

# Literature Handbook

## Academic Year 2018-2019

### Table of Contents

|  |    |
|--|----|
| Overview.....  | 2  |
| Admission to MA/PhD.....                                     | 3  |
| MA Requirements.....   | 4  |
| MA Exam.....   | 4  |
| MA Exam Rules and Procedures.....                            | 5  |
| Foreign Language requirement.....                            | 5  |
| Time Limit.....  | 5  |
| MA Checklist.....  | 7  |
| Qualifying Examination.....                                  | 8  |
| PhD Requirements.....  | 10 |
| Comprehensive Exam.....                                      | 11 |
| Dissertation (committee, statement of purpose, proposal..... | 15 |
| PhD time limit.....  | 16 |
| Annual Report.....   | 18 |
| CV for the Annual Report.....                                | 21 |
| Satisfactory Progress.....                                   | 23 |
| Preparing for the Profession.....                            | 25 |
| Graduate Student Resources.....                              | 26 |
| Appeals and Grievances.....                                  | 26 |
| Funding.....   | 27 |
| English Graduate Union (EGU).....                            | 27 |
| Important Links.....   | 27 |

# Literature 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 the 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; we also offer preparation and guidance for those who plan to enter non-academic professions.

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 and encompass most of the major recent intellectual trends in literary study. In addition to the traditional fields of English and American literature, students may concentrate in a number of cross-disciplinary areas:

- American Literature and Culture
- Border Studies
- Gender Studies
- Medieval and Early Modern Studies
- American Indian Studies
- Visual and Digital Cultures
- Cultural Studies and Critical Theory
- Colonial and Post-Colonial Literature and Theory
- Rhetorical Theory
- Comparative Modernisms

# Admission To The MA/PhD Program

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

- Applicants must have completed an undergraduate major in English or the equivalent (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)

- 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.

## A NOTE ON WHICH ONLINE APPLICATION TO COMPLETE (MA OR PHD)

When you apply to our program using the Graduate College online portal:

- You should apply to the **MA in ENGLISH ONLY if you are not interested in the possibility of continuing for the PhD in our program.** If you are admitted to the program having completed the MA application and then decide to go on to the PhD in our department, you will have to re-apply, submitting all required documents and fees again on the Graduate College online portal.
- **If you think you may want to continue for the PhD, you should apply directly to the PhD in English (even if you will be entering the program at the MA level).**

# MA Requirements

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. Applicants must have completed the equivalent of the undergraduate major in English (i.e. 30 units of upper-division literature courses) with a grade-point average of at least 3.50 in literature courses. Candidates for the MA must take a total of 30 units of graduate coursework (of which 24, or 8 classes, must be in regularly scheduled literature courses unless otherwise approved by the Program Director), demonstrate reading knowledge of a foreign language, and pass a final examination based on reading lists approved by the faculty.

## The MA Examination

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. Acknowledging literary-historical traditions as an important ground of knowledge, the examination also recognizes the increasing diversity of canonical texts and the changing nature of literary canonicity. Combining British, American, and Anglophone texts, the reading list for the examination reflects renewed disciplinary emphasis on the transatlantic relationship of British and American literatures as well as the rise of "global English" and its literary manifestations. The examination should benefit both students pursuing a terminal MA degree and those going on for the PhD.

Prior to taking the MA exam you should file four forms: three are under your GRAD PATH forms on your UAccess: Responsible Conduct of Research; Plan of Study; Master/Specialist Committee Appointment form -- and one with the Department of English: "[Master's Examination Study Program](#)".

Upon matriculation, students are assigned a faculty advisor with whom they will meet and construct their Individual Development Plan (IDP), which will serve as the basis of their Plan of Study as early as possible during the first few months in residence. This form is to be submitted to the Graduate College no later than the second semester in residence.

***The examination must be taken no later than the student's 4<sup>th</sup> semester in the program to maintain satisfactory progress***

## MA Examination Rules and Procedures

The examination consists of a four-hour written examination followed by a one-hour oral. The examination will be graded pass or fail; in keeping with Graduate College rules, a 3-0 vote is required for a pass on the Oral Examination. The Literature program also requires a 3-0 vote for a pass on the written examination. (This vote may be taken via email; in cases where the vote is not 3-0 in favor of proceeding to the oral examination, the email vote shall be treated as a straw ballot; in such cases a face to face meeting of the committee will take place, consisting of discussion of the written examination and a formal ballot.) A candidate who fails the written portion of the examination may, upon the recommendation of the committee and the Graduate Literature Director, be granted a second written examination, the results of which are final. A candidate who fails the Oral Examination may also, upon the recommendation of the committee and Graduate Literature Director, be granted a second examination. The results of the second oral examination are final.

[The MA reading list](#)

### OTHER REQUIREMENTS

#### Foreign Language Requirement

You must satisfy the language requirement in order to fulfill the requirements for the MA degree. Students are strongly advised to come to the program with a reading knowledge of a second language, and to satisfy the language requirement as soon after entering the program as possible.

You may satisfy the foreign language requirement in one of three ways:

By receiving a grade of *Pass* on the departmental translation exam

By earning an *A* in one senior-level or graduate literature course in the language

By earning a grade of *A* or *S* (*not 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 must be met before the student may take the MA examination.***

#### Time Limit

All requirements for the master's degree must be completed within 6 years to ensure currency of knowledge. 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.

## **Timetable**

At the beginning of each semester students and their advisors will receive an updated Timeline to Degree letter, which they will initial and return.

### **MA**

#### ***Year One:***

Complete at least twelve units of course work.

Pass or prepare for language exam.

Complete Graduate College [MA GradPath](#) forms in UAccess

#### ***Year Two:***

Complete at least 12 units of course work.

Select MA exam committee and prepare reading list.

File departmental [MA Exam Study Plan](#).

Pass the MA. Take exam no later than mid- April

Plan to submit Qualifying Exam paper before the end of the 5<sup>th</sup> semester.

**Each year:** 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 during the summer. Consider attending and/or submitting a conference paper.

# MA Checklist

## Year One

- 1<sup>st</sup> Semester
  - Meet with director to develop Plan of Study
  - Take 6 units of coursework
- 2<sup>nd</sup> Semester
  - Pass foreign language exam
  - Take 6 units of coursework
  - Select MA committee members and define reading list
  - Submit Plan of Study and UA GRADPATH forms

## Year Two

- 3<sup>rd</sup> Semester
  - Complete 6 units coursework
  - Select new faculty advisor, if needed
  - Complete foreign language requirement
- 4<sup>th</sup> Semester
  - Complete MA Exam

## Year Three

- 5<sup>th</sup> Semester
  - Complete units for MA
  - Turn in Qualifying Exam at least a month before the semester ends

# The Qualifying Examination

*For students entering the PhD program with an MA in hand.*

In order to be admitted into the PhD program students entering with the MA in hand must pass a Qualifying Examination that demonstrates their capability to do outstanding work leading to candidacy for the doctorate.

1. The candidate's admissions file serves also as a Qualifying file; the writing sample functions as the Qualifying paper.
2. A decision to admit the candidate to our program shall be regarded as tantamount to a Pass on the Qualifying Exam.
3. The Program Director will hold an interview with the new student early in the student's first semester in residence and will communicate to the student, as appropriate, the Admissions Committee's evaluation of the student's Writing Sample/Qualifying Paper.

*Students who completed their MA degree in our Literature Program.*

Students who completed their MA degree in our Literature Program should plan to take the Qualifying Examination within six weeks of the MA exam, but in no case later than the semester following the term in which they pass the MA exam. You should discuss the paper with your mentors and with the Director of the Graduate Literature Program before requesting the examination. In general, you should plan to submit work that demonstrates the sustained development of a critical argument supporting an interpretation. The committee will look at the paper for evidence that you are capable of conducting advanced research and of writing at a level sufficient to complete a successful dissertation. Before submitting a seminar paper for the examination, you should review your instructor's comments and revise accordingly.

A student requests the Qualifying Examination by filing the [Qualifying Examination Request Form](#), available on the website and with the Graduate Program Assistant. **This form must be filed before the end of the eighth week of the semester in which the student intends to take the examination.** At that time the student also submits a current unofficial transcript (available on [UAccess](#)), and four copies of the article-length paper.

The Qualifying Examination committee will normally meet within a month after the form is filed if the request is made during the academic year (August to May). Note that Qualifying Examinations will not normally be scheduled during the winter holidays or the summer recess.

**The examination may be attempted only once.** (See p.13 for the Appeal Process)



## Qualifying Exam Procedure

1. The student selects two members of the literature faculty to serve on the committee. The Director of the Graduate Literature Program and a member of the Graduate Literature Committee (GLC), appointed by the Director, serve as the other two members of the committee. The Graduate Director appoints the committee chair--normally the advisor of the student under review.
2. The committee reviews an article-length paper submitted by the student. In addition, the committee takes into consideration the student's admission file, performance in course work in the Literature Program, and any other evidence the committee may wish to solicit (e.g. opinions of professors with whom the student has done course work).
3. The chair of the committee will call the candidate immediately after the examination to report the outcome. A positive vote of the committee (4-0 or 3-1) qualifies the student to proceed in the PhD program. A negative vote (2-2, 1-3, or 0-4) disqualifies the student from the PhD program.
4. Within one week of the exam, the chair of the examination committee will hold a conference with the candidate to discuss the committee's judgment of the paper and the student's progress, regardless of the outcome of the examination.

# PhD Program Requirements

## Students who have earned the MA from the Literature Program at the University of Arizona

- Must complete at least 15 units of 500- or 600-level course beyond the requirement for the MA, for a total of 45 units.
- 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 register for 18 hours of dissertation units. Prior to beginning the PhD program, students must pass the Qualifying Exam.

## Students who earned the MA elsewhere

- must complete a minimum of 30 units (10 classes) of course work;
- at least 18 units (6 courses) must be in regularly scheduled literature classes, unless otherwise approved by the Program Director.
- The additional 15 units towards degree requirements is typically transferred from the MA. 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 satisfy the Foreign Language requirement, pass the Comprehensive Examination, complete at least 18 units of dissertation credit, and write a dissertation acceptable to the Department of English.

## Foreign Language Requirement

Students entering the program with an MA from elsewhere may satisfy the foreign language requirement for the PhD in one of three ways:

1. By receiving the grade of Pass on the departmental translation test.
2. By earning a grade of A in one senior-level literature course in the language.
3. By earning a grade of A or S (not 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 must be met before the student may take the 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 (<https://grad.arizona.edu/gsas/degree-requirements/doctor-philosophy#comprehensive-exam>), you will prepare three areas of emphasis (a period, a genre, and two major authors), defined in close consultation with your committee and with the approval of the Graduate Literature Program Director. In consultation with your committee, you will develop an examination reading list for each area of concentration. The Comprehensive Exam consists of a four-hour written examination in each of the three areas, followed by a three-hour oral exam on all three areas. You should take the Comprehensive Examination after your last semester of course work. The written examination may be retaken once if the committee so recommends. (See p.13 for the Appeal Process).

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.

### Scheduling the Exam

We encourage students to complete all coursework then to register for the appropriate number of independent study units with their committee chair during the first semester after completing courses and to take the comps at the end of that semester. However, 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 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. In scheduling the parts of the comprehensive exams the Program Assistant must take into account not only the schedule of the candidate but the schedules of the four

faculty members involved. Therefore, students should avoid scheduling comprehensive exams during the winter holiday or the summer recess.

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

You must submit the [Comprehensive Area Study Program Form](#), a departmental form, to the Program Assistant for the Graduate Literature Program at least six months before you 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 your committee and submitted via [GradPath](#) to the Graduate College no later than one month before the exam.

### **The Comprehensive Exam Committee**

The exam committee consists of a chair and three members. You should select four members of the literature faculty to serve on the committee. One or two members 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, contact the Director of Literature to request appropriate approvals.

### **The Minor**

The Graduate College requires all PhD students to declare a “major subject” and at least one “minor subject.” Most of our graduate students in the Literature Program declare both the major and the minor in English. The major and the minor in these cases are distinguished only by the paperwork that we file with the Graduate College.

It is also possible to develop a substantial minor outside our department. If you wish to do so, talk with your committee chair and with the Literature Program Director. You should also talk with the department head in the “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. If you develop a minor outside our department, you may be required to take a fourth four- hour written examination.

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

The Comprehensive Exam consists of a written and an oral portion. In consultation with your committee members, you 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.

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 written exam, based on questions prepared by your committee, is composed of three parts, one covering each of your major areas of study. You will have four hours to write on each of your areas. Each portion of the written exam will be scheduled on a separate day. (If you declare a minor, you may be required to take a fourth four-hour written examination; see below.). The written portions must be completed within a one month period.

The primary function of the writtens is to assess the candidate's readiness to take the oral, which is the more important examination. After reviewing the writtens, the committee will approve proceeding to the oral if, in its judgment, the writtens suggest the candidate has at least a reasonable chance of passing the oral examination.

### **Decision Meeting**

After the written exam is complete, the committee will meet to determine whether the candidate may move forward from the writtens to the oral examination, which should occur within two weeks after the writtens. If the decision is negative, the committee may recommend that you 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. You are expected “to display a broad knowledge of the chosen field of study and sufficient depth and understanding in areas of specialization.” You will be notified of the results of the examination immediately after the oral. If the committee permits, you may take the oral examination a second time. The Graduate College allows no more than one re-take of the oral exam

### **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. (In cases where the concern falls w/in its jurisdiction, the final step is appealing to the Graduate College.)

## Forming and constructing your committee

Soon after you complete your Qualifying Exam and no later than one year before you intend to take comps, you should confirm the four faculty members whom you wish to serve on your exam committee. You should speak first with the Program Director and the chair of the committee so that they can assist you in selecting the committee members who best match your interests. We urge you to plan well in advance to take courses from faculty members whom you think might be appropriate committee members, and to cultivate good working relationships with them. Comps go more smoothly if you have already worked with all the members of the committee.

Once you have assembled your committee, you should prepare the examination reading lists for each exam area, in consultation with your 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. Distribute copies of your drafted lists to each member of your committee, working closely with them to revise and develop the final lists. This process will require considerable consultation and offers you the opportunity to talk intensively with faculty about your study program, your career goals, and how you want to define yourself professionally.

It is crucial to begin this process early, at least one year before you plan to take the comprehensive examination. You should gain a clear idea of your committee members' views on the status of the reading list. In particular, you need to clarify the status of the secondary historical, critical, or theoretical material, since some faculty members may want you to include a substantial amount of secondary material on the actual reading lists, while others will expect you to have a working knowledge of pertinent criticism.

*During the semester you plan to take comps, we encourage you to register for the appropriate number of full time independent study (599) units with your committee chair in order to read intensively in preparation for your exams.*

## Literature Committee Appointment Form

When the 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, he or she must file a [Doctoral Dissertation Committee Appointment form](#). This application must be submitted to the Graduate Student Academic Services (GSAS) Office as soon as requirements are met. In most cases that should be no later than six months before the Final Oral Defense Examination is scheduled. Deadlines for the submission of paperwork pertaining to doctoral programs are available online at [Deadlines for Completion of Degree Requirements](#). The Doctoral Dissertation [Committee Appointment Form](#) is available online.

# The Dissertation Committee, Statement of Purpose, and Proposal

Within six weeks of passing the comprehensive exam, you must select the three members of your dissertation committee, and provide the Director of the Graduate Literature Program with the names of your 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.

When you submit the names of your committee members to the program director, you must also 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 you have passed your comprehensive exams. Prepared in consultation with your three-person dissertation committee, it should be no more than ten pages long and should describe the nature of your projects, its relation to existing scholarship and criticism on the subject, and its potential contribution to its 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 you focus and define your project, which will be subject to reasonable modification as it unfolds. However, major changes (i.e. requests for revisions necessitating significantly different work or change on scope or breadth cannot be required by any member of the committee.). The proposal should include the following components, adapted to the needs of your particular project in consultation with your committee.

1. A statement of your subject, argument, or objective-- that is, the questions or problems the dissertation will address, the kinds of research it will involve, and the theoretical methodological approach you plan to use.
2. An explanation of how your project fits within the existing field and what kind of

contribution you hope to make to it. You may wish to include a selected bibliography of some of the most important work that provides a context for your own.

3. A general plan of study, including a propose timetable for completion.

The proposal is then approved by your dissertation committee and the Director of Graduate Literature.

## **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 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 submits 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.

# **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 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 comps  
Within six weeks of passing comps 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 comps)  
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:** Develop your teaching skills. Begin developing syllabi for literature courses in fields of your interest. Explore journals and conferences relevant to your work and submit papers or propose panels. Prepare at least one article for journal submission. Consider serving on at least one Department or College Committee. Apply to TA for a literature course.

# Literature Annual Report

Each student is responsible for submitting an Annual Report, which is normally due in January. The review includes a reflection on your professional 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)

Throughout your academic career you'll need a current record of your professional activity and achievement, compiled in the form of the vita or cv. The following guidelines will assist your preparation of your 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).

# The CV for the 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 receive a progress form which they will discuss with their advisor. The advisor and student will sign the form and return it to the program coordinator. 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 Program 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 Program 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 5<sup>th</sup> semester in the program
- Pass the MA Examination no later than their 4<sup>th</sup> semester in the program
- Fulfill the Foreign Language Requirement no later than their 5<sup>th</sup> semester in the program
- Pass the Qualifying Examination no later than their 5<sup>th</sup> semester in the program (applies only to students wishing to proceed to the PhD program)

**Students in the PhD program who completed the MA here must:**

- 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)

Students in the PhD program who completed the MA elsewhere must:

- 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 6<sup>th</sup> semester 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)

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 you to begin conceiving of yourself as a professional as soon as you join the Department. As you begin taking classes and become familiar with the Program's faculty, students, and resources, take advantage of colloquia and panel discussions devoted to professionalization. And though the job market may seem a long way off for students beginning their programs, you should begin to maintain and periodically revise important documents. Also, it's never too early to think of your current writing as preparation for future scholarly projects.

- 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. You can find more information here: <http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>. Please speak with the Program Assistant for more information.

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, or if you have questions, please contact them at [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)

Academic integrity: <http://deanofstudents.arizona.edu/codeofacademicintegrity> (link is external)

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 <http://grad.arizona.edu/new-and-currentstudents>; university policies can be found at <http://catalog.arizona.edu/>