

**MA/PhD in English Graduate Student Handbook**  
**Academic Year 2023-2024**

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# Handbook - overview

The Department of English offers the Master of Arts and the Doctor of Philosophy in English. The MA is designed both as a basis for a PhD and as a program for students who for personal or professional reasons wish to pursue advanced literary studies. The PhD provides students with professional training for academic appointments at colleges and universities as well as for positions in non-academic careers with an emphasis in research, critical writing, and project organizing.

Students in the Graduate Literature Program have the opportunity to work with a committed, innovative faculty whose research interests span a broad range of fields and critical methods.

# Admission to the MA and PhD Programs

## **Students who plan to enter the program at the MA level (having completed a BA)**

- Applicants must have completed an undergraduate major in English or an equivalent humanities degree (approximately 30 units of upper-division literature courses) with a grade-point average of at least 3.50 in literature courses.
- Students who have taken graduate literature courses from another accredited college or university may apply for transfer credit of *no more than six units* of the total coursework taken toward the degree. The Graduate Literature Program Director and the Graduate College will determine whether the coursework may be applied to the student's degree program.

## **Students who plan to enter the program at the PhD level (having completed the MA in English or an equivalent, related degree)**

Applicants planning to enter the program at the PhD level must have completed an MA in English Literature. Those with related degrees (such as an MFA in Creative Writing or an MA in American Studies) will begin our program at the MA level, though they may be able to transfer in up to 6 units of graduate course work pertinent to the degree.

# MA Program

The MA in English is designed to provide a broadly inclusive course of advanced study in English and American literature together with preparatory training and scholarly background for the PhD. Students must take 30 units of coursework (10 classes) and an MA exam.

## MA Time-Line

### Year One

- 1<sup>st</sup> Semester
  - Meet with director and advisor to develop Plan of Study
  - Take 6 units of coursework
  -
- 2<sup>nd</sup> Semester
  - Take 6 - 9 units of coursework
  - Select MA committee members and define reading list
  - Submit Plan of Study and UA Graduate College MA GRADPATH form
  - Summer after Year 1: Prepare MA exam reading list and begin selecting MA exam committee

### Year Two

- 3<sup>rd</sup> Semester
  - Take 6 - 9 units coursework
  - Finalize MA exam committee and faculty advisor (if changing)
- 4<sup>th</sup> Semester
  - Take 6 – 9 units of coursework and independent studies (if using)
  - Complete MA Exam

### Yearly goals:

- Develop your teaching skills, using student and peer evaluations as guides.
- Become familiar with journals and conferences in your field.
- Join the MLA and explore other professional organizations in your fields of interest.
- Select at least one paper to revise as a conference presentation and/or article.
- Consider attending at least one conference.

## Coursework

Candidates for the MA will take a total of 30 units (10 classes) of graduate coursework.

24 credits (8 classes) must be in regularly scheduled literature courses (unless otherwise approved by the Graduate Director). The other credits may be used for independent studies and courses from other programs.

Upon matriculation, students are assigned a faculty advisor with whom they will meet and construct an individual development plan, which will serve as the basis of their Plan of Study. The Plan of Study form must be submitted to the Graduate College no later than the second semester.

## The MA Examination

*No later than the 4<sup>th</sup> (final) semester in the program*, students must pass an MA examination to complete their degree. The MA examination is designed to develop students' general knowledge of the history and diversity of literatures in English, encouraging a broad, structured understanding of the discipline while allowing room for considerable individual choice. Combining British, American, and Anglophone texts from many traditions, the reading list acknowledges multiple literary historical traditions as important grounds for teaching and research.

## MA Examination Procedures

The examination consists of a take-home written examination followed by an oral examination. Students will also submit one un-marked, unrevised term paper from their coursework to their committee.

From the 186 selections on the MA exam list ([MA reading list \(revised 2019\)](#)), students will choose 42 as the basis for their M.A. Exam, including the required number of selections from each area on the list. For the number of selections required in each area, see the table below and the instructions included with the lists. In the process of developing a final individualized list students should consult closely with their advisors and committee.

Field	Total number of selections	Required number of selections to be chosen by student
Medieval	8	4
Renaissance/Early Modern	15	7
Early American	23	2
The Long 18th Century	14	5
19th Century American	23	3-7*
19th Century British	23	3-7*
20th Century American	40	3-7*
20th Century British	21	3-7*

World Literature	19	4
Totals	186	42

In the case of 19th-Century American and British lists, a total of **10** selections are required, including a minimum of **3** from each category

In the case of 20th-Century American and British lists, a total of **10** selections are required, including a minimum of 3 from each category.

Allowable modifications of the reading list:

With the approval of the student's committee, a total of up to 10 selections not on the MA Reading List may be substituted for 10 selections from the MA Reading List; no more than 2 substitutions may be made for any single section of the reading list.

### **Forming the MA Exam Committee:**

The MA Exam committee is composed of three members of the literature faculty. Students should gather their committee before the end of the semester before their exams.

### **Forms:**

Prior to taking the MA exam students will file four forms:

Three are under the GRAD PATH forms on UAccess:

1. Responsible Conduct of Research;
2. Plan of Study;
3. Master/Specialist Committee Appointment form

The final form can be found on the UA Department of English website:

4. [M.A. Examination Form.](#)

### **Timing and Format:**

The format of the written assessment is a take-home exam provided by the MA committee one week in advance of its due date. The exam will be sent out at 9:00 am on Monday of the designated week; its deadline is 11:59pm on the following Sunday. Oral exams should be scheduled to take place one week after the written exam is to be submitted. This oral exam period is two hours and the exam committee may ask questions particular to the written portion of the exam as well as about the lists as a whole.

Formatting guidelines for the written portion of the exam: Times New Roman, 12 pt, standard margins; word count guidelines: 2500-3500 total.

Students will be expected to provide the program coordinator with a clean copy of an un-revised

term paper written during their MA coursework. The copy should not include instructor or seminar information or instructor comments or grades. The committee will consider the exam as a whole, together with the paper and any part of the student's dossier they deem necessary (admission file, transcript, etc.) to decide whether to award a High Pass (student passes the MA Exam and demonstrates sufficient evidence of preparation to potentially pursue a PhD), Pass (student passes the MA exam but has not demonstrated such evidence), or Fail. tudent may appeal the committee's decision and,if the committee agrees, a re-take of the exam may be scheduled. Any re-takes authorized by the committee must occur no later than the end of the following semester.

**Below you will find the rubrics the faculty use after each exam, the purpose of which is to help us track program (not student) results.**

[See Assessment Forms Page](#)

### **MA Time Limit**

All requirements for the master's degree must be completed within 6 years. Time-to-degree begins with the earliest course listed on the Plan of Study, including credits transferred from other institutions. Work more than 6 years old is not accepted toward degree requirements.

Students who take a break in their studies or whose time to degree exceeds 6 years should check with the [Graduate Student Academic Services](#) office to determine their options.

# PhD Program Requirements

The Literature Program is committed to preparing students for the profession and for a competitive job market. Within five years students must:

- Complete a minimum of 30 units (10 classes) of course work at the University of Arizona (at least 18 units (6 courses) must be in regularly scheduled literature classes, unless otherwise approved by the Graduate Director).
- Pass the Foreign Language exam (preferably in the 1<sup>st</sup> year)
- Transfer 15 units towards total degree requirements (45 units) from an MA program. (Note: students who wish to transfer credit from their MA Program must submit a [Transfer Credit form in GradPath](#) before the end of their first year of study in order to have the courses evaluated for transfer eligibility. The credits must be approved by their major or minor department and the Graduate College. The minimum grade for transferred credits must be an A or B or the equivalent at the institution where the course was taken. Transferred units may not count toward more than one doctorate.)
- In addition, students must pass the Comprehensive Examination, complete at least 18 units of dissertation credit, and write a dissertation acceptable to the Department of English.

## **Students in MA/Ph.D. program from the Literature Program at the University of Arizona (for students in program before 2020)**

- Must complete at least 15 units of 500- or 600-level course beyond the requirement for the MA, for a total of 45 units.
- Pass the Foreign Language exam (strongly encouraged to do so in the 1<sup>st</sup> year of their PhD program)

At least 33 units (11 courses) of the 45 must be in regularly scheduled in our program literature classes, unless otherwise approved by the Program Director

- In addition, students must pass the Comprehensive Examination, complete at least 18 units of dissertation credit, and write a dissertation acceptable to the Department of English.



# Literature PhD Time Table

## PhD

### Year One:

Complete [Transfer Credit form](#), if applicable

Complete at least twelve units of course work

Submit Plan of Study and complete Research Integrity form in [GradPath](#)

Pass or prepare for language exam

### Year Two:

Complete at least twelve units of course

Begin developing Comprehensive Exam reading list and studying for comps.

Turn in department [Comprehensive Area Study program form](#)

Select your comp committee and begin thinking about the dissertation committee.

### Year Three:

Take Comprehensive Exam

Within six weeks of passing the Comprehensive Exam, submit dissertation plan of study

Turn in Doctoral Dissertation [Committee Appointment form to the Graduate College](#).

### Year Four:

Submit dissertation proposal (due within six months of passing Comprehensive Exam)

Work on dissertation.

Finalize dissertation committee

Begin preparing for the job search

### Year Five:

Take Job Placement seminar (ENGL 595a) and actively begin the job search.

Complete and defend dissertation.

Submit dissertation to Graduate College

**Each year:** Students will develop teaching skills and begin developing syllabi for literature courses in their particular fields of interest. Students will also be expected and encouraged to explore journals and conferences relevant to their academic work and submit papers or propose panels. By the end of year five, students should have prepared at least one article for journal submission. Students will also be encouraged to consider serving on at least one Department or College Committee and/or apply to TA for a literature course.

## Foreign Language Requirement

Students entering the PhD program may satisfy the foreign language requirement in one of three ways:

- By receiving the grade of Pass on the departmental translation test.
- By earning an "A" in either a senior-level or graduate literature course in the language

- By earning a grade of A, S, or P in a graduate level translation course offered by a foreign language department at the University of Arizona.

Literature students who elect to take the departmental exam are limited to two attempts. Students who fail the exam a second time must then register for a graduate translation/reading course in order to fulfill the foreign language requirement. Greek, Latin, French, German, Spanish, Russian, and Italian automatically qualify as acceptable languages for the requirement; other languages must be approved by the Graduate Literature Program Director. *The language requirement should be met by the end of the first year in the Ph.D. program, but in any case no later than the semester in which they take their Comprehensive Examination.*

Language exams are administered at the beginning of each semester. See the Program Assistant for details and sample exams.

## Literature Comprehensive Examination

For the Comprehensive Exams, students will prepare three areas of emphasis (a period, a genre, and two major authors), defined in close consultation with their committee and with the approval of the Graduate Literature Program Director. In consultation with their committee, students will develop an examination reading list for each area of concentration.

During the last four weeks of the semester in which the required units of coursework will be complete, students will finalize their committees and consult with them to construct Genre, Period, and Authors (two authors or one author and one theoretical, critical, or thematic focus) reading lists. Upon approval of the reading lists, the student should meet with committee members to discuss and identify thematic foci which characterize each list as a whole. One month before the written portion of the assessment, students will draft potential exam questions and meet individually with committee members to discuss them. Two questions per list (including two per Author) that reflect the student's course of study and/or individual interests and concerns will be agreed upon by committee members. These questions will be sent to students via email at 9:00am on 3 consecutive Mondays; the essays will be due by 11:59 pm on the following Sundays. (For the Authors exam week, all four questions will be sent to the student on the Monday.) Written exam essays will be 2500-3000 words in length. Format requirements are: Times New Roman, 12 pt. black font; 1 inch margins.

Students should take the Comprehensive Examination during the semester following their last semester of course work. The written examination may be retaken once if the committee so recommends.

This is the occasion when faculty committee members have both the opportunity and obligation to require the student to display a broad knowledge of the chosen field of study and sufficient depth of understanding in areas of specialization. Discussion of proposed dissertation research may be included. The examining committee must attest that the student has demonstrated the professional level of knowledge expected of a junior academic colleague. The Graduate College

allows no more than one re-take of the oral exam.

### **Forming your committee**

The exam committee consists of a chair and three members. Students should select four members of the literature faculty to serve on the committee. One member of the committee may be from outside the Literature Program to support a minor or an interdisciplinary emphasis (see below). If a proposed committee member is outside the English Department, students will be asked to contact the Director of Literature to request appropriate approvals.

During the last four weeks of the semester in which a student completes their coursework requirements, they should confirm the four faculty members they wish to serve on their exam committee. Students should speak first with the Graduate Director and the chair of the committee so that they can assist in selecting other committee members who can reflect and support particular research interests. Students are encouraged to think about their potential committee members well in advance and plan to take courses from faculty members they think might be appropriate members of their committee, and to cultivate good working relationships with them. In general, comprehensive exams are more fulfilling and go more smoothly if students have already worked with all the members of their chosen committee.

Once students have assembled their committee, they should prepare the examination reading lists for each exam area in consultation with their committee chair. Students who elect to do two authors for the third area should ordinarily select one of them from outside the chosen historical period. Students will distribute copies of their drafted lists to each member of their committee, working closely with them to revise and develop the final lists. This process will require considerable consultation and offers students the opportunity to talk intensively with faculty about their study program and career goals.

Again, it is crucial to begin the process of building exam committees early, at least one year before the comprehensive examination. Students should gain a clear idea of their committee members' views on the status of the reading list. In particular, they will need to clarify the status of the secondary historical, critical, or theoretical material, since some faculty members may want students to include a substantial amount of secondary material on the actual reading lists, while others will expect them to have a working knowledge of pertinent criticism.

*During the semester students plan to take their Comprehensive Exam, they are encouraged to register for the appropriate number of full time independent study (599) units with their committee chair in order to read intensively in preparation for their exams.*

### **Scheduling the Exam**

Students should contact the Program Assistant for the Graduate Literature Program one year before they plan to take their comps so that he/she can review the paperwork process with them.

Students must complete their language requirement before they take the Comprehensive Exam.

Students work with the Graduate Program Assistant in arranging times for the written and oral portions of the exam.

Written exams begin on Mondays at 9am and end on the following Sunday at 11:59pm. Orals are conducted on Fridays during 1 of 3 timeslots. If a date chosen already has 3 exams scheduled, the Oral will be moved to the next available timeslot.

Our policy is that exams are not administered during the winter holiday or the summer recess.

### **The Structure of the Comprehensive Exam**

The Comprehensive Exam consists of a written and an oral portion. In consultation with committee members, students will define three major areas of study (e.g. a period, a genre, and two major authors), and prepare examination reading lists for each of these examination areas for committee approval.

The Comprehensive Examination itself consists of three take-home written essays spaced over three consecutive weeks, followed within a month of the final due date by an Oral exam of at least two and no more than three hours' duration. The Oral Exam portion of the Comprehensive Exam will include discussion of the Written Exam essays and of the three Comprehensive Examination Reading Lists.

On the written and oral parts of the Comprehensive Examination, candidates who pass will have demonstrated -- in addition to the ability to describe, define, and compare texts and conventions - - a well-developed capacity to (1) analyze literature so as to bring out its underlying dynamics, meanings, and conflicts and (2) conceptualize both the assumptions that most fundamentally drive individual texts and the ideas and problems by which the study and the teaching of literature should be organized.

#### **Written Portion**

The primary function of the written portion of the exam is to assess the candidate's readiness to take the oral portion, which is the most "comprehensive" part of the exam process. After reviewing the written exams, the committee will approve proceeding to the oral if, in its judgment, the written portion suggests the candidate has at least a reasonable chance of passing the oral examination.

During the last four weeks of the semester in which the required units of coursework will be complete, students will consult with their committees to construct Genre, Period, and Authors (two authors or one author and one theoretical, critical, or thematic focus) reading lists. Upon approval of the reading lists, the student should meet with committee members to discuss and identify thematic foci that characterize each list as a whole. One month before the written exams begin, students will draft potential exam questions and meet with committee members to discuss them. Two questions per list (including two per Author) will be written and agreed

upon by committee members, taking the draft question conversations into account in whatever way seems appropriate. These questions will be sent to students via email at 9:00am on 3 consecutive Mondays; the essays will be due by 11:59 pm on the following Sundays. (For the Authors exam week, all four questions will be sent to the student on the Monday.)

### **Decision Meeting**

After the written exam is complete, the committee will meet to determine whether the candidate may move forward from the written examination to the oral examination, which should take place within a month of the written examination. If the decision is negative, the committee may recommend that a student retake one or more portions of the written exam.

### **Oral Portion**

The oral examination lasts a minimum of one hour but no longer than three. Students are expected “to display a broad knowledge of the chosen field of study and sufficient depth and understanding in areas of specialization.” Students will be notified of the results of their oral examination immediately after it takes place. If the committee permits, students may take the oral examination a second time. The Graduate College allows no more than one re-take of the oral examination.

### **Appeal Process for Academic Decisions**

Students have a right to appeal any negative decision made by MA and Comprehensive Exam Committees and to present any evidence which might serve to rebut it.

1. The student first presents the appeal to the Program Director.
  2. If the appeal is denied, the student may present the appeal to the Graduate Literature Committee.
  3. If denied, a final appeal may be presented to the Head of the Department, whose decision is final.
1. (In cases where the concern falls within its jurisdiction, the final step is appealing to the Graduate College.)

**Below you will find the rubrics the faculty use after each exam, the purpose of which is to help track program (not student) results.**

[See Assessment Forms Page](#)

### **Paperwork for the Comprehensive Exam**

Students must submit the [Comprehensive Area Study Program Form](#) (available through the department website) to the Program Assistant for the Graduate Literature Program at least six months before they will be taking the first section of the written exam. An approved reading list must be attached to this form. This form finalizes both committee make-up and reading

lists. Once the form is on file, these can be changed only by petition to the Program Director.

In addition, the Graduate College requires the [Plan of Study](#) to be submitted no later than the third semester of the PhD program; the [Doctoral Committee Appointment](#) form must be filled out and approved by the student's committee and submitted via [GradPath](#) to the Graduate College no later than one month before a scheduled written exam.

### **The Graduate Minor in Literature**

The Graduate College requires all PhD students to declare a “major subject” and at least one “minor subject.” Most graduate students in the Literature Program declare both the major and the minor in English. Declaring a major and the minor is, in these cases, a formality required by the official paperwork filed with the Graduate College.

Should a student desire to develop a substantial minor outside the English department, they should speak about the possibility with their committee chair and the Graduate Director, as well as with the department head or graduate director of the desired “minor subject” to determine if any special procedures or policies apply. The Graduate College requires a minimum of nine hours (three courses) for a minor, but some programs require more credits.

Please note: if a student chooses to develop a minor outside of the English department they may be required to take a fourth take-home exam.

For students outside of English who would like to minor in English Literature, students should take 9 credits of regularly scheduled graduate literature classes, with the permission of the instructor and Graduate Director.

# The Dissertation

## Literature Committee Appointment Form

Once a student has an approved doctoral Plan of Study on file, has satisfied all course work, language, and residence requirements, and passed the written and oral portions of the Comprehensive Examination, they are required to file a [Doctoral Dissertation Committee Appointment form](#). This form **must** be submitted to the Graduate Student Academic Services (GSAS) Office as soon as all the above requirements are met. In most cases that should be no later than six months before the Final Oral Defense Examination is scheduled. The Doctoral Dissertation [Committee Appointment Form](#) is available via the English department website.

## The Dissertation Committee, Statement of Purpose, and Proposal

Within six weeks of passing the Comprehensive Exam, students must select the three members of their dissertation committee and provide the Director of the Graduate Literature Program with the names of their director and the two other committee members. *Once a committee has been established, any changes must have the approval of the Director.*

Faculty on 49% joint appointment in English (and whose English Department affiliation is with the Literature program) may serve as one of the three members of a dissertation committee or co-direct the dissertation but may not direct. Faculty who have affiliated status with English (and whose English Department affiliation is with the Literature program) may serve as one of the three members of a dissertation committee, but may not direct or co-direct the dissertation.

Once students submit the names of their committee members to the program director, they must file a brief [statement of purpose](#) (no longer than one page), signed by all members of the committee, identifying the area(s) of research the dissertation will deal with and focusing on the set of problems it will address. If the dissertation Statement of Purpose falls due during winter or summer break, it must be approved and filed no later than three weeks after the start of fall classes for documents that fall due during summer break; three weeks after the start of spring classes for documents that fall due during winter break..

## Dissertation Proposal

The [dissertation proposal is](#) due no later than six months after a student has passed their comprehensive exams. Prepared in consultation with the three-person dissertation committee, proposals should be no more than ten pages long and should describe the nature of the student's project, its relation to existing scholarship and criticism on the subject, and its potential contribution to the field. (If the dissertation proposal falls due during winter or summer break, it

must be approved and filed no later than three weeks after the first day of classes of the upcoming semester [three weeks after the start of fall classes for documents that fall due during summer break; three weeks after the start of spring classes for documents that fall due during winter break]).

The proposal is to be understood as a preliminary document designed to help students focus and define their project, which will be subject to reasonable modification as it unfolds. Major changes (i.e. requests for revisions necessitating significantly different work or a change in scope or breadth cannot be required by any member of the committee.). The proposal should include the following components, adapted to the needs of each particular project in consultation with the student's committee.

1. A statement of the dissertation's subject, argument, or objective -- that is, the questions or problems the project will address, the kinds of research it will involve, and the theoretical methodological approach the student plans to use.
2. An explanation of how the project fits within the existing field and what kind of contribution the student hopes to make to it. Students may wish to include a selected bibliography of some of the most important work that provides a context for their own.
3. A general plan of study, including a proposed timetable for completion.

The proposal should be submitted for review and approval by dissertation committee and the Director of Graduate Literature.

**Below, for the record, are the rubrics used by faculty after each exam, the purpose of which is to help track program (not student) results.**

[See Assessment Forms Page](#)

## **Dissertation**

The dissertation should be a sustained project that meets appropriate standards of scholarship and demonstrate the candidate's ability to conduct original research and analysis. Instructions relating to the format of the dissertation and required abstracts are included in the [Doctoral Dissertation Formatting Guide](#) available on the Graduate Student Academic Services (GSAS) Office webpage.

Before proceeding to the final oral examination (dissertation defense), the student must receive committee approval of a final copy of the dissertation, [formatted according to Graduate College guideline](#).

## **Final Oral Defense**

The examination focuses on the dissertation itself but can include general questioning related to the field(s) of study within the scope of the dissertation. The exact time and place of this



examination shall be scheduled with the GSAS Office at least three weeks in advance. **At the time of the exam the department will require that the student submit a draft of the final formatted dissertation.** Upon successful completion of this examination and acting upon the advice of the committee, the student will submit the dissertation electronically via the [submission website](#) maintained by ProQuest/UMI. This submission must be made by the [submission deadline](#) for the desired graduation term. The Graduate College will check the formatting of the submitted dissertation and may request changes before accepting the submission. When the dissertation has been accepted by the Graduate College, [completion of requirements](#) has been fulfilled, and all other [final items](#) are accounted for, the degree will be awarded provided the degree conferral date for the graduation term has been reached. Please refer to the [Academic Calendar](#) for the relevant semester for the conferral date. Student submits the final copies of the dissertation to the Graduate College for the completion of the degree requirements.

**Below you will find the rubrics the faculty use after each exam, the purpose of which is to help track program (not student) results.**

[See Assessment Forms Page](#)

## **Literature PhD Time Limit**

Doctoral students are expected to complete their degrees within 5 years after passing their comprehensive exams. Students who do not meet these time limits are required to petition for an extension of time to complete degree. Doctoral students who do not finish their degrees within 5 years of passing their comprehensive examinations may be required to re-take their exams. The Literature Program expects all students to complete the PhD within seven years, after entering our MA program, or five years for those who enter with an MA from another institution. Students who enter without an MA typically complete the course work for both the MA and the PhD degrees in three to four years. Transfer coursework from the MA (normally 15 units) more than ten years old is not acceptable for meeting degree requirements.

The Graduate College additionally stipulates that all requirements for the degree of Doctor of Philosophy must be completed within 5 years of passing the Comprehensive Exam.

# Literature Annual Report

Each student is responsible for submitting an Annual Report, which is normally due in January. The review includes a reflection on individual progress through the program and a current curriculum vitae. The review format is available on the Program Website.

## Guidelines for the Academic Curriculum Vitae (cv)

The curriculum vitae is intended as a record of each student's professional activity and achievement. The following guidelines will assist in the preparation of a cv:

Begin by creating the general categories on disk. Though you may have to leave many of them blank at first (or specify N/A), you can then fill in the cv as your career develops. Make a habit of entering each new development on the cv to keep it up to date.

Choose a font that is reader-friendly and a format that is readable. Be consistent: if your category headings are all bold and caps to begin, make sure they continue to be arranged that way throughout; similarly, pick one format and stick with it. Use MLA style for all citations. All pages after the first should have a header, top right, with your last name and the page number.

The cv should contain the following components:

1. **Heading:** Line 1: Your name centered. Line 2: "Curriculum Vitae." Include the date in the upper righthand corner.
2. **Personal Information:** Left column: Your addresses, telephone numbers, e-mail address. Right column: Department address or phone number. You should not include your age, marital status, number of children, health, ethnic or national origin, or religious affiliation. (It's illegal for potential employers to ask for such information.)
3. **Education:** Begin with most recent degree (i.e., UA, with expected date of degree) and end with first postsecondary institution. Include names of schools attended, degrees earned and dates, fields of study, indication of any honors (e.g. cum laude) attached to your degree.
4. **Dissertation:** title and (optional) a brief abstract. Director and (optional) readers.
5. **Academic Honors or Awards:** (at graduate level and beyond)
6. **Areas of Research and Teaching Interest:** You want to show flexibility and range, but also focus (particularly with respect to research). Ideally, this section will highlight what the particular job offer asks for. Whatever you list should be backed up with experience or educational preparation.
7. **Employment History:** (relevant to academia)

•Teaching Experience. Give brief description of courses, not just numbers or titles; where taught; and number of sections, semesters, or years taught.

•Other Employment, if it relates to the particular job: e.g., work as a research assistant, editor, or journalist.

8. Publications: List from most recent. Describe the kind and extent of your work on jointly authored or edited works. Divide into categories: Book(s); Articles; Book Chapters, etc. If you have published creative writing, include it as a separate category.

9. Work in Progress: List works submitted and major works in progress, but don't pad.

10. Conference Presentations and Lectures: List in chronological order, most recent first. Give title, names of co-presenters, conference, location, and date.

11. Academic Service: List here work done on departmental committees, for conferences, EGU, and other academically related areas. Briefly describe, if necessary. On faculty cvs, this category is typically divided into sub-headings: Departmental, College, University, Community (service relevant to your professional profile), and National.

12. Languages: Specify extent of your ability (e.g. "proficient reading and speaking"; fluent reading and speaking; intermediate reading, beginner reading and speaking, etc.). Here you might also add Other Skills, such as a knowledge of computer conferencing, web site design, etc. [Related optional category: Foreign Travel and Research ]

13. Professional Memberships: indicate commitment to the profession and awareness of its activities

14. References: 3-5 professors who have agreed to write for you, with addresses and e-mail information. Big names are useful only if they write a good letter. Get permission to list your references and request letters no later than beginning of year of job search.

15. Specify address where one could write for your dossier (e.g. UA Career Services).

# Model CV for Annual Report

YOUR NAME

Your address & contact info here  
(phone #s and email address)

Department of English  
The University of Arizona  
Tucson, AZ 85721  
(520) 621-1836

## EDUCATION

List all of your degrees here, beginning with most recent, as well as any directed study abroad. Also list degrees in progress, and indicate which degrees are still pending by enclosing them with brackets.

[PhD]

[MA] List concentration, name of institution, date expected.

If you have already received an MA & wrote a master's thesis, then include thesis title and possibly committee here.

B.A. (Same information and order as listing for MA and/or PhD Include major, institution, date. Also include any honors attached to your degree-e.g. magna cum laude, or "graduated with honors," etc. (Remember anything in Latin should be italicized.)

**DISSERTATION:** If you are a PhD student working on your dissertation, then list its title here, followed by a brief abstract (optional), name of Director, and (optional) a list of committee members.

## HONORS AND AWARDS

List title of fellowships, grants, awards, or honors (graduate school and beyond), name of granting institution or organization, and date received. Also list brief description that explains the honor itself and (optional) how competitive the award was (i.e., sole recipient, one of two recipients, presented annually to a single recipient, or graduate students from all disciplines across campus are nominated, etc.).

## RESEARCH AND TEACHING INTERESTS

Here, list your interests and fields in which you are qualified to teach. You want to show flexibility and range, but also focus (particularly with respect to research). Ideally, when you go

on the job market, this section will highlight what pertains to the particular job opening. Whatever you list should be backed up with experience or educational preparation.

## **TEACHING EXPERIENCE**

Here, list courses taught in reverse chronology. Include a course title (standard as well as creative), a course number, and a very brief description (two or three lines at most). Descriptions may highlight course content, number or diversity of student body, and themes or major authors on which you focused. Also list date & institution. Only include university teaching here.

[Related Employment: this category should list only positions pertinent to the academic world: e.g., work as a research assistant, editor, or journalist.]

## **PUBLICATIONS**

List, following *MLA* citation style, in reverse chronological order, omitting author's name unless the publication is co-authored. Include categories such as Forthcoming, Under Consideration and In Progress. Describe the kind and extent of your work on jointly authored or edited works. If you have more than one kind of publication, divide into categories: Book(s); Articles; Book Chapters, etc. If you have published creative writing, include it as a separate category.

## **CONFERENCE PRESENTATIONS**

List in reverse chronology. Give title, panel title if relevant, conference, location, and date.

## **ACADEMIC SERVICE**

List work done on departmental committees, for conferences, for EGU, and in other academically related areas. Follow each with very brief description unless the category is self-explanatory. (On faculty c.v.s, this category is typically divided into sub-headings: Departmental, College, University, Community (service relevant to your professional profile), National.)

## **OUTREACH**

Here is an opportunity to list any work which is related to your profession, but was performed outside your regular university load: upward bound programs, high school curricular reform, community college activity, summer programs at the university, etc.

## **LANGUAGES**

List and specify extent of your ability (e.g. "proficient reading and speaking"; fluent reading and speaking; intermediate reading, beginner reading and speaking, etc.). Include Old and Middle English, if appropriate. Here you might also add Related Academic Proficiencies, such as a knowledge of computer conferencing, web site design, etc. [Related optional category: Foreign Travel and Research ]

## **PROFESSIONAL ASSOCIATION MEMBERSHIPS**

List title of organization, and dates of membership (e.g., 1999 - present).

## **REFEREES**

List name of recommender, title, and institutional contact info (name, departmental address, phone, email). Specify address where your dossier is available (e.g. UA Career Services).

# Satisfactory Progress

Regarding Satisfactory Progress, see the [Graduate College webpage](#).

Each semester students will discuss their progress with their advisor. Students who are not meeting the terms of the Satisfactory Progress policy, will be notified as to which requirements have not been met, what the student must do to meet them, and what penalties, if any, have been imposed.

Students who fail to meet Satisfactory Progress may be placed on departmental remediation or probation and may be subject to a range of penalties, up to and including loss of the GATship and termination from the program.

All students who receive notification of failure to meet Satisfactory Progress Guidelines have the right to appeal this judgment and to present any evidence which might serve to rebut it. The student first presents the appeal to the Graduate Director. If the appeal is denied, the student may present the appeal to the Graduate Literature Committee. If denied, a final appeal may be presented to the Head of the Department, whose decision is final. (In cases where the concern falls w/in its jurisdiction, the final step is appealing to the Graduate College.)

Students who have been placed on departmental remediation or probation due to continued failure to meet specified deadlines, likewise have the right to appeal this judgment and to present any evidence which might serve to rebut it. There are three sequential levels of appeal: to the Graduate Director, to the GLC, to the Department Head.

In order to be making Satisfactory Progress toward the degree, students must:

- Maintain the 3.0 GPA mandated by the [Graduate College](#).
- If the mandated GPA is not maintained, the student will receive a notice from the director instructing them to meet with their advisor to discuss the GPA and plans to ameliorate it.
- Once the student has passed the Comprehensive Exam, GPA provisions of the Satisfactory Progress policy no longer apply.
- Have no more than one outstanding incomplete.
- Meet all program “milestones” in a timely manner. Specifically:

## **Students in the MA program must:**

- Complete the required 30 Study Plan units no later than their 4<sup>th</sup> semester in the program

- Pass the MA Examination no later than their 4<sup>th</sup> semester in the program

**Students in the PhD program:**

- Complete the required 30 Study Plan units no later than their 5<sup>th</sup> semester in the program
- Pass the Comprehensive Examination no later than their 6<sup>th</sup> semester in the program
- Fulfill the Foreign Language Requirement no later than their 1<sup>st</sup> year in the program
- Successfully defend the dissertation no later than their 12<sup>th</sup> semester in the program (defense of the dissertation no later than the 10<sup>th</sup> semester, after which GAT funding runs out, is strongly recommended)

**Students in the MA/PhD program who completed the MA here must (for students matriculating before 2020):**

- Pass the Foreign Language exam in their 3<sup>rd</sup> year upon matriculation or 1<sup>st</sup> year in PhD program.
- Complete the required total of 45 Study Plan units no later than their 8<sup>th</sup> semester in the MA/PhD program
- Pass the Comprehensive Examination no later than their 10<sup>th</sup> semester in the MA/PhD program
- Successfully defend the dissertation no later than their 16<sup>th</sup> semester in the MA/PhD program (defense of the dissertation no later than the 14<sup>th</sup> semester, after which GAT funding runs out, is strongly recommended)

**All students in the PhD program must also:**

- Have an approved Dissertation Statement of Purpose on file no later than six weeks after completing the Comprehensive Examination.
- Have an approved Dissertation Proposal on file no later than six months after completing the Comprehensive Examination.

(If the dissertation Statement of Purpose or Proposal falls due during winter or summer break, it must be approved and filed no later than three weeks after the first day of classes of the upcoming semester (three weeks after the start of fall classes for documents that fall due during summer break; three weeks after the start of spring classes for documents that fall due during winter break).



# Preparing for the Profession

The Literature Program is committed to preparing students for the profession and for a competitive job market. The Program encourages students to begin conceiving of themselves as a professional as soon as they join the Department. As students begin taking classes and become familiar with the Program's faculty and resources, they will also be participating in colloquia and panel discussions devoted to professionalization. The job market may seem a long way off for students at the beginning their programs, but students will be encouraged to maintain and periodically revise important documents that will serve them after graduation, including the professional cv. It is also never too early to think of student writing as preparation for future scholarly projects. The following are a few guidelines for thinking about professionalization at any stage of your academic career:

- Conduct yourself like a professional in your seminars, and make your seminars work for you. Speak up; take initiative. Make presentations dynamic – don't just read to your classmates and professor. Instead, make presentations interactive. As you present, ask questions and invite input. Everyone's participation counts and can help you hone your ideas. These events are great practice for professional conference presentations.
- Compose a c.v. and update it at the beginning of each semester (see "Guidelines for Academic Curriculum Vitae.") The c.v., like other important professional documents, will require careful development and revision as you gain experience and fashion yourself for the job market.
- Use the graduate literature student Listserv as a space to engage in intellectual inquiry about scholarship and pedagogical issues. It's also a great place to seek advice and get to know what kinds of scholarship students are engaged in here. Maintaining collegial relations with colleagues and faculty isn't just an important part of the social life of a program; it also exposes students continually to the kind of vital dialogue and discourse one needs to develop for success in the profession.
- Attend events related to the profession, such as guest lectures and/or seminars, poetry readings, or symposia.
- Compose seminar papers with an eye to the future, that is, as the beginnings of possible conference papers, dissertation chapters, or articles for publications. Note Calls for Papers posted around the Department and on the various specialization Listserv. Get involved with the English Department's New Directions in Critical Theory conference, held every spring. New Directions encourages grad students from all the programs throughout the university to present their scholarship.
- The English Department at the University of Pennsylvania hosts an excellent website with current announcements on Calls for Papers, panels, and special journal issues related to English and American Literature. To join their Listserv, contact [cfp@english.upenn.edu](mailto:cfp@english.upenn.edu). Their website is [www.english.upenn.edu/CFP](http://www.english.upenn.edu/CFP).

- Conceive of your participation in conferences in terms of progression, from smaller conferences to larger, regional, or national conferences. Smaller conferences provide good practice to hone your presentation skills.
- Make yourself familiar with the journals that cover your field or specialty. Go to the library periodicals room for regular browsing. A useful practice is to try to read at least one article a week in your field(s) or related fields, familiarizing yourself not only with new knowledge or developments in the area, but with structure, rhetorical strategies, and varieties of style and voice in successful academic essays.
- Start or join a reading group.
- Join professional organizations such as MLA. Each year review the MLA Annual Convention program and the Job Information Lists (JIL). Both provide sources of information about what's going on in the profession.
- Develop a Teaching Portfolio. Gather syllabi of classes you have taught, or design syllabi for classes you'd like to teach. Compose a Statement of Teaching Philosophy and revise it periodically. With an eye to your eventual job interviews, ask yourself what you value as a teacher. What kinds of materials and texts do you find valuable in the classroom? You should apply to assist professors in literature courses, either as a TA or as a preceptor.
- When writing your dissertation, consider joining or starting a writing group of other dissertation-stage students.
- The Literature Program now offers English Job Workshop (595A) for students approaching the academic and non-academic job market. Plan to enroll when you begin work on your dissertation.

## Graduate Student Resources

Here is a list of [resources](#), [opportunities](#) and [financial support](#) available to graduate students in the Department of English.

## Appeals and Grievances

The academic appeal process can be found on p. 13.

If a student believes that they have been subjected to a violation of the rules and procedures delineated in this handbook, they have a right to file a grievance. The steps are as follows:

1. Write a summary of the action being grieved, with specific information as to time, date, individuals involved and the nature of the offense, as well as the specific remedy sought.

2. Present the grievance to the Program Director.
3. If the grievance is denied, the student may present it to the Graduate Literature Committee.
4. If denied, a final appeal may be presented to the Head of the Department, whose decision is final. (In cases where the concern falls w/in its jurisdiction, the final step is appealing to the Graduate College.)

\* PLEASE NOTE: An individual who believes that he or she has been subjected to discrimination, harassment, or retaliation (as opposed to violations of department and program policies) should contact the Office of the Dean of Students immediately. More information can be found here: <http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>. For further information, please speak with the Program Assistant.

The Graduate College website provides guidelines to determine whether a complaint fall within its jurisdiction. <https://grad.arizona.edu/policies/academic-policies/grievance-policy>

## Funding

All incoming LIT students, whether domestic or international, are fully funded. The funding package includes full tuition remission, student health insurance, and a small stipend for teaching composition courses. In some cases, the program is also able to cover a non-teaching student's tuition, however this is budget-dependent and covers tuition only, not health insurance or the stipend. All University student fees must be paid by the student.

## English Graduate Union

From the [EGU webpage](#): The English Graduate Union (EGU) is an organization that represents all English graduate students at the University of Arizona. Founded in 1991, EGU monitors graduate student workload, advocates for graduate student concerns and issues on many departmental and administrative levels and mobilizes graduate students across the campus around important issues like health care, tuition remission, workload reduction, and childcare.

Membership in EGU is open to all students enrolled in English department graduate programs. Meetings are held every other Friday at 4pm in the Department of English Instructor Offices room 3b (the Pink Hotel located at 1515 E First Street). For more information, please contact [egucochairs@gmail.com](mailto:egucochairs@gmail.com).

## Important Links

Department website: <http://english.arizona.edu/>

Graduate College (from here students may access Graduate College policies, contacts, information about resources, deadlines, and other useful information): <http://grad.arizona.edu/>.

**Resources for parents**, for professional development, for health and wellness, etc:

<http://grad.arizona.edu/new-and-current-students>

General catalog <http://catalog.arizona.edu/> (link is external)

Continuous Enrollment for Graduate Students: <https://catalog.arizona.edu/policy/continuous-enrollment-graduate-students>

Academic integrity: <https://deanofstudents.arizona.edu/policies/code-academic-integrity>

Responsible Conduct of Research: <http://www.orcr.arizona.edu/> (link is external)

Graduate Students are expected to follow the policies and procedures for the UA Graduate College, the Department English Literature Program, and the University of Arizona as a whole.

Policies are updated frequently and it is the student's responsibility to comply with current policies.

Graduate College policies can be viewed on-line at <https://grad.arizona.edu/policies> university policies can be found at <http://catalog.arizona.edu/>;