2. The student should have a preliminary discussion of potential members of a committee with the committee chair. The committee chair, the student, and the Director of Graduate Studies will consult about the makeup of the committee.
3. After agreeing on the composition of the committee, the Director of Graduate Studies, the student, or the committee chair will ascertain the willingness of individual members of the faculty to serve on the committee.
4. Before filing the committee form with the Graduate School, the Graduate Advisor will complete a Request for Supervisory Committee form and ask the student to sign a statement acknowledging that this is the committee the student has requested. The Graduate Advisor will then file the Supervisory Committee form with the Graduate School.
5. Changes in the composition of the committee require the same three-cornered consultation as its initial appointment. The change must be filed with the Graduate School, and the written consent of the student, the committee chair and the Director of Graduate Studies will be placed in the student's file.

## **Program of Study**

During the fourth or fifth semester of graduate work the student should obtain the Program of Study form from the Graduate Studies Office. The student will list the program of study chronologically, from the earliest to the most recent projected coursework. The student needs to obtain the approval of the supervisory committee for the program of study before returning the completed form to the Graduate Advisor. (Subsequent changes in program must be approved and reported by the supervisory committee to the Graduate Studies Office.) The Program of Study form must be typed.

## **Procedures and Regulations Governing Qualifying Examinations**

### *Registration*

All students must be registered for a minimum of three graduate credit hours for the semester during which their qualifying examinations take place. The following is an outline of the procedures expected to be followed at the time of the qualifying examination.

### *Reading Lists*

Preparation of reading lists for the examination fields should begin during the fourth semester of residency and be completed ideally by the end of the fifth or beginning of the sixth semester of residency. Departmental reading lists (which are unfocused and very long but which may provide suggestions for works to include in period lists) are available in the graduate office. In addition, the Graduate Student Advisory Committee has collected some actual reading lists from students in different programs. These, too, are available in the graduate office.

After the student and Supervisory Committee have developed clearly formed examination reading lists, the student and Committee Chair shall convene a List Approval Meeting, attended by all committee members and the student. This meeting finalizes the lists, and it shall take place ideally in the fifth semester of residency and at least one semester before the doctoral exams are administered. At the list meeting, the student and the Supervisory Committee discuss the conceptual principles organizing the lists and agree to final adjustments. Supervisory Committee members sign a form approving the finalized lists. Reading lists for each field include approximately forty major works or their equivalent. American Studies and Rhetoric and Composition lists will consist of approximately thirty works in each field.

### *Oral Exams*

When the student and the committee agree that the student is ready to take the qualifying exams, the examination date must be filed with the Graduate Studies Office at least one month before the exams take place.

The oral exam tests students' knowledge of their lists. Students should demonstrate strong familiarity with important details of the texts, as well as the ability to make substantive connections among them. The oral examination will take approximately two-and-one-half hours and will cover material on each of the reading lists. Once the oral is completed, the committee discusses it, and then votes by secret ballot to pass or not pass, in each of the areas. A simple majority rules. In the event of a failure, in whole or in part, the oral may be

repeated once, but not before the committee is satisfied that the student has had sufficient time for adequate preparation, and in no case longer than six months.

### *Written Exam*

Within two weeks of successful completion of the oral examination, the student will take the written examination. The written examination can focus on one field or some combination of fields, to be determined in consultation with the Supervisory Committee immediately following the successful completion of the orals. The written exam tests the student's ability to make a sustained critical argument about the texts on the reading list.

The student may receive a choice of questions from the committee and has 72 hours (three days) to complete the exam. The student will write on one question. The essay will be approximately 20 pages (5000 words), exclusive of footnotes. Discursive footnotes are discouraged. The student must work independently, with no consultation with others, but the student may use library resources or other secondary sources, properly footnoted.

The Graduate Advisor will distribute to the Supervisory Committee copies of the examination questions and answer. The chair will convene the committee to discuss and evaluate the student's answer. In the event of a failure on the written examination, the student may be re-examined only once. Re-examination will not take place until the committee is satisfied that the student has completed further study.

### **Prospectus and Dissertation**

During the semester following the student's successful completion of the preliminary exam, the student must submit a formal dissertation prospectus. (Students passing the PhD examinations in the Spring semester will submit the prospectus in the following Fall semester.) The prospectus should be approximately ten pages in length and should include a bibliography of at least thirty works. The student will discuss this prospectus with the Supervisory Committee at a formal meeting. However, a formal prospectus, or description, of their dissertation project must be submitted to the Graduate School, and it should be circulated among, and approved by, committee members at least a month before the defense.

An acceptable draft of the dissertation, including an abstract or revised prospectus, should be submitted to the committee chair at least three weeks before the scheduled defense. The completed dissertation must be approved by the three designated readers from the committee, at least two of whom should represent the major area. A fifth reader from inside or outside the Department, from inside or outside the University, may be enlisted in an advisory capacity.

### **Defense**

After the dissertation has been approved, the student and the Supervisory Committee Chair chooses a defense date, and this date is then cleared with the other committee members. When the date and time have been set, the student should inform the Graduate Advisor, who will schedule a room and post an announcement so that the public may attend the defense. The Graduate Advisor should be informed at least two or three weeks prior to the defense date. The student must be registered for three credit hours during the semester in which the defense is held. After the final oral examination the chair will file the Report of the Final Examination with the Graduate Studies Office, and complete Report of Credit forms for all dissertation hours, which are then sent to the Registrar.

No defenses will be heard during summer semester unless special permission is obtained from the entire supervisory committee involved. The student is responsible for preparation and final revisions of the dissertation manuscript.

*From this point forward, the student will consult and follow the requirements of the Graduate School for submission of the dissertation to the Thesis Office.*

## **SCHOLARSHIPS & FELLOWSHIPS**

### **FOR ENGLISH GRADUATE STUDENTS ONLY**

#### *Clarence Snow/Jack Hale Adamson Dissertation Fellowship*

This fellowship is awarded for the final year of doctoral study for excellence in teaching and academic work, together with the quality and promise of the dissertation proposal, and is not renewable. It may be used to supplement the 4 years of support normally awarded doctoral candidates (however this fellowship does not include a tuition waiver if you have no semesters of eligibility left). Stipend support is that of a teaching fellowship, but recipient will teach one course (rather than 3) during the academic year. Materials to be submitted to the Graduate Studies Committee include: 1) A detailed dissertation prospectus 2) 3 letters of recommendation from faculty 3) Current curriculum vitae, including transcript or full listing of graduate coursework & instructors

#### *Clarence Snow/Sherman Brown Neff Fellowship*

This is an annual award for English Graduate Students. Selection is based on a student's overall performance in the graduate program. Fellowship may be used to supplement the support normally awarded graduate students (however this fellowship does not include a tuition waiver if you have no semesters of eligibility left). Stipend support is that of a teaching assistantship/fellowship, but recipient will teach one course (rather than 3) during the academic year. Materials to be submitted to the Graduate Studies Committee include: 1) Reasonably full description of the project this fellowship would allow the applicant to pursue (no more than 5-6 pages) 2) 3 letters of recommendation from faculty members 3) Transcript or full-listing of applicants graduate coursework and instructors

### **COLLEGE- OR UNIVERSITY-SPONSORED FELLOWSHIPS AND AWARDS**

#### *Floyd O'Neil Scholarship in Western Issues*

Students are required to complete a research paper within the academic year, which can be used as a term paper, thesis chapter, journal article, etc. A copy of the paper must be given to the American West Center. Acknowledgement must be given to the American West Center in that paper and all subsequent research and resulting publications. Recipient will be provided office space at the center, and may receive individual guidance from the center's faculty and staff.

#### *Graduate Research Award in the Humanities*

The purpose of this award is to recognize students in the Humanities whose research or creative work has extraordinary merit and has already garnered attention outside the University of Utah, whether through acceptance for publication, receipt of an award, or some other notable event.

#### *Marvin J. Ashton Scholarship*

Dedication to academic excellence, achievement, and civic engagement are the criteria used in awarding this scholarship. Interdisciplinary interests and/or broad intellectual curiosity are desirable qualifications. The stipend for this fellowship varies, depending on the level of the endowment. The award is given to first-year graduate students only.

*Reza Ali Khazeni Memorial Scholarship for Graduate Study Abroad*

This scholarship is intended to support graduate student research and study abroad. The study-abroad experience must be a minimum of six weeks in length. Upon return, recipients must submit a brief report describing the goals of the study abroad and how they were achieved, as well as a copy of the return airline ticket.

*Steffensen Cannon Scholarship*

Each scholarship is awarded for one year, with the possibility of renewal for a second and final year if the student remains in good standing within the specific program for which the scholarship was awarded. A Steffensen Cannon scholar may not accept remuneration from another scholarship during the tenure of the award. Includes stipend and full tuition

*Tanner Humanities Center Fellowships Full Grant/Research Fellowship*

The Tanner Humanities Center will award up to 2 full-grant graduate fellowships for the academic year. Fellows will receive a stipend, full tuition, and a semi-private office in The Center. Students must have completed all preliminary requirements for the degree before they can apply

*Tanner Humanities Center Fellowships/ Partial-Grant Dissertation Support Awards*

Partial-grant Dissertation Support awards are intended as reimbursement for travel to relevant conferences or research archives, and include a semi-private office in the Center for one or two semesters. Applicants should clearly state if they are applying for dissertation-support awards only. In years when office space permits, awards may be offered to top alternates or runners-up for the full-grant graduate fellowship awards.

*Marriner S. Eccles Graduate Fellowship*

For U.S. citizens who are full-time graduate students pursuing research in banking, business, education, finance, humanities, law, social sciences, and its impact on relationships among politics, public policy and the economy; renewable for one year. The fellowship includes stipend and full tuition.

*Graduate Research Fellowship*

For full-time graduate students who are conducting research or creative projects and who are pursuing the terminal graduate degree in their departments. All qualifying examinations must be successfully passed prior to the beginning of the academic year of the award; non-renewable. Includes a stipend, plus tuition, provided all other tuition benefit program criteria are met.

**ADDITIONAL FELLOWSHIP INFORMATION**

Applications for most fellowships, if not specifically limited to Internet-only submissions, are available in 302 Park Building. Deadlines are typically announced each Fall semester. Information on other awards specific to various disciplines may be obtained in the Graduate Fellowships office or by contacting Carol Bergstrom, Coordinator of Graduate Fellowships, 302 Park Building, 581-6020; e-mail: carol.bergstrom@gradschool.utah.edu.

Also available for review in the Graduate Fellowships office is the Annual Registry of Grant Support, a comprehensive directory of graduate funding sources.

Grants: [www.grantsnet.org](http://www.grantsnet.org) is a searchable database of funding resources created by the Howard Hughes Medical Institute (HHMI) and the American Association for the Advancement of Science (AAAS). For Rhodes Scholar information and application, please contact Dr. John Francis, 132 Sill Center, 581-3188 (applicants cannot be older than 24).

Advanced students in literature should also consult the September issue of *PMLA*, which lists many national fellowship competitions each year.

## **DIRECTORY OF USEFUL CAMPUS WEB ADDRESSES**

**Campus Libraries:** [www.lib.utah.edu](http://www.lib.utah.edu)

**Parking and Commuter Services:** [www.parking.utah.edu](http://www.parking.utah.edu)

**Career Services:** [careers.utah.edu](http://careers.utah.edu)

**Financial Aid:** [www.sa.utah.edu/finance](http://www.sa.utah.edu/finance)

**Child Care Information:** [www.childcare.utah.edu](http://www.childcare.utah.edu)

**Class Schedule and General Catalogue:** [www.utah.edu/students/catalogue.html](http://www.utah.edu/students/catalogue.html)

**Student Handbook:** [www.acs.utah.edu/sched/handbook/toc.html](http://www.acs.utah.edu/sched/handbook/toc.html)

**Tuition and Fee Information:** [www.acs.utah.edu/tuition](http://www.acs.utah.edu/tuition)

**Student Health Center:** [www.studenthealth.utah.edu](http://www.studenthealth.utah.edu)

**Disability Services:** [disability.utah.edu](http://disability.utah.edu)

**Diversity Resources:** [www.sa.utah.edu/diversity](http://www.sa.utah.edu/diversity)

**LGBT Resource Center:** [www.sa.utah.edu/lgbt](http://www.sa.utah.edu/lgbt)

**Women's Resource Center:** [www.sa.utah.edu/women](http://www.sa.utah.edu/women)

**Veteran Affairs:** [www.sa.utah.edu/regist/VA](http://www.sa.utah.edu/regist/VA)

**Counseling Center:** [www.sa.utah.edu/counsel](http://www.sa.utah.edu/counsel)

**Campus Recreation:** [web.utah.edu/campusrec](http://web.utah.edu/campusrec)