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DEPARTMENT GRADBOOK

Dear Graduate Student,

On behalf of the English Department at The University of Memphis, it is my great pleasure to present the newly revised English Gradbook. This publication will help you plan your graduate studies and prepare for the competitive academic job market. In it, you will find (among other things) course information, scholarship and assistantship procedures, faculty listings and contact information, program guidelines, and, most importantly, practical advice gleaned from faculty, support staff, and graduate students.

Welcome,

VERNER MITCHELL, PhD
Coordinator of Graduate Studies

Dear Fellow Graduate Student,

We hope that this Gradbook will be a helpful resource as you progress in your graduate studies at the University of Memphis. The Gradbook Revision Committee mantra, "Think and act like a professional," seems an appropriate closing remark and should serve as perhaps the best advice for all graduate students in English. Good luck with your studies, and we hope you enjoy the Gradbook experience!

The 2002 Gradbook Revision Committee,

Tracy Hughes

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Welcome from the Chair

Dear Graduate Student,

In the 15th century, the term *humanista* was used by university students to distinguish a teacher of the *studia humanitatis* from the *canonista* and *legista*, titles given to teachers of canon law and civil law. It is from this 15th-century designation that our current understanding of the humanities evolved.

At its inception, a scholar and student of the *studia humanitatis* promoted the study of literature, history, and moral philosophy, and recognized that these disciplines could serve as a guide for both the individual and society. The *studia humanitatis*, as a field of intellectual investigation, was seen as directly tied to the improvement of the individual. It paved the way for personal growth, moral awareness, and self-reflection.

The study of literature and language, of writing and rhetoric, is the core of any humanistic education, which places the contemporary Department of English in the enviable and important position of providing an environment for the intensive study of those things most vital to intellectual and cultural growth. Scholarly engagement of language, literature, and writing are dynamic and irreplaceable components of a true liberal education.

"The written word," Thoreau writes in *Walden*, "is the choicest of relics. It is something at once more intimate with us and more universal than any other work of art." Books, therefore, "are the treasured wealth of the world and the fit inheritance of generations and nations."

And, so, I welcome you on behalf of the Department of English to our graduate program, and, in doing so, I welcome you into the community of students, teachers, and scholars in whom is entrusted the *studia humanitatis* and that most choice of all relics, the written word.

I wish you the best in your graduate career.

Sincerely,

Eric Carl Link, Chair

Tips for Graduate Students

The following tips are to help to ensure that you have the most productive graduate studies experience.

1. Ask a lot of questions
2. Get an advisor
3. Make sure you know your plan of studies
4. Get to know the Graduate Studies Staff
5. Register early
6. Pay attention to the flyers in the Patterson building especially those put out by the Graduate English Studies Office
7. Know your financial aid opportunities
8. Verify information that you hear from other students
9. Take advantage of the free food that is offered at various departmental events
10. Remember you are not alone

Enjoy your experience as a graduate student at the University of Memphis!

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Assistantships

Service and teaching assistantships (Graduate Assistantships/GAs and Teaching Assistantships/TAs) carry stipends in addition to the remission of University fees. University-supported graduate assistants are expected to carry a twelve-hour course load every semester, with the exception of students writing a thesis. Students writing a thesis must have completed coursework and may register for six (6) thesis hours that will count as full time status. Three hours of this course load may be earned by completing one of the following courses each semester:

- ☐ 004/8004 - Internship for Graduate TAs
- ☐ 005/8005 - Reading for Comprehensive Exams
- ☐ 006/8006 - The English Profession
- ☐ 007/8007 - Teaching for GAs

Teaching Assistant Prerequisites

Students must have completed 18 hours of English graduate work in order to qualify as Teaching Assistants (TAs). TAs normally teach two (2) sections of composition (ENGL 1101/1102). A very limited number of GAs are available for those students who have not yet completed 18 hours of graduate credit; GAs work an average of 20 hours per week in non-teaching research and support roles such as assisting in the production of departmental publications or working for departmental offices.

Assistantships are most often offered for the academic year but are subject to review and renewal each semester. Failure to meet requirements may result in non-renewal or termination. The following are maximum time limits for which students may hold either English graduate assistantships or graduate teaching assistantships:

- ☐ 2 years for the M.A.
- ☐ 3 years for the M.F.A.
- ☐ 5 years total (from BA) for the Ph.D.

Note: There is a possibility of a 1 year extension with approval of the Graduate Coordinator.

Students must be aware that their renewal is contingent upon maintaining an above-average GPA. There is usually no renewal for students whose GPA falls below a 3.25, and no renewal for those who are placed on academic probation (a GPA below 3.00).

Applying for Assistantships

To apply for an assistantship, please complete the online application, print it out, submit it to the Graduate Studies Office, and have two (2) letters of recommendation sent **before March 1** of the academic year in which you plan to enter the English Graduate Program. Remember, in most cases assistantships are awarded for the Fall and Spring semesters together, and generally **no new assistantships are awarded for Spring semesters.**

All students who apply for Graduate Assistantships or Teaching Assistantships should also fill out and submit the Free Application for Federal Student Aid (FAFSA) form. FAFSA money is **free governmental money for graduate students**, and students who do not fill out and submit the FAFSA form will not be given high priority in the awarding of a Graduate or Teaching Assistantship. Information FAFSA forms and is located at the English Graduate Studies website, <http://cas.memphis.edu/english/grad/fafsa.htm>.

There is also limited federal assistance for graduate students in the form of low-interest Stafford or Perkins loans. For information about these financial aid options, visit The University of Memphis Financial Aid website.

Fellowships & Scholarships

The following fellowships are offered through the Graduate School to M.A., M.F.A., and Ph.D. students:

University of Memphis Society, Inc., Doctoral Fellowship

The University of Memphis Society, Inc., annually awards a \$2,000 fellowship to a full-time doctoral student based on exceptional academic achievement.

1st GENERATION PhD/MFA FELLOWSHIP PROGRAM

The funds for the 1ST Generation PhD/MFA Fellowship Program are made available to The University of Memphis by the State of Tennessee. The purpose of the fellowship is to provide financial assistance to graduate students who are underrepresented in their respective disciplines and who will become the first person in their immediate families to earn a doctoral or MFA degree.

Part-Time Master's Fellowship

The Academic Fund of The University of Memphis Foundation provides funds to attract high caliber masters students who are only able to attend this university part-time and are thus unable to access many traditional forms of support. Awardees will receive \$1,500 (\$750 per semester; this does not include a tuition scholarship) and be designated "Master's Fellow in (Department)."

The following scholarships are a result of a partnership between TBR and the Southern Regional Education Board's (SREB) Doctoral Scholar Program for Ph.D. students:

Doctoral Scholars Award

This five-year package is available to minority (underrepresented) Doctoral students. The program is for scholars who are just beginning (within the first year) their doctoral program or are expecting admission before the academic year begins. The Tennessee Board of Regents-DSP award will include: three years of direct program support; two years of institutional support; up to five years of tuition and fees and an annual stipend of up to \$20,000; and, professional development.

Dissertation Year Award

This award is for scholars who have completed all course work, comprehensive or preliminary exams and defended their dissertation prospectus, or will before the academic year begins. The TBR-DY award will include: one-year package of direct program support; one year of tuition and fees; a \$20,000 stipend; a \$500 research allowance; and, eligibility to receive support to present original research through the Professional Development Fund.

The following awards are offered through the Graduate School to M.A., M.F.A., and Ph.D. students:

The University of Memphis Society, Inc. Doctoral Fellowship

Established by UMS, Inc., this fellowship is awarded annually to a full-time doctoral student based on exceptional academic achievement. The amount varies from year to year.

First Generation Ph.D. Fellowship

This fellowship provides financial assistance to graduate students who are underrepresented in their respective disciplines and who will become the first person in their immediate families to earn a doctoral degree.

Provost's Predoctoral Diversity Award

Outstanding incoming doctoral students in an academic discipline where they are considered to be a member of an underrepresented group are eligible for this award and must be nominated by their respective department chair.

Part-time Master's Fellowships

These fellowships are awarded to entering students. The \$1500 awards (\$750 per semester) do not include a tuition scholarship.

Morton Thesis/Dissertation Awards

The annual Morton Thesis/Dissertation awards are the result of a generous donation by S. Morgan Morton ('63) in 1998. These awards honor outstanding master's and doctoral students whose thesis or dissertation prospectus has been approved by their committee. The award is \$500 for thesis and \$750 for dissertation.

Graduate Assistant Meritorious Teaching Awards

Two \$500 awards are presented to two outstanding Teaching Assistants (TAs) each spring for their skill in transmitting knowledge in the classroom or laboratory. These awards acknowledge the importance of the instructional enterprise in the transmission, creation, and application of advanced knowledge by the university. The candidates are nominated by faculty, students, or alumni.

The following awards are offered through the Department of English to M.F.A. and Ph.D. students:

Graduate Research Award

This award is the result of a generous donation by an anonymous donor. Outstanding candidates in the final year of their thesis or dissertation are nominated by their thesis advisor or dissertation director.

Lawrence Wynn Award

This award provides a graduate student of Romantic or Victorian Literature \$1,200.

Outstanding Grad Student

This award provides a graduate student \$500 based upon his or her work during an academic year.

Lawrence and Sarah Wynn Fellowship

A graduate student in American or British Literature will receive \$6000 for an academic year.

Society for Technical Communication Scholarship

A graduate student in Professional Writing will receive \$1000 for an academic year.

Concentration Awards

A graduate student for each of the concentrations of Literature, ESL/Linguistics, Professional Writing/Composition, and Creative Writing will receive an award based upon his or her writing for the respective concentration.

Professional Organizations

Professional associations are an important, albeit not always a crucial part of your life as a graduate student. Oftentimes, if you submit a paper to, for example, a regional MLA, you may be required to join that organization before being allowed to participate in the conference. However, being a part of these organizations can also open up networking opportunities leading to meaningful contacts and professional friendships. Some societies like STC (The Society for Technical Communication) even offer access to ongoing job postings, and most associations publish journals containing articles, conference listings, and possible publishing opportunities. Here is a sampling of professional societies in the English Department's various concentrations:

Composition Studies

- ☐ The National Council of Teachers of English (NCTE) <http://www.ncte.org/>
- ☐ The Rhetoric Society of America (RSA) <http://rhetoricsociety.org/>
- ☐ Conference on College Composition and Communication (CCCC) <http://www.ncte.org/cccc/>

Creative Writing

- ☐ Associated Writing Programs (AWP) <http://awpwriter.org/default.htm>
- ☐ The Academy of American Poets <http://www.poets.org/>
- ☐ The Poetry Society of America (PSA) <http://www.poetrysociety.org/>

ESL

- ☐ Teaching English to Speakers of Other Languages (TESOL) <http://www.tesol.org>
- ☐ The National Association for Bilingual Education (NABE) <http://www.nabe.org/>
- ☐ Tennessee Teachers of English to Speakers of Other Languages (TNTESOL)
<http://www.people.memphis.edu/~english/tntesol.html>

Linguistics

- ☐ The Linguistics Society of America (LSA) <http://www.lsadc.org/>
- ☐ The American Association for Applied Linguistics (AAAL) <http://www.aaal.org/>
- ☐ South Eastern Conference on Linguistics (SECOL)
http://www.uncc.edu/colleges/arts_and_sciences/language/secol/secol.htm

Literature

- ☐ Modern Language Association (MLA) <http://www.mla.org>
- ☐ American Literature Association (ALA) <http://www.calstatela.edu/academic/english/ala2>
- ☐ South Central Modern Language Association (SCMLA) <http://www.ou.edu/scmla>
- ☐ College Language Association (CLA) <http://www.clascholars.org/>

Professional Writing

- ☐ Society for Technical Communication (STC) <http://www.stc.org>
- ☐ The Association for Business Communication (ABC) <http://www.theabc.org/>
- ☐ The Association for Teachers of Technical Writing (ATTW) <http://www.attw.org/>

Going to academic conferences provides a good opportunity to gain firsthand knowledge of how the academy works outside your home institution. Delivering a paper at these conferences helps you develop poise and professionalism, as well as a chance to compare your work to the work of other academics. Graduate student conferences, like The University of Mississippi's Southern Writers/Southern Writing, or the Sigma Tau Delta English Honor Society national meeting, generally offer friendly and receptive audiences. Some regional and national conferences, like The University of Louisville's 20th-Century Literature Conference and the College Language Association's Annual Conference, also especially welcome graduate student proposals. To find out about conferences, consult the professional journals in your particular concentration or check out listservs like the University of Pennsylvania Calls for Papers listserv (<http://www.english.upenn.edu/CFP>) or LinguistList (<http://saussure.linguistlist.org>). As you progress in your career, you should begin to seek out conferences in your own particular field. If you do Southern Literature, for example, a regional MLA meeting or a specific society such as the Society for the Study of Southern Literature (SSSL) is often a good place to meet with others working in your area.

Some graduate students find conferences a convenient way to set goals for themselves, as well as to "feel out" a particular area of study. Some conference papers, in fact, could become a possible published paper or the seed of a dissertation chapter. You should use conferences as a way of getting full value from work you have already done, or are in the process of doing. Be careful, however, not to let conferences distract you from your coursework.

Community of Readers and Writers

Special Programs

The University of Memphis offers opportunities for English graduates to become involved in special communities of readers and writers. All of the programs provide unique experiences to enrich graduate pursuits. Such programs include:

CZECH REPUBLIC SUMMER PROGRAM

Take part in a truly international, intercultural learning experience in the Heart of Europe. Study language, culture, and current events. Explore the past, present, and future of Europe with people and staff of all ages and backgrounds in a friendly, compact city surrounded by beautiful forest, mountains, spas and castles. Language courses include Czech, English, German, French, Italian, Spanish, Russian, and Portuguese. For registration information, visit:

<http://www.memphis.edu/english/esl/czechprogram.php>

CENTER FOR THE STUDY OF RHETORIC AND APPLIED COMMUNICATION

CSRAC is an interdisciplinary endeavor involving faculty and students across departments at the University of Memphis, who work with theorists, teachers, practitioners, and researchers from many different institutions in the Memphis area. CSRAC members work both individually and collaboratively, and combine insights gained from the humanistic study of rhetoric, whose roots stretch back to antiquity, with knowledge generated in the most recent research about human communication. With member interests spanning politics, theology, literature, composition and communication pedagogy, healthcare and other scientific and technical communication, the Center fosters projects that connect academic inquiry with the needs of the community. For more information, visit: <http://umdrive.memphis.edu/g-csrac/www/index.html>.

THE BRITISH AND COMMONWEALTH STUDIES FORUM

A lecture series that brings top scholars to campus and affords Ph.D. students the chance to discuss topics on which they are working. For more information, email: jsphllps@memphis.edu.

COLLOQUIUM IN AFRICAN AMERICAN LITERARY STUDIES

Begun in 2008, The Colloquium in African American Literary Studies, like the British and Commonwealth Studies Forum, brings top scholars to campus and affords graduate students the chance to discuss topics on which they are working. For more information, email: klschltz@memphis.edu.

LINGUISTICS ACROSS CAMPUS FORUM

The LAC (Linguistics Across the Curriculum) group is an interdisciplinary group for linguists or those interested in language and language studies cross campus. The group meets monthly to present current research and discuss development opportunities in linguistics both within the University and in the local community. The group also provides an important resource for graduate students to both engage with scholars in the field of linguistics as well as get feedback on their research projects. For more information, email: sgraham2@memphis.edu

Special Programs Continued

RIVER CITY WRITER SERIES

Created in 1977, The River City Writer Series brings the best writers in the country to the University of Memphis to give readings from their work and stimulate conversation about contemporary literature; to offer conversations about fiction, nonfiction, and poetry; and to work with student writers by discussing with them their manuscripts and by talking about techniques and work habits. River City has hosted several Literature Nobel Prize winners, including Seamus Heaney from Ireland, Czeslaw Milosz from Poland, and Derek Walcott from St. Lucia. Over the years, the Series has featured such writers as Eudora Welty, Mark Strand, Gwendolyn Brooks and much, much more. Speakers have also included notable authors from foreign countries. For more information, visit: <http://cas.memphis.edu/english/rcw/home.htm>.

THE PINCH

"The Pinch," formerly known as "River City," is a non-profit journal for the arts. The name "The Pinch" references Memphis's very first community, and it reflects the heart of our city's history and the soul of the publication's creative approach. "The Pinch" commemorates commitment to publish diverse voices that speak from the periphery as well as the center of contemporary written and artistic expression. Generously supported by a grant from the Hohenberg Foundation, "The Pinch" is published twice yearly. For more information regarding tax deductible donations, publication subscriptions, writing opportunities, and available staff positions, visit: <http://cas.memphis.edu/english/pinch/home/home.htm>.

ON THE SOUTHERN TRACK

"On the Southern Track," is an MFA newsletter of the University of Memphis. There are two issues per year as a source for creative writers. For more information, visit: <http://cas.memphis.edu/english/mfanews.htm>.

CREATIVE WRITING CLUB

Each semester English graduates gather to enjoy the University of Memphis Graduate readings. Last semester, the writer's workshop events were held at the Otherlands Coffee Bar, 641 S. Cooper, Memphis (corner of Cooper and Cowden, near Cooper-Young). For more information, visit: <http://cas.memphis.edu/english/mfa/cwc.htm>.

Graduate Certificate Programs

ESL

CERTIFICATE PROGRAM IN TEACHING ENGLISH AS A SECOND/FOREIGN LANGUAGE (TESL/TEFL)

The TESL/TEFL Graduate Certificate provides training to those interested in teaching English as a Second/Foreign Language. The certificate is given for to those who complete the practical preparation needed to teach English both within and outside the United States to post-secondary students and adults. The specific courses for the certificate include the specific knowledge and skills specified for ESL teachers and identified by TESOL, Teachers of English to Speakers of Other Languages, Inc. Students have the option of completing the program on-line.

Note: The Certificate in Teaching of English as a Second/Foreign Language is not a program to prepare K-12 ESL teachers. Pre-service and in-service teachers seeking an ESL certificate and an add-on endorsement in ESL for K-12 should contact the College of Education for details.

What are the admission requirements?

☐ Applicants should hold either an MA degree in any field or a BA degree in any field with a GPA of at least 2.75.

☐ International students must have a TOEFL score of 550 (paper-based), 213 (computer-based), or 79 (internet-based).

☐ Applicants must submit a one-page personal statement and two letters of recommendation to the English Department.

☐ Since 12 credit hours in the certificate program may also count toward the MA degree, it is expected that many fully-admitted students will earn the certificate on their way to the MA degree. Certificate students wishing to earn the MA must make formal application for the master's program following all guidelines specified by the English Department and the university.

What are the program requirements?

The certificate program requires completion of 15 semester credit hours. 12 credit hours must be met by satisfactory completion of the following core courses:

7531	Theory and History of ESL (3 hours)
7532	Principles of Skills Assessment (3 hours)
7535	ESL Grammar (3 hours)
7530	Field Experience and Practicum in ESL (3 hours)

3 elective hours may be selected from:

7533	Method/Techniques of ESL in K-12 (3 hours)
7536	Issues in Second Language Writing (3 hours)
7537	Issues in Second Language Reading (3 hours)
7538	Cultural Issues in ESL (3 hours)
6533	Issues and Techniques in English as a Foreign Language (3 hours)

Note: Those also seeking ESL add-on endorsement must complete ENGL 7533 and ENGL 7538. Praxis II for ESL is also required for the add-on endorsement.

What are the retention and graduation requirements?

The retention and graduation requirements are the same the Department of English graduate degree programs.

Graduate Certificate Programs

African American Literature

Certificate Program in African American Literature

The African American Literature certificate provides training to students interested in teaching African American Literature. The goal of the training is to 1) provide students with the preparation they need to teach African American Literature, and 2) give official recognition of preparation to help students qualify for jobs both within and outside the United States.

What are the admission requirements?

☐ Students eligible to take courses as non-degree seeking students at the University of Memphis can complete the certificate requirements.

☐ Applicants should send a letter of intent and two letters of recommendation to the Department of English Graduate Office. Applicants need to apply to both the University of Memphis Graduate School and the Department of English Graduate Office.

☐ An overall minimum grade point average of 2.75 in English or a related area is recommended at the undergraduate level.

☐ Since 12 hours from the certificate program may count toward the M.A. or M.F.A. degrees, it is expected that many already-admitted students will earn the certificate on their way to the M.A. or M.F.A. degree. Such students wishing to earn the Certificate must notify the Department of English Graduate Coordinator in writing.

What are the program requirements?

The certificate program requires completion of 15 semester credit hours. 12 credit hours must be met by satisfactory completion of any 4 of the following core courses:

CORE

7325	African American Literature, 1930-1960 (3 hours)
7326	African American Literature of Memphis and the Mid-South (3 hours)
7327	Studies in Form and Genre: African American Literature (3 hours)
7328	Studies in Major Authors: African American Literature (3 hours)
7329	African American Literature, Beginnings to 1850 (3 hours)
7330	African American Literature, 1850-1900 (3 hours)
7331	Frederick Douglass (3 hours)
7332	Literature of the African Diaspora (3 hours)
7333	Amiri Baraka (3 hours)
7334	The Black Arts Movement (3 hours)
7335	African American Literature, 1989-Present (3 hours)
7336	African American Literary Theory (3 hours)
7465	African American Literature 1960 to 1988 (3 hours)
7468	Literature of the Harlem Renaissance (3 hours)
7469	African American Women Writers (3 hours)

Graduate Certificate Programs

African American Literature Continued

3 elective hours may be selected from one of the following courses, provided it has an African American Literature component:

ELECTIVES

7323	American Literature to 1865 (3 hours)
7324	American Literature, 1865-1914 (3 hours)
7391	Modern American Novel (3 hours) L 7392 American Poetry (3 hours)
7393	American Drama (3 hours)
7464	Contemporary American Literature (3 hours)

What is the retention requirement?

The retention requirement is the same as the Department of English graduate degree programs.

What is the graduation requirement?

Relatively early in the semester in which they intend to graduate, certificate candidates must file an Intent to Graduate Card with the Graduate School and a Candidacy form with the Graduate Coordinator for English.

Additional Course Options

Independent Study

An independent study must be a topic related to your degree/course of study. Before you can register for an independent study, the topic must be approved by an advisor. An independent study is repeatable to a maximum of six hours and may only be used as an elective.

Online Courses

Online courses include textbook(s) and, in some cases, supplemental print, videotape, CD Rom, and online information. Additional course materials are available through documents on the Internet or through e-mail. The student's understanding of the material is evaluated through the use of e-mail, web-based instruction, online real time instruction, and so forth.

The ESL M.A. is completely online and others may follow suit.

Are you interested in taking an online course?

1. Check the schedule of classes for possible offerings.
2. Contact departmental registrar to issue you a permit.
3. Register in the same manner as for on-campus courses.
4. NOTE for T.A.'s and G.A.'s: Do NOT to take M50 or RODP classes.

Double Concentration Guidelines

You should talk to your advisor about pursuing a double concentration. They are valuable in some fields such as Professional Writing. As soon as you decide that you want to pursue a double concentration, see the Coordinator of Graduate Studies.

Publishing is an essential part of an academic career and can be valuable to you as part of your professional career for you will engage in a larger academic audience beyond the departmental audience. While there is little organized support at the University of Memphis for graduate students' publication efforts, professors are generally quick to tell you when they think a paper is potentially publishable. Moving from potential to actual publication, however, is somewhat problematic. When you are told that a paper has potential, you should actively solicit advice as to how to revise the paper and pinpoint suitable outlets for it. Don't expect to place your first essay with the first journal you send it to, but if you think your work has merit, keep sending it out until it finds a home. Keep in mind the reason why publications matter: they are an indication of your ability to negotiate the complex work of academe. Aim high, and keep trying!

Preparing Your Thesis

Before beginning work on your thesis, you should form an advisory committee. First, see your advisor to discuss your ideas for your thesis. It is your responsibility to fill out the **Thesis Prospectus Form** and complete the following:

☐ The committee chair, who is usually your advisor, should approve your thesis prospectus before you take it to your readers. You should be discussing possible committee members as you develop your thesis project.

☐ Ask three professors, including your chair (at least two from your concentration) to read prospectus.

☐ When the chair of your thesis returns the signed prospectus to you, submit it to the Director of Graduate Studies.

☐ You cannot register for thesis hours until you have completed the prospectus and obtained all signatures required on the **Thesis Registration Form**, which is found online.

☐ You should give the completed first draft of your thesis to the thesis chair by the end of the term before you intend to graduate. For example, if you plan to graduate in the spring, you should turn in your first draft by the end of the fall semester.

☐ Do not follow earlier theses for guidance on style but as models of projects that fulfilled requirements. Ask your advisor for feedback on the project.

English department thesis forms can be found by visiting:
<http://cas.memphis.edu/English/grad/thesisforms.htm>

What websites can I look at for style guidelines?

Preparation guide for thesis:
<http://www.people.memphis.edu/~gradsch/tdinfo.html>

Style manuals and citation guides for thesis:
<http://www.people.memphis.edu/~prpalmer/home.html>

Advising File

When you enter the program, a file is made for you in the Graduate Programs Office. This file contains copies of your transcripts and copies of the test scores that qualified you for admission to the University. It also contains your admission form, which indicates whether contingencies were placed on your admission by the Graduate Studies Committee. Ask the Graduate Secretary to show you the information in your file.

As you progress through the program, it is your responsibility to complete and add to your official file:

- ☐ Graduate Independent Study Forms for each Independent Study (7100) you take
- ☐ The approved prospectus for your Thesis if you write one
- ☐ Approved request for program changes in your graduate program
- ☐ The Foreign Language Proficiency Requirement Verification Form if you are an M.A. student in Linguistics or Literature
- ☐ M.A. Advising Form

Advising Process

You choose your own advisor from the Graduate Faculty (All members of the Graduate Faculty advise students). You can always change your advisor later if necessary. Remember that your advisor is a helpful resource, but you have the primary responsibility for fulfilling your degree requirements. You are responsible for meeting requirements and deadlines. Your advisor's main role is to help you plan a course of study and to clarify any ambiguity in specific requirements, or on occasion to give approval for various formal requests (e.g. an Independent Study project). Also, your advisor is one of the people who can clear your electronic advising flag each semester; without this clearance you cannot register (The Graduate Secretary is also authorized to clear your advising flag.).

Withdrawal from Graduate School

A graduate student may withdraw from the University or drop a course after the drop date only when circumstances beyond the student's control make it impossible to complete the semester. Late withdrawals and late drops must be approved by the Director of Graduate Studies in the student's college and submitted to the Graduate School. Students enrolled on a non-degree basis must obtain the approval of the Assistant Vice Provost for Graduate Studies or designee.

Incompletes

The grade "I" (Incomplete) may be assigned by the instructor in any course in which you are unable to complete the work due to extraordinary events beyond your control. The "I" may not be used to extend the term for students who complete a course with an unsatisfactory grade. Unless you complete the requirements for removal of the "I" within 90 days from the end of the semester or summer term in which it was received (see University Calendar), the "I" will change to an "F," regardless of whether or not you are enrolled. The instructor may grant a 45-day extension if sufficient extenuating circumstances exist. At the end of the 45-day extension period, the "I" grade will automatically revert to an "F" if you have not completed the requirements. You will be certified for graduation only when all requirements are met, including the removal of all "I" grades. For students who have an "I" in the semester in which they expect to graduate, the certification process and graduation will automatically be deferred to the next term.

Expiration of Bulletin

The degree requirements published in the Graduate Bulletin of The University of Memphis are valid for seven years, beginning with the academic year to which the Bulletin applies. A student may complete the degree under the provisions of any valid university Bulletin, provided that the effective date of that Bulletin is not earlier than the student's initial graduate admission to the university.

Residency Requirement

In order to fulfill the residency requirement, students must commit to fulltime study for a minimum of two (2) successive semesters after admission to the degree program.

Computer Labs

As a graduate student, you have access to the Mac Lab (PT 229) from 8am – 5pm, Monday through Friday. See the GA in charge of the lab for the access code after such hours.

The University has a 24-hour lab on campus. The UC Lab is located in the University Center. Note that your student ID is required for access after midnight.

M.F.A. and M.A. Continuous Enrollment

After presenting and having a thesis prospectus approved, each master's student should register for thesis hours or credit hours for other culminating experiences (portfolio, etc.). The continuous enrollment policy applies to thesis, capstone projects, and all other culminating experiences. A student must be enrolled for at least 1 hour each Fall and Spring semester until the thesis or project is complete. A student must be enrolled in the Summer semester if the thesis will be completed then. Failure to so register will result in the student being charged tuition for each semester he or she did not enroll.

The only exception to this policy is if the student's major professor is on leave or otherwise unavailable. In such cases the approval of the College of Arts & Sciences Director of Graduate Studies and the Vice Provost for Graduate Studies is required. In case of serious medical circumstances, students may request a leave of absence, subject to the approval of the English Graduate Coordinator, the College Director of Graduate Studies, and the Vice Provost for Graduate Studies. Retroactive approval will not be granted. A leave of absence does not extend the time limit to the degree.

Ph.D. Continuous Enrollment

Doctoral candidates must register for dissertation credit each academic semester (fall and spring) until the dissertation is completed. A student must enroll in the summer semester if they plan to complete and defend their dissertation then. See individual academic units for specific requirements. Failure to so register will result in the student being charged tuition for each semester he or she did not enroll.

The only exception to this policy is if the student's major professor is on leave or otherwise unavailable. In such cases the approval of the appropriate college director and the Assistant Vice Provost for Graduate Studies is required. In case of serious medical circumstances, students may request a leave of absence, subject to the approval of the program graduate coordinator, the college director of graduate studies, and the Assistant Vice Provost for Graduate Studies. Retroactive approval will not be granted. A leave of absence does not extend the time limit to the degree.

After passing their comprehensive examinations, doctoral candidates must register for dissertation credit each academic semester (fall and spring) until the dissertation is completed. Students must enroll in the summer semester if they plan to complete and defend their dissertation then. Failure to so register will result in the student being charged tuition for each semester he or she did not enroll.

The only exception to this policy is if the student's major professor is on leave or otherwise unavailable. In such cases the approval of the College of Arts & Sciences Director of Graduate Studies and the Vice Provost for Graduate Studies is required. In case of serious medical circumstances, students may request a leave of absence, subject to the approval of the English Graduate Coordinator, the College Director of Graduate Studies, and the Vice Provost for Graduate Studies. Retroactive approval will not be granted. A leave of absence does not extend time limit to the degree.

To receive clearance for registration, doctoral candidates must complete and present the Dissertation Hour Registration Form, with the required signatures, to the English Department Registrar (Prof. Susan Fitzgerald).

Class Expiration

What is the policy for M.A. or M.F.A. students?

All requirements for the degree must be completed in six years, or eight years in programs that require 36 hours or more. Courses older than these limits will not be allowed as credit toward the Master's degree.

There are no exceptions to program time limits. However, students may request the option of validating old courses as described in the Academic Regulations of the Graduate Bulletin.

Grades earned in courses at the University of Memphis that are older than program time limits will be shown on the transcript but will not be included in the computation of the GPA for graduation purposes.

What is the policy for Ph.D. students?

Doctoral degrees must be earned within 12 consecutive years. All course work must be completed within 10 years of the student's original admission to a doctoral program. The student may take a further 2 years of dissertation credit.

There are no exceptions to program time limits. However, students may request the option of validating old courses as described in the Academic Regulations of the Graduate Bulletin.

Grades earned in courses at the University of Memphis that are older than program time limits will be shown on the transcript but will not be included in the computation of the GPA for graduation purposes.

M.A.

What courses can I transfer from other departments?

A total of 6 credit hours may be transferred to count toward your degree as long as you receive formal approval from your advisor and the Graduate Studies Coordinator. Any class may be taken from another department if you do not want to count it as required hours.

What courses can I transfer from other institutions?

A total of 6 credit hours may be transferred to count toward your degree. To transfer hours into the Graduate School, you must complete the form found online.

M.F.A.

What is the MFA Graduate Transfer Credit?

Any applicant may apply up to a maximum of 24 semester hours of graduate courses toward the MFA degree, with the approval of the Graduate Coordinator and the Creative Writing Coordinator, who will insure that the combination of transfer credits and courses taken in the program has appropriate breadth. Generally, workshop courses in the student's primary genre will not transfer to fulfill core requirements, but only secondary requirements. Courses from departments outside of English may transfer but will need to fulfill the requirements for such courses set forth in the Cross-Disciplinary Option section. Foreign language credit will not be given for reading knowledge courses, but only for regular graduate level course work. Credit previously earned at another institution must be presented for evaluation not later than the end of the student's second semester of enrollment.

Ph.D.

What is the PhD Graduate Transfer Credit?

See information listed on page 53.

Composition Studies

You are required to take a minimum of 30 course hours and to complete either a 3 hour thesis or a 3 hour professional portfolio. You must also complete a 4 hour written comprehensive exam.

Graduate assistant (GA) and Teaching Assistant (TA) students must maintain 12 hours or 6 hours while writing a thesis. Non-credit courses (7004, 7005, 7006, 7007) may be taken to complete the 12-hour requirement. All other students must maintain 9 hours to be considered full time.

What classes do I need to take for a concentration in Composition Studies?

Literature	6 credit hours, excluding English 7100
Concentration	18 credit hours 9 hour core that includes English 7003, 7801, and 7822
Electives	6 credit hours

What other tasks may I need to complete?

- ☐ If you transfer credit hours (up to 6 hours), you must obtain formal approval from your advisor.
- ☐ You must complete any prerequisites listed on your admission letter.
- ☐ You can apply for a teaching assistantship after completing 18 graduate hours (application found in "forms" section). The deadline for application is March 1.

M.A. Requirements

Composition Studies

MA Composition Requirements

Requires 30 hours + 3 hours thesis

Course	Semester Planned	Semester Taken
Composition (6 courses)		
ENGL 7003 _____	_____	_____
ENGL 7801 _____	_____	_____
ENGL 7822 _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Literature (2 courses, which excludes Eng. 7100)		
_____	_____	_____
_____	_____	_____
Electives (2 courses)		
_____	_____	_____
_____	_____	_____
Thesis (3 hours minimum)		
_____	_____	_____
_____	_____	_____

English as a Second Language (ESL)

You are required to take a minimum of 30 course and 3 thesis hours or 33 course hours. You must complete a 4 hour written comprehensive exam.

GA/TA students must maintain 12 hours or 6 while writing a thesis. Non-credit courses (7004, 7005, 7006, 7007) may be taken to complete the 12-hour requirement. All other students must maintain 9 hours to be considered full-time.

M.A. Students in ESL must complete 2 graduate courses (6 semester hours) outside their area of concentration.

What classes do I need to take for a concentration in ESL?

Literature	Non-ESL classes of 6 credit hours (not in ESL or Linguistics)
Concentration	18 credit hours, including English 7531 No more than 9 hours in Linguistics may be applied towards your degree. All 18 hours may be in ESL
Electives	6 credit hours with thesis 9 credit hours without thesis

What other tasks may I need to complete?

- ☐ If you transfer credit hours (up to 6 hours), you must obtain formal approval from your advisor.
- ☐ You must complete any prerequisites listed on your admission letter.
- ☐ You can apply for a teaching assistantship after completing 18 graduate hours (application found in "forms" section). The deadline for application is March 1.
- ☐ You can count 3 hours of independent study courses toward your degree.

Linguistics

You are required to take a minimum of 30 course and 3 thesis hours or 33 course hours. You must complete a 4 hour written comprehensive exam, and you must demonstrate reading knowledge of a foreign language (see page 32).

GA/TA students must maintain 12 hours or 6 while writing a thesis. Non-credit courses (7004, 7005, 7006, 7007) may be taken to complete the 12-hour requirement. All other students must maintain 9 hours to be considered full-time.

M.A. Students in Linguistics must complete 2 graduate courses (6 semester hours) outside their area of concentration.

What classes do I need to take for a concentration in Linguistics?

Literature	Non-Linguistics classes of 6 credit hours (not in Linguistics or ESL)
Concentration	18 credit hours, including English 7511
Electives	6 credit hours with thesis 9 credit hours without thesis

What other tasks may I need to complete?

- ☐ If you transfer credit hours (up to 6 hours), you must obtain formal approval from your advisor.
- ☐ You must complete the foreign language requirement.
- ☐ You must complete any prerequisites listed on your admission letter.
- ☐ You can apply for a teaching assistantship after completing 18 graduate hours (application found in "forms" section). The deadline is March 1.
- ☐ You can count 3 hours of independent study courses toward your degree.

Literature

You are required to take a minimum of 30 course hours and 3 thesis hours or 33 course hours. You must complete a 4 hour written comprehensive exam, and you must demonstrate reading knowledge of a foreign language (see page 32).

GA/TA students must maintain 12 hours plus thesis and independent studies beyond minimum requirements. Non-credit courses (7004, 7005, 7006, 7007) may be taken to complete the 12-hour requirement.

What classes do I need to take for a concentration in Literature?

Literature	6 credit hours, excluding English 7100
Concentration	18 credit hours, including English 7000 1 Literature course before 1800, 1 literature course after 1800 & 1 Literary Theory The following literature courses count as before 1800: 7211, 7230, 7232, 7233, 7242, 7244, 7254, 7256, 7264, 7265, 7276, 7323 & 7411 The following courses count as literary theory: 7477, 7478, 7701, 7702, & 7480
Electives	6 credit hours with thesis 9 credit hours without thesis

What other tasks may I need to complete?

- ☐ If you transfer credit hours (up to 6 hours), you must obtain formal approval from your advisor.
- ☐ You must complete any prerequisites listed on your admission letter.
- ☐ You can apply for a graduate or teaching assistantship by completing the online application. You must have completed 18 graduate hours to apply for a TA. The deadline for application is March 1.
- ☐ You can count 3 hours of independent study courses toward your degree.

Literature

ADVISING CHECKLIST

Name E-mail address Advisor

Has the student completed the foreign language requirement? Yes _____ No _____

Foreign Language Courses Taken (through Intermediate level): _____

Date of Foreign Language Proficiency Exam (if applicable): _____

Date of Successful Completion of Comprehensive Exam: _____

Literature Courses (24 hours):

Course Title/Number

Semester

1. English 7000/8000 (Literary Research Methods)

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Literature Course Before 1800: _____

Semester: _____

Literature Course After 1800: _____

Semester: _____

Theory Course: _____

Semester: _____

Electives (9 hours):

Semester

1. _____

2. _____

3. _____

Professional Writing

You are required to take a minimum of 30 course hours (10 courses), 3 thesis, project or portfolio hours, and a comprehensive exam.

GA/TA students must maintain 12 hours or 6 hours while writing a thesis. Noncredit courses (7004, 7005, 7006, 7007) may be taken to complete the 12-hour requirement. All other students must maintain 9 hours to be considered full-time.

What classes do I need to take for a concentration in Professional Writing?

Literature	6 credit hours
Concentration	18 credit hours, including English 7806 and 7809; the other 6 hours are chosen from: 6602, 7003, 7802, 7803, 7805, 7807, 7808, & 7810
Electives	6 credit hours

What other tasks may I need to complete?

- ☐ You must pass a 4 hour written comprehensive exam and then complete either a thesis, project, or portfolio.
- ☐ If you transfer credit hours (up to 6 hours), you must obtain formal approval from your advisor.
- ☐ You must complete any prerequisites listed on your admission letter.
- ☐ You can apply for a teaching assistantship after completing 18 graduate hours (application found in "forms" section). The deadline for application is March 1.

M.A. Requirements

Professional Writing

MA Composition Requirements

Requires 30 hours + 3 hours thesis

Course	Semester Planned	Semester Taken
Professional Writing (6 courses)		
ENGL 7806 _____	_____	_____
ENGL 7809 _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Literature (2 courses, which excludes Eng. 7100)		
_____	_____	_____
_____	_____	_____
Electives (2 courses)		
_____	_____	_____
_____	_____	_____
Thesis (3 hours minimum)		
_____	_____	_____
_____	_____	_____

Composition Studies

The following listing of courses is a compilation of all Composition Studies courses as of the 2007-2008 Graduate Bulletin.

7020-49*	Special Topics in English
7001	Language and Composition
7003	Theory and Practice in Teaching Composition
7862	Writing Technical Manuals
7100*	Independent Study (1-3 hours)
7432	Quantitative Research Methods
7801	History of Composition
7805	Foundations of Technical Writing
7806	Research Methods in Technical Writing
7807	Workshop: Government and Corporate Writing
7808	Workshop: Scientific and Technical Writing
7809	Technical Editing
7810	Document Design
7811**	Internship in Professional Writing
7815	Seminar in the History of Rhetoric
7817	Seminar in Composition Theorists
7818	Collaborative Writing
7819	Rhetoric of Science
7820	Topics in Rhetoric
7822	Contemporary Composition Theory
7823	Topics in Composition
7996	Thesis

* May be used when the subject matter is appropriate to this concentration Repeatable to maximum of 6 hours

** Students interested in an Internship (7811) should contact Dr. Clinton Lanier (PT 416, 678-4910).

ESL

The following listing of courses is a compilation of all ESL courses as of the 2009-2010 Graduate Bulletin.

6533	Methods and Techniques in EFL to list
7530	Field Experience and Practicum in ESL
7531	Theory and History of ESL
7534	Second Language Acquisition, Bilingualism, and Bidialectalism
7532	Principles of Skills Assessment in ESL
7533	Methods and Techniques of ESL in K-12
7535	ESL Grammar
7536	Issues in Second Language Writing
7537	Issues in Second Language Reading
7538	Cultural Issues in ESL
7590	Applied and Theoretical Linguistics

Linguistics

The following listing of courses is a compilation of all Linguistics courses as of the 2009-2010 Graduate Bulletin.

7501	History of the English Language
7507	Empirical Methods in Linguistic Research
7508	Corpus Linguistics
7509	African American Linguistics
7510	Gender and Language
7511	Survey of Linguistics
7512	Morphology and Syntax
7514	Sociolinguistics
7515	Language and Literature
7516	English Phonetics and Phonology
7517	Studies in Discourse Analysis
7020-39	Special Topics in English

Literature

The following listing of courses is a compilation of all Literature courses as of the 2009-2010 Graduate Bulletin.

7000	Literary Research
7020-49*	Special Topics in English
7100*	Independent Study (1-3 hours)
7211	Medieval Literature
7230	Chaucer
7232	Shakespeare's Tragedies
7233	Shakespeare's Comedies and Histories
7242	English Renaissance Literature
7244	Elizabethan and Jacobean Drama
7254	English Literature of the Seventeenth Century
7256	Milton
7264	English Poetry and Prose, 1600-1800
7265	Eighteenth Century British Novel
7276	English Literature of the Romantic Period
7278	Victorian Literature
7280	Nineteenth Century British Novel
7291	Modern British Novel
7292	Modern British Poetry
7293	Modern British Drama
7323	American Literature to 1865
7324	American Literature, 1865-1914
7325	African American Literature, 1930-1960
7326	African American Literature of Memphis and the Mid-South
7327	Studies in Form and Genre: African American Literature

Literature Continued

7328	Studies in Major Authors: African American Literature
7329	African American Literature, Beginnings to 1850
7330	African American Literature, 1850-1900
7331	Frederick Douglass
7332	Literature of the African Diaspora
7333	Amiri Baraka
7334	The Black Arts Movement
7335	African American Literature, 1989-Present
7336	African American Literary Theory
7391	Modern American Novel
7392	Modern American Poetry
7393	Modern American Drama
7411	European Literature to Renaissance
7412	European Literature since Renaissance
7441	European Fiction
7442	Modern European Drama
7451	Women and Literature
7452	Biography: Process and Text
7462	Contemporary British and/or Commonwealth Literature
7464	Contemporary American Literature
7465	African American Literature, 1960 to 1988
7466	Contemporary World Literatures in Translation
7468	Literature of the Harlem Renaissance
7469	African American Women Writers
7473	Verbal /Visual Texts

Literature Continued

7474	Cultural Texts
7476	Modern Popular and Literary Tradition
7477	Textuality: History, Culture, Form
7478	Textuality and Identity
7479	Studies in Cultural Figures
7480	Cultural Theories
7481	Early Popular and Literary Traditions
7701	History of Criticism and Theory
7702	Contemporary Criticism and Theory
7996	Thesis (1-6 hours)

* May be used when the subject matter is appropriate to this concentration. Repeatable to a maximum of six hours.

Professional Writing

The following listing of courses is a compilation of all Professional Writing courses as of the 2009-2010 Graduate Bulletin.

7020-49*	Special Topics in English
7001	Language and Composition
7003	Theory and Practice in teaching Composition
7012	Seminar in Health Communication
7092	Writing Technical Manuals
7100*	Independent Study (1-6 hours)
7432	Quantitative Research Methods
7801	History of Composition
7805	Foundations of Technical Writing
7806	Research Methods in Technical Writing
7807	Workshop: Government and Corporate Writing
7808	Workshop: Scientific and Technical Writing
7809	Technical Editing
7810	Document Design
7811	Internship in Professional Writing **
7815	Seminar in the History of Rhetoric
7816	Seminar in Theorists in Professional Writing
7818	Collaborative Writing
7819	Rhetoric of Science
7820	Topics in Rhetoric
7890	Topics in Technical Writing
7996	Thesis

*May be used when the subject matter is appropriate to this concentration. Repeatable to maximum of 6 hours.

M.A. Foreign Language Requirement

Department Policy asks that you meet the Foreign Language Proficiency requirement during the first year (or 18 hours) of graduate work. Foreign Language Proficiency is a graduation requirement for M.A. students concentrating in Literature and in Linguistics, and for all Ph.D. students. Several options for fulfilling the reading knowledge of a foreign language requirement are listed below. Note that testing is available through the Department of Foreign Languages and Literatures (F.L.L.). For each academic year, certain F.L.L. faculty are designated to be responsible for the proficiency testing. Well in advance of your expected test date, make an appointment with the appropriate faculty member to discuss the process of review and testing.

Options for Demonstrating Reading Knowledge of a Foreign Language

Reading knowledge of a foreign language can be demonstrated through completion of the last course of the intermediate level in any foreign language (i.e., the second year college course) with a "B" or better, or through completion of a major or minor in a foreign language, or through completion of an M.A. in a foreign language.

Or you may demonstrate reading knowledge by successfully completing one of the following translation tests:

- Standardized Test (ETS with at least 45%)
- University Exam (arranged through the Department of Foreign Languages and Literatures, 901-678-2506)

Or you may complete French 0701/0702 or German 0701/0702 with a grade of "B" or better.

If your first language is not English, you may use your native language to fulfill the Foreign Language Proficiency requirement. Present your high school or college transcripts to demonstrate your work in your native language.

M.A. Graduation Procedures

Once you fulfill your coursework and exams or thesis requirements, you are ready to graduate. To do so, you must follow the following procedure and meet several deadlines:

1. You must file an **Intent to Graduate Card** with the Graduate School relatively early in the semester in which you intend to graduate. This can be done electronically or on paper.
2. Along with the Intent to Graduate Card, you also must file a **Candidacy Form** with the Graduate Coordinator for English, who will check for accuracy, have the Chair sign it, and then forward it to the Graduate School for you. Once you have filled out this form with the coursework relevant to your degree you will need the signature of your advisor; then you must submit that form to the Graduate Coordinator (or leave it with the Graduate Secretary, who will give it to the Graduate Coordinator).
3. In the semester you intend to graduate, if you are a Masters student and have finished your course work or will finish in that semester, you must sign up for and pass a **Comprehensive Exam** in your area. You must also successfully complete your **Thesis** and subsequent Thesis Defense, should you choose to write a thesis or if your program requires a thesis. Early in the semester a faculty member in charge of the Comprehensive Exam Committee will schedule and publicize the date of the exam. This faculty member and the members on the Committee change from year to year. You can find out who to contact by contacting the Graduate Secretary.
4. To graduate you must file a **Comprehensive Exam Form** with the Graduate School and a **Thesis Defense Form** if you write a Thesis. NOTE: If you are writing a Thesis you must submit a Thesis Defense form and ALSO submit a Comprehensive Exam form (based on the oral defense of your Thesis).
5. Please note that there are specific **deadlines** each semester for the submission of exam results, a finished thesis, candidacy form, intent to graduate card, and so forth. If you miss these deadlines, you will most likely be unable to graduate until the following semester. These deadlines are published each semester.

If you have general questions about graduation or your specific problem with graduation, you can contact: Graduation Analyst at (901) 678-3560; FAX (901) 678-3003, Administration 215.

Submitting Your Defended & Approved Thesis

If your thesis includes research, quotations, citations, graphs, charts, artwork, and/or any other type of work borrowed from any sources, cite accordingly and see the checklist for Non-APA style manuals to submit your dissertation. Visit: http://www.memphis.edu/gradschool/tdinfo_paper.php#guide

Submitting to the Graduate School Electronically

You may submit your thesis electronically. However, the first deadline for submission of your thesis must be on regular paper stock and the Approval Page for Paper Submission on cotton paper. The final submission of your thesis will be submitted via PDF file with the Approval Page for Electronic submission attached (without signatures). For more information, visit: <http://www.memphis.edu/gradschool/forms.php>

Creative Writing

All students must fulfill the 48 hour degree requirement from the Core Requirements in part 1 in combination with one area of specialization under the Additional Requirements in part 2: the Studio Option; the Literary Studies Option; the Creative/Professional Writing Option; the Cross-Disciplinary Option; or the TESL/TEFL Option.

What are the Core Requirements?

☐ **Writing Workshops and Forms Courses**—A total of six courses, of at least 3 hours each, required: 4 from 7601, 7602, 7603, 7605, 7606, and 7607, at least 3 of which must be in chosen genre; one forms class (7470, 7471, or 7472) in chosen genre; and one cross-genre course, (7470, 7471, 7601, or 7602 for poets), (7472 or 7603 for fiction writers and creative nonfiction writers).

☐ **Creative Writing Colloquium ENGL 7900.** At least two sections of 7900 must be taken, each for at least 3 hours.

☐ **Thesis (ENGL 7996),** three (3) hours. NOTE: Students should choose a thesis committee and familiarize themselves with the Thesis/Dissertation Preparation Guide before starting to write.

☐ **A Comprehensive Exam** based on a reading list formed by the student and the student's thesis director.

☐ **Oral review of thesis.**

Note: Although it is not a core requirement for the degree, all students receiving a Teaching Assistantship must take ENGL 7003 either before they become a teaching assistant or during their first semester of teaching. It is included as an alternative course in each of the options for additional requirements below.

Are there additional requirements?

7 courses, of at least 3 hours each, chosen from one of the following options:

☐ **Studio Option:**

7 additional creative writing courses chosen from the following: 7470, 7471, 7472, 7475, 7485, 7601, 7602, 7603, 7604, 7605, 7606, and 7607. Students may take, as an alternative to replace up to 3 of these courses, an equivalent number of other courses (of 3 hours or more each) from other disciplines within the Department of English (this includes ENGL 7003, which is a requirement if the student receives a Teaching Assistantship).

☐ **Literary Studies Option:**

21 hours made up of the following: at least 9 hours of Literature Courses.

Creative Writing Continued

☐ **Creative/Professional Writing Option:**

21 hours selected from the following: Professional Writing Courses (7013, 7014, 7805, 7806, 7807, 7808, 7809, 7810, 7816, 7818, 7862, and 7890); ENGL 7003; up to 6 hours each of Literary Editing or Arts Programming Courses (ENGL 7475, 7485); up to 6 hours of internship, ENGL 7811. Note: all internships must be pre-approved by the coordinator of the Creative Writing program along with another professor in the student's primary genre.

☐ **Cross-Disciplinary Option:**

21 hours selected from the following: up to 3 English graduate courses from any discipline (includes ENGL 7003); and at least 12 hours of graduate courses from another department: Art, History, Journalism, Theater, Foreign Languages, or another department in which course work, or independent study, seems particularly pertinent to the student's creative thesis. Up to 9 of the 21 hours may be fulfilled by independent study in another department and/or internship hours, but all cross-disciplinary courses/independent studies/internships must be pre-approved by the coordinator of the Creative Writing program along with another professor in the student's primary genre. Internships must be of a nature that will allow the student to participate in research that will form the basis of the student's thesis. Note: Although taking all 12 hours of the cross-disciplinary minimum in only one other department is not required, it is recommended that the student focus primarily on one area or else have a clear rationale for fulfilling the 12 hour minimum in more than one cross-disciplinary area.

☐ **TESL/TEFL Option:**

MFA students may fulfill the 21 optional hours beyond the core by taking 6 elective graduate hours in any area of English, Creative Writing, or Foreign Languages and by completing in addition the 15 hours required for the Certificate Program in Teaching English as a Second/Foreign Language (TESL/TEFL). Program Requirements are:

1. The certificate program requires completion of fifteen (15) semester credit hours.
2. Twelve (12) credit hours must be met by satisfactory completion of the following courses:

- ☐ ENGL 7531 Theory and History of ESL (3 Hours)
- ☐ ENGL 7532 Principles of Skills Assessment (3 Hours)
- ☐ ENGL 7535 ESL Grammar (3 Hours)
- ☐ ENGL 7530 Field Experience and Practicum in ESL (3 Hours)

3. Three (3) elective hours may be selected from:

- ☐ ENGL 7533 Methods and Techniques of ESL in K-12 (3 Hours)
- ☐ ENGL 7536 Issues in Second Language Writing (3 Hours)
- ☐ ENGL 7537 Issues in Second Language Reading (3 Hours)
- ☐ ENGL 7538 Cultural Issues in ESL (3 Hours)
- ☐ ENGL 6533 Issues and Techniques in English as a Foreign Language (3 Hours)

4. Note: Those also seeking ESL add-on endorsement must complete ENGL7533 & ENGL7538. Praxis II for ESL is also required for the add-on endorsement.

Creative Writing Continued

What are the retention requirements?

Upon entering the MFA program, a student chooses an advisor in his or her concentration. The advisor will monitor the student's progress toward completion of the degree. Each semester the Graduate Studies Committee will examine the academic progress of all students for retention in the program. If a student receives either two C's, one D, or one F grade in any English graduate level course, that student will be subject to review and could be dismissed from the program. In order to remain in good standing, all graduate students must maintain a 3.0 average in English Department courses. Students who are on academic probation for two consecutive semesters will not be allowed to continue in the program.

What classes do I need to take for an M.F.A. in Creative Writing?

You are required to take a minimum of 48 course hours (42 course hours + 6 thesis hours). GA/TA students must maintain 12 hours or 6 hours while writing a thesis. All other students must maintain 9 hours to be considered full time.

What other tasks may I need to complete?

- ☐ You can transfer up to 24 hours from the M.A. program, excluding workshops.
- ☐ You must complete any prerequisites listed on your admission letter.

Creative Writing Course Requirements Form: Creative/Professional Writing Option

18 hours of Workshops and Forms Courses as follows

3 separate sections of workshops in your chosen genre _____

(7601-CNF, 7602-Fiction., 7603-poetry)

1 workshop in or out of your genre _____

1 forms class in your chosen genre _____

(7470-CNF, 7471-fiction, 7472-poetry)

1 cross genre class either forms or workshop _____

2 Colloquium classes _____

3 hours Thesis (7996) requires permit _____

(You may take more or as little as one hour at a time)

Comprehensive Exam

The Comprehensive Exam based on a reading list made up in coordination with, and approved by, the student's advisor/thesis director, preferably no later than the student's first year. _____

Oral defense of thesis _____

ADDITIONAL REQUIREMENTS:

7 courses—at least 3 hours each—chosen from the following list:

Professional writing courses:

7003 _____ 7013 _____ 7014 _____ 7805 _____ 7806 _____ 7807 _____

7809 _____ 7810 _____ 7816 _____ 7818 _____ 7862 _____ 7890 _____

Up to 6 hours each of 7475 &/or 7485 _____

Up to 6 hours of internship 7811 _____ (Note all internships must be pre-approved by the coordinator of the Creative Writing program along with another professor in the student's genre.)

Creative Writing Course Requirements Form: Cross-Disciplinary Option

18 hours in workshops and forms courses as follows

3 separate sections of workshops in your chosen genre _____

(7601-CNF, 7602-Fiction., 7603-poetry)

1 workshop in or out of your genre _____

1 forms class in your chosen genre _____

(7470-CNF, 7471-fiction, 7472-poetry)

1 cross genre class either forms or workshop _____

2 Colloquium classes _____

3 hours Thesis (7996) requires permit _____

(You may take more or as little as one hour at a time)

Comprehensive Exam

Comprehensive exam based on a reading list made up in coordination with, and approved by, the student's advisor/thesis director, preferably no later than the student's first year. _____

Oral defense of thesis _____

ADDITIONAL REQUIREMENTS:

7 courses—3 hours each—selected from the following list:

Up to 3 English courses from any discipline (includes 7003) _____

At least 12 hours (4 classes) of graduate courses from another department: art, history, journalism, theater, foreign languages, or other department in which course work, or independent study, is especially pertinent to the student's creative thesis. _____

Creative Writing Course Requirements Form: Cross-Disciplinary Option Continued

Up to 9 of the 21 hours may be fulfilled by independent study in another department and/or internship hours, but all cross-disciplinary courses/independent studies/internships must be approved by the coordinator of creative writing program along with another professor in the student's primary genre. Internships must be of a nature that will allow the student to participate in research that will form the basis of the student's thesis.

Additional note: Although taking all 12 hours of the cross-disciplinary minimum in only one department is not required, it is recommended that the student focus primarily on one area or else have a clear rationale for the fulfilling the 12-hour minimum in more than one cross-disciplinary area.

Creative Writing Course Requirements Form: Studio Track Option

18 hours in workshops and forms courses as follows

3 separate sections of workshops in your chosen genre _____

(7601-CNF, 7602-Fiction., 7603-poetry)

1 workshop in or out of your genre _____

1 forms class in your chosen genre _____

(7470-CNF, 7471-fiction, 7472-poetry)

1 cross genre class either forms or workshop _____

2 Colloquium classes _____

3 hours Thesis (7996) requires permit _____

(You may take more or as little as one hour at a time)

Comprehensive Exam

Comprehensive exam based on a reading list made up in coordination with, and approved by, the student's advisor/thesis director, preferably no later than the student's first year. _____

Oral defense of thesis _____

ADDITIONAL REQUIREMENTS:

7 courses—at least 3 hours each—chosen from the following list. Note that these are in addition to the above requirements even though they may be repetition of classes you've already taken.

7470 (forms CNF) (repeatable up to 9 hours) _____

7471 (forms Fiction) (repeatable up to 9 hours) _____

7472 (forms Poetry)(repeatable up to nine hours)

M.F.A. Requirements

Creative Writing Course Requirements Form: Studio Track Option Continued

7475 (literary publishing) (repeatable up to 6 hours)

7485 (literary programming) (repeatable up to 6 hours)

7601 (CNF wkshop) (repeatable)

7602 (Fiction wkshop) (repeatable)

7603 (Poetry wkshop) (repeatable)

7604 (Creative Writing wkshop) (repeatable)

7605 (Advanced Fiction wkshop) (repeatable)

7606 (Advanced CNF wkshop) (repeatable)

7607 (Advanced Poetry wkshop) (repeatable)

Other

(Students may take, as an alternative, to replace up to 3 of these courses, an equivalent number of other Courses (of 3 or more hours each) from other disciplines within the department of English, including 7003, a requirement if a student receives a Teaching Assistantship.)

Creative Writing Course Requirements Form: Literary Track Option

18 hours in workshops and forms courses as follows

- 3 separate sections of workshops in your chosen genre _____
(7601-CNF, 7602-Fiction., 7603-poetry)
- 1 workshop in or out of your genre _____
- 1 forms class in your chosen genre _____
(7470-CNF, 7471-fiction, 7472-poetry)
- 1 cross genre class either forms or workshop _____
- 2 Colloquium classes _____
- 3 hours Thesis (7996) requires permit _____
(You may take more or as little as one hour at a time)

Comprehensive Exam

Comprehensive exam based on a reading list made up in coordination with, and approved by, the student's advisor/thesis director, preferably no later than the student's first year. _____

Oral defense of thesis _____

ADDITIONAL REQUIREMENTS:

7 courses—at least 3 hours each—chosen from the following list. Note that these are in addition to the above requirements even though they may be repetition of classes you've already taken.

Creative Writing Course Requirements Form: Literary Track Option Continued

ADDITIONAL REQUIREMENTS CONTINUED:

Minimum 9 hours (3 sections) of literature courses.

At least 3 hours of Theory of Writing and English Language/Linguistics courses selected from ENGL

6533 _____	7020-29 _____	7003 _____	7501 _____
7511-7517 _____	7531-7537 _____	7590 _____	7801 _____
7802 _____	7803 _____	7805 _____	7810 _____

At least 6 hours of ENGL 7900 Creative Writing Colloquium _____

Up to 6 hours of ENGL 7475 (Literary Publishing) _____

Up to 6 hours of ENGL 7485 (Literary Arts Programming) _____

Up to 9 hours of ENGL 7470, 7471, 7472 _____

Creative Writing

7020-7049*	Special Topics in English
7100*	Independent Study (1-3 hours)
7470**	Forms of Creative Nonfiction
7471**	Forms of Fiction
7472	Forms of Poetry
7475+	Literary Publishing
7485+	Literary Arts Programming
7601	Creative Nonfiction Workshop
7602**	Fiction Workshop (3-9 hours)
7603**	Poetry Workshop (3-9 hours)
7604++	Creative Writing Workshops Abroad
7605**	Advanced Fiction Workshop
7996	Thesis

*May be used when the subject matter is appropriate to this concentration. Repeatable to a maximum of 6 hours.

**Repeatable for credit with significant change in topic/course content.

+May be repeated for a maximum of 6 hours with change in course content.

++May be repeated for a maximum of 6 hours with change in genre.

What if I have a Master's degree?

Master's level courses will be examined on an individual basis for applicability to the program. Students with a Master's degree must complete at least 39 hours of graduate coursework beyond that Master's degree.

M.F.A. Thesis Checklist

Creative Writing Thesis Novel or Memoir

- _____ Thesis/Dissertation Defense Results (Signed at the completion of the defense)
- _____ Comprehensive Exam Results Form (Signed at the completion of the defense)
- _____ Approval Page on cotton paper (Signed at the completion of the defense)
- _____ Thesis formatted to include: Times New Roman 12pt font, double-spaced; 1.5" left margin and 1" top, right, and bottom margins; and, page numbers bottom-centered, .5" from page edge
- _____ Permission to Use page (unnumbered)
- _____ Title page (unnumbered)
- _____ Copyright page (numbered i, info centered vertically and horizontally)
- _____ Dedication page (numbered ii, heading 2" from top)
- _____ Abstract page (numbered iii, heading 2" from top)
- _____ Table of Contents page (numbered iv)

Note: If your novel or memoir includes research, quotations, citations, graphs, charts, artwork, and/or any other type of work borrowed from any sources, cite accordingly and see the checklist for Non-APA style manuals to submit your thesis. Visit:

http://www.memphis.edu/gradschool/tdinfo_paper.php#guide

Submitting to the Graduate School Electronically

You may submit your thesis novel or memoir electronically. However, the first deadline for submission of your thesis must be on regular paper stock and the Approval Page for Paper Submission on cotton paper. The final submission of your thesis novel or memoir will be submitted via PDF file with the Approval Page for Electronic submission attached (without signatures).

For more information, visit:

<http://www.memphis.edu/gradschool/forms.php>

Ph.D. Requirements

Hours required for a Ph.D.

A minimum of 72 hours is required beyond the bachelor's degree. At least 60 credit hours must be equivalent to 7000-level coursework or higher.

What if I enter without a Master's degree?

Students entering the Ph.D. program without a Master's degree may count up to 33 hours of graduate credit toward the 72 hours needed for the Ph.D.

Only graduate hours that were not used for a previous graduate degree and that do not exceed university time restrictions can be transferred. Credit previously earned at another institution must be presented for evaluation no later than the end of the student's second semester of enrollment.

What if I have a Master's degree?

Master's level courses will be examined on an individual basis for applicability to the program. Students with a Master's degree must complete at least 39 hours of graduate coursework beyond that Master's degree.

How many dissertation hours may I apply towards my degree?

No more than 9 hours granted for dissertation work may be used to attain the required 72 hours for the Ph.D.

Core Requirements

Concentration Requirements (beyond Core Requirements)

- a. PhD students pursuing a concentration in Composition Studies must complete a 12-hour breadth requirement consisting of ENGL 7/8003, 7/8801, 7/8806, and 7/8822; and 21 hours in Composition.
- b. PhD students pursuing a concentration in Professional Writing Studies must complete a 12-hour breadth requirement consisting of ENGL 7/8805, 7/8806, 7/8816, 7/8350; and 21 hours in Professional Writing.
- c. PhD students pursuing a concentration in Applied Linguistics must complete a 12-hour breadth requirement consisting of ENGL 7351/8531, ENGL 7511/8511, ENGL 7501/8501 and 3 hours in an approved research course; and 21 hours of courses in Applied Linguistics.
- d. PhD students pursuing a concentration in Literary and Cultural Studies will choose a focus area from the following:
 - ☐ Medieval and Early Modern Literature and Culture;
 - ☐ 18th c. and 19th c. Literature and Culture;
 - ☐ Modern and Contemporary Literature and Culture;
 - ☐ African-American Literature and Culture;
 - ☐ Individual Option (defined by student in consultation with advisor)

Students must complete a 12-hour breadth requirement consisting of 3 hours of course work in each of the first four focal areas; 9 hours in theory and methodology (including 3 hours in 7000/8000, and 6 hours from: 7/8336, 7/8477, 7/8478, 7/8480, 7/8701, 7/8702); 15 hours in the focus area (not counting course taken for breadth requirement).

For a complete list of courses and course descriptions visit:
<http://www.memphis.edu/gradcatalog/degreeprog/cas/engl.php>

Ph.D. Core Requirements

Core Requirements Continued

For your convenience, the following pages of concentration requirements can be printed as a checklist for your records. Spaces are provided to write in the course number and name of each section

☐ **12 hours of English Courses outside of Concentration or focus area:**

_____	_____
_____	_____
_____	_____
_____	_____

☐ **3 hours of English Studies Colloquium** (See graduate course rotation for next offering):

_____	_____
-------	-------

☐ **Language Requirement** (For specific information about the Ph.D. language requirements, refer to the Foreign Language Requirement page).

Elective and Dissertation Hours

Each concentration has distinct requirements. Checklists for each concentration are provided below for your convenience. Print the appropriate checklist and fill in the course number and course title in the spaces provided for each of the course requirements fulfilled. Keep the checklist for your records.

☐ **Up to 12 hours of electives for students of Literary & Cultural Studies** (Courses may be taken outside of the department with consultation with the Adviser; Student in other Concentrations must take 15 hours of Electives):

_____	_____
_____	_____
_____	_____
_____	_____

☐ **Up to 9 hours of dissertation**

_____	_____
_____	_____
_____	_____

Ph.D. Concentration Requirements

Applied Linguistics

For your convenience, the following pages of concentration requirements can be printed as a checklist for your records. Spaces are provided to write in the course number and name of each section.

21 hours in Linguistics or ESL:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Ph.D. Concentration Requirements

Applied Linguistics Emphasis on Teaching English as a Second Language

Assumption: Student is on an assistantship and comes in for the M.A. before applying to the Ph.D.

Year 1

Fall

ENGL 7531 History and Theory of ESL (3)
ENGL 7511/7501 Intro to Modern English or History of the English Language (3) (even/odd rotation)
ENGL 7006 English Profession Literature course (3)

Spring

ENGL 7532 Principles of Skills Assessment (3)
ENGL 7514 Sociolinguistics (3)
ENGL 7530 Practicum (3)
Literature or elective (3)
SUBTOTAL: 21 hours towards degree

Year 2

Fall

ENGL 7535 ESL Grammar (3)
ENGL 7511/7501 Intro to Modern English or History of the English Language (3) (even/odd rotation)
ENGL 7003 (3)
Literature or elective (3)
M.A. Comprehensive Exams
SUBTOTAL: 33 hours towards degree

Spring

ENGL 7536/7537 Second Language Writing or Reading (3) (even/odd rotation)
ENGL 7515 Language and Literature (3)
ENGL 7005 Reading for Comps
Elective (3)
SUBTOTAL: 42 hours towards degree

Year 3

Fall

ENGL 8534 Second Language Acquisition (3)
ENGL 7590 Rotating Topics (3)
ENGL 7004
Literature (3)

Spring

ENGL 8516/8512 Phonetics and Phonology/Syntax (3) (even/odd rotation)
ENGL 8536/8537 Second Language Writing or Reading (3) (even/odd rotation)
ENGL 7007 Teaching Skills for Grad Asst
Literature (3) or PW/Comp (3)
Verification of completion of language requirement (most AL students enter with fluency in another language)
SUBTOTAL= 60 hours towards degree

Ph.D. Concentration Requirements

Applied Linguistics Emphasis on Teaching English as a Second Language Continued

Year 4

Fall

ENGL 8900 Colloquium (3)
Electives
Ph.D. Comprehensive Exams

Spring

ENGL 7590 Rotating Topics
Defense of dissertation proposal

Year 5

Spring

Defense of dissertation
Benchmarks
Defense of dissertation

What is the Foreign Language Requirement?

Verification by end of year 3 or after completion of 15 hours above the M.A.

When should the committee for comprehensive exams be finalized?

Identification of committee by Spring of year 3, or after completion of 18 hours above the M.A. (51 total hours).

When should the comprehensive exams be scheduled?

Fall of year 4 or after completion of 60 hours toward degree. Note: Set the date for comprehensive exams no later than 4 weeks prior to testing date.

When should the dissertation proposal be presented and distributed?

Meet with committee members on dissertation proposal during the Spring of year 4, or 6 weeks before defense. Note: Distribution of dissertation proposal is no later than 2 weeks before defense date.

When should the dissertation proposal defense be scheduled?

Defense of dissertation proposal is scheduled during the Spring of year 4, or approximately 1 semester after comprehensive exams are taken.

When should the dissertation defense be scheduled and distributed?

Defense of dissertation is during the Spring of year 5. Distribution of chapters of dissertation is also during year 5. Note: Complete draft of dissertation to be distributed to committee members no later than 2 weeks before defense.

NOTE: Courses offered only in the Summer, including ENGL 7533/8533, ENGL 6533, and ENGL 7538/8538, can also be counted toward M.A. and Ph.D. degrees.

Applied Linguistics Dissertation Recommendations

Formal Requirements of a Prospectus

A dissertation prospectus should be concisely and clearly written and should be accessible to all scholars engaged in the academic study of applied linguistics, not just to specialists in the candidate's own field of research. The prospectus should include a bibliography and (if appropriate) appendices. The prospectus is a statement and justification of research to be undertaken, not a report of results of completed research. It is an opportunity for candidates to demonstrate their control of the issues to be investigated, to limit the boundaries of the enquiry, to indicate the methods of enquiry to be employed, and to spell out the significance of the undertaking. By submitting a full bibliography, candidates have an opportunity to show the thoroughness of their preliminary investigation of the problem, the location of the problem in a field of enquiry, and the present state of research.

Statement of the Problem

The prospectus should begin with a simple and concise statement of the problem to be addressed in the dissertation. Use this section of the prospectus to circumscribe the topic and state, in a preliminary way, the research question(s) that the dissertation is intended to answer. Remember that you are trying to communicate not only with experts in your field, but also with knowledgeable non-specialists in a variety of fields in the study of applied linguistics. Be sure to avoid specialists' jargon; if technical language must sometimes be used, be sure to make its meaning clear to non-specialists. Members of the Committee may be drawn from a wide range of disciplines in the humanities and the social sciences. If they cannot readily grasp what you are proposing to do in your dissertation, they have no basis for approving the undertaking.

Significance of the Study

The Prospectus should contain a section explaining how the dissertation will contribute to the advancement of learning in your field. Be prepared to answer the question, "So what?" Include a survey of the existing literature on the topic under investigation and a coherent statement of the theoretical foundations of the proposed enquiry. What is the present state of scholarship and how will your proposed dissertation add to our understanding of it? How does the proposed investigation advance not only a particular field of specialization, but also how does it advance a wider understanding of the place of applied linguistics in general?

Method of Investigation

The third section of the prospectus should contain an account of methods to be used in the proposed enquiry and a chapter-by-chapter delineation of its contents. In the process, you should show that you have anticipated any difficulties presented by your proposed project and that you have devised ways to overcome them in order to bring the project to a successful conclusion within a reasonable length of time. You are expected to demonstrate a level of methodological sophistication that measures up to the expectations of a Doctor of Philosophy from a major research university. Include how the data will be collected, analyzed, and interpreted. Describe any new methodology and its advantage over existing methodologies.

Working Bibliography

The bibliography is a crucial part of a successful prospectus. It indicates how thoroughly you have investigated the present state of research on the proposed topic and its location within a field of enquiry and its relation to cognate fields in and beyond the academic study of applied linguistics. It also shows if you have made appropriate use of sources and literature published in all the relevant sources. List and comment, where appropriate, on original sources and secondary literature that are to be used in your project. Organize the bibliography by categories and provide an introductory paragraph.

Applied Linguistics Dissertation Recommendations Continued

Appendices

Include as appendices any tests, questionnaires or other such instruments to be used in your proposed investigation.

Committee members should receive copies of the prospectus at least two weeks before the dissertation prospectus conference. The conference concerning the dissertation prospectus will be a one-hour discussion between the student and the dissertation committee, focusing on both the soundness of the prospectus and the student's readiness to undertake the research and writing of the dissertation. The purpose of the conference is to help the student begin the writing of the dissertation, to identify areas of potential difficulty, and to prepare the student for the project that lies ahead.

If required, permission from the Institutional Research Board to conduct research on human beings must be attached to the Prospectus Defense form when it is submitted to the Graduate School.

Ph.D. Concentration Requirements

Composition Studies

For your convenience, the following pages of concentration requirements can be printed as a checklist for your records. Spaces are provided to write in the course number and name of each section.

21 hours of Composition Studies:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Ph.D. Concentration Requirements

Professional Writing

For your convenience, the following pages of concentration requirements can be printed as a checklist for your records. Spaces are provided to write in the course number and name of each section.

21 hours of Professional Writing:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Ph.D. Concentration Requirements

Professional Writing

Ph. D. Prof. Writing Requirements

Requires 39 hours after MA degree or 72 hours after BA

30 hours at U of M

9 hours dissertation work

21 hours in major concentration

15 hours of electives

Up to 6 hours outside department

27 hours of core requirements in addition to concentration requirements:

(12 in lit., 6 in ling., 6 in Comp/PW, 3 in Engl. Studies Colloquium)

Prof. Writing (21 hours)

Semester Planned

Semester Taken

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____

Electives (15 hours):

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Ph.D. Concentration Requirements

Professional Writing Continued

Ph. D. Prof. Writing Requirements Continued

Dissertation Work (9 hours):

1. _____
2. _____
3. _____

Comprehensive Exam

Date: _____

Committee:

Ph.D. Concentration Requirements

Literary & Cultural Studies

For your convenience, the following pages of concentration requirements can be printed as a checklist for your records. Spaces are provided to write in the course number and name of each section

9 hours of Theory/Methodology

The following courses count as theory/methodology:

8477	Textuality: History, Culture, Form
8478	Textuality and Identity
8480	Cultural Theories
8701	History of Criticism and Theory
8702	Contemporary Criticism and Theory

_____	_____
_____	_____
_____	_____

Ph.D. Concentration Requirements

Ph.D. Course Path in Literary & Cultural Studies

This course path is designed for students on assistantship and entering without an M.A. in English. Students enrolled part-time will need to make some adjustments.

What is the approximate schedule?

First Semester

English 8000: Methods and Contexts (3)

Literary & Cultural Studies course (3)

Literary & Cultural Studies course (3)

English 8006: The English Profession

Second Semester

English 8003: Theory and Practice in Teaching Composition (3)

This course is required for and restricted to TAs, and also counts toward their required hours in composition theory. Part-time students who do not teach in our department will need to substitute another course in professional writing or composition studies.

Literary & Cultural Studies course (3)

Theory/Methodology course (3)

Literary & Cultural Studies course (3)

Third Semester

Theory/Methodology course (3)

Literary & Cultural Studies course (3)

Literary & Cultural Studies course (3)

English 8004: Internship for TAs

Fourth Semester

Literary & Cultural Studies course (3)

Literary & Cultural Studies course (3)

Theory/Methodology course (3)

English 8006: The English Profession

QUALIFYING EXAMS

Ph.D. Concentration Requirements

Ph.D. Course Path in Literary & Cultural Studies Continued

Fifth Semester

Literary & Cultural Studies course (3)
Literary & Cultural Studies course (3)
Literary & Cultural Studies course (3)
English 8007: Teaching Skills for Graduate Assistants

Sixth Semester

Literary & Cultural Studies course (3)
Literary & Cultural Studies course (3)
Literary & Cultural Studies course (3)
English 8007: Teaching Skills for Graduate Assistants

Seventh Semester

Literary & Cultural Studies course (3)
Literary & Cultural Studies course (3)
English 8900 (3): English Studies Colloquium
English 8005: Reading for Comprehensives

COMPREHENSIVE EXAMS

After these exams have been completed, students may schedule defense of research proposal whenever ready.

Eighth Semester

English 9000: Dissertation (6)

Ninth Semester

English 9000: Dissertation (6)

DISSERTATION DEFENSE

This is the final requirement of the degree. Given the above course path, students must earn 9 hours of credit from their dissertation; they can, however, enroll in dissertation hours for more than 2 semesters.

Ph.D. Concentration Requirements

Ph.D. Course Path in Literary & Cultural Studies

ADVISING CHECKLIST

Name

E-mail address

Advisor

Core Requirements (12 hours outside concentration or focus area):

Course Title/Number

Semester

1. _____

2. _____

3. _____

4. _____

Focus Area _____

Focus Area Requirements (15 hours):

Course Title/Number

Semester

1. _____

2. _____

3. _____

4. _____

5. _____

Theory/Methodology (9 hours)

Title/Course Number

Semester

1. English 8000 (Literary Research)

2. _____

3. _____

English 8900 (3 hours) Semester: _____

Ph.D. Concentration Requirements

Ph.D. Course Path in Literary & Cultural Studies ADVISING CHECKLIST CONTINUED

Breadth Requirement --12 hours as follows:

Medieval and Early Modern Literature and Culture (3 hours):
Title/Course Number: _____ Semester _____

18th c. and 19th c. Literature and Culture (3 hours):
Title/Course Number: _____ Semester _____

Modern and Contemporary Literature and Culture (3 hours):
Title/Course Number: _____ Semester _____

African-American Literature and Culture (3 hours):
Title/Course Number: _____ Semester _____

Electives (12 hours)

<u>Title/Course Number</u>	<u>Semester</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Courses Taken to Fulfill First Foreign Language Requirement: _____

Courses Taken to Fulfill Second Foreign Language Requirement: _____

Date of Foreign Language Proficiency Exams (if applicable): _____

Date of Completion of Qualifying Exams (if applicable): _____

Date of Completion of Written Comprehensive Exams: _____

Date of Completion of Two-Hour Oral Exam: _____

Dissertation (9 hours): _____

Dissertation Prospectus Guidelines

Literary & Cultural Studies Concentration

I. General Information

Defining the Dissertation Prospectus:

The prospectus describes the dissertation project and has two primary objectives:

- 1) to define and outline the project in detail;
- 2) to demonstrate to your committee that you have a well-defined project and a plan for completing it in a timely way.

The dissertation prospectus describes the topic, sources, main arguments, methodology, and expected conclusions, and as such, it constitutes an extremely important foundation for timely and successful completion. Most importantly, the prospectus offers you a structure for clarifying your project so that you can embark on writing your chapters with a clearer sense of the questions you are asking and the shape your study will assume. It also allows the committee members to understand the project that is being undertaken, and provides you, the doctoral student, with a framework for receiving feedback and guidance on the dissertation topic at the earliest stages.

Your prospectus will additionally serve many other functions. The abstract of your prospectus will provide clear descriptions of your research that can be used in job letters and fellowship applications, and sections of the prospectus will be included in the introduction to your dissertation. It will also provide a first draft of the book prospectus that you will send to editors once the dissertation is completed and you are working towards tenure.

Dissertation Topic Selection:

Identifying and describing a project that is original and within the parameters of the dissertation process takes time, and it requires consultation with committee members. In general, a properly selected dissertation topic shall do the following:

- 1) Identify a question or problem for study
- 2) Map a plan for completing original research that will examine the problem
- 3) Offer an original intervention or investigation of the problem
- 4) Draw conclusions based on the original intervention
- 5) Provide plan to make a *significant* contribution to the area of specialization
- 6) Make a contribution to the larger area of textual studies

Process:

You should start planning and writing your prospectus as early as possible. Much of what shapes your dissertation will emerge from your course work and reading for your doctoral examinations. You should expect to revise and refine your ideas based on multiple meetings with your committee chair and other committee and faculty members.

You will submit drafts of the prospectus to your dissertation committee and other faculty members, who will provide feedback. While you are writing the prospectus, you should meet regularly with your main advisor and with other members of the committee. Receiving feedback early and often will help to prepare you for a successful prospectus defense. Your committee reads your prospectus to check whether you have done the preliminary work necessary to successfully complete the project. To ascertain if you are ready to write the dissertation on your own, your committee will consider the originality of the topic and its feasibility, your completed research and background knowledge, and your proposed methodology. Your prospectus should demonstrate to the committee that you are ready to successfully undertake this project. You must allow your committee members **twelve working days** to read drafts of the prospectus and to make comments on it, and you will then need to spend significant time revising the prospectus to reflect committee comments. Make sure you budget enough time for this very important process.

Dissertation Prospectus Guidelines

Literary & Cultural Studies Concentration Continued

After you have made the revisions suggested by your committee members and other faculty members, you will submit the final, fully revised version of your prospectus for final approval by your committee. Only then, **after all committee members have agreed that your proposal is ready to defend**, will your dissertation proposal defense be scheduled. This means you will need to plan ahead and leave time between the completion of the defendable draft and the defense date.

II. Sections of the proposal

Your prospectus should include the following specific sections (this can also serve as a checklist):

1. 200 word abstract/summary
2. Introduction to your dissertation
3. Review of the scholarship
4. Your driving question/ core argument
5. Sources (Primary and Secondary, including detailed information about location of archives)
6. Methodology
7. Preliminary research already accomplished
8. Dissertation outline and proposed chapter summaries
9. Expected contributions to the field
10. Timeline and work-plan
11. Bibliography

Length

The prospectus should be 10-12 pages, single-spaced, twelve point font. The "Bibliography" is not counted as part of the 10-12 pages.

A. 200 word abstract/summary

This is a brief but specific description of your project. You should indicate which questions you address and what topics you explore. It should be clearly written, so that it can be read and understood by those not immediately familiar with your area of specialization. *You might choose to write this after you have completed the other parts of the prospectus.*

B. Introduction to your dissertation

Your introduction should make sense to an audience beyond your immediate committee. It should articulate how your chosen topic fits into your field. What connections does it make to areas that are important to your specialty? Offer your readers information about the scholarship and questions that have led up to your project. What is its relevance? How does it fill a gap in scholarship that exists or extend current approaches to a field of study?

C. Driving question/ core argument

In this section, describe the main questions you will ask and consider. How you will explore the questions you pose? What arguments will you make? You can also define and discuss key terms and concepts that will anchor your study. Furthermore, discuss any evidence or counter-arguments that might undermine or invalidate your own assertions, and suggest ways in which you plan to deal with them.

Dissertation Prospectus Guidelines

Literary & Cultural Studies Concentration Continued

D. Methodology

Explain how you will address a specific set of texts, discussing, for instance, how stopping or starting your study in a particular place or examining a specific set of writers works for your project. Describe your specific methods of investigation and the theoretical approaches you will employ. Which cultural theorists or approaches to texts will you employ in your study? How will your use of these approaches allow you to produce an original discussion of your topic? Your approach to your topic should demonstrate a self-consciousness of where and how you have situated yourself in the discourses you address and your critical stance.

E. Sources (Primary and Secondary)

In this section describe the material, evidence or data you will examine. Because you are required to make an original and significant contribution to your area of specialization, wherever possible we urge the use of primary and archival sources, such as manuscript work, interviews, and original historical research in archives. Why are you selecting this material? What is its potential for your project? What, specifically, are the bounds of your chosen material? (E.g. one part of a particular work of literature, a particular selection of inscriptions or visual images, one site or a group of sites, one kind of material found at a particular selection of sites, etc.) Why focus on precisely this – not more, not less, not something different? Why do these bounds make sense for your project? Discuss how you plan to locate primary materials—which archives/libraries/collections will you use and why? How will you gain access to specific resources?

F. Review of the scholarship

Before you write your prospectus, you need to explore what has been written about your topic. You should search the MLA, the DAI, and other databases. You should also consult a reference librarian and your committee members about places to look for related scholarship. You should select between five and ten of the most relevant sources and discuss how your study will connect to these. Additionally, in the “**Bibliography**” section, include an annotated bibliography of 30 texts that you have examined in preparing your prospectus. Twenty of these should be secondary sources and ten should be primary sources. (See “Bibliography” below.)

The review of scholarship should highlight the originality of your study and its proposed contribution to your area of specialization. To do this, give background about current approaches to your topic in the field, and discuss how your research will add to ongoing conversations. You need to demonstrate your knowledge of historical and current research and show that you have an original contribution to make.

G. Preliminary research already accomplished

Here you should give an account of what led you to your topic at this juncture: courses, independent study, paper presentations by yourself or others, and your independent research. Give a clear sense of how far along you are with the necessary research and writing.

H. Dissertation outline and proposed chapter summaries

Provide a clear outline of the chapters of your dissertation. Give chapter titles. Include a 1-paragraph summary for **each** chapter, stating 1) the main arguments, driving questions or issues of that chapter; 2) the sources you will use to make those arguments; 3) how that chapter builds upon material/arguments from earlier chapters; and 4) the independent argument and interest of the chapter (think about how this chapter might be turned into a conference talk or journal article, for instance).

Dissertation Prospectus Guidelines

Literary & Cultural Studies Concentration Continued

H. Dissertation outline and proposed chapter summaries continued

This outline should reflect as clearly as possibly your plan for the completed dissertation. While it is feasible that your outline will change as your work develops, your outline should be fairly specific and should reflect the fullest development of your project at this stage. A well-developed outline will enable you to stay focused on the main issues of your argument and will keep you from becoming distracted by tangential issues when you are drafting the dissertation. The outline will also provide a clear map you can use as you are drafting the chapters and will help you to keep your writing on target and advancing towards clearly articulated goals.

The dissertation outline and proposed chapter summaries will give your committee members a clear idea of what your dissertation will look like and how your arguments will successfully and logically build within each chapter.

I. Timeline and work-plan

Give a timeline for your completion of each of the chapters, and for the dissertation as a whole, which will provide a practical schedule for writing the dissertation. Be realistic, and include time you will need to spend on library research, archival work, and accessing sources not available at the University of Memphis: how will you access those materials, where will you access them, how long will you need to work with them, and how will you secure funding to allow visits to consult materials? Include time in the schedule for writing, and editing. Include teaching and other time requirements that will slow down your work on the dissertation. List the sources of support you anticipate for your dissertation work (teaching fellowship, outside fellowships for which you will apply, especially if you need to travel abroad, etc.). When do you plan to finish? Discuss this with your advisor, as your timing will affect funding possibilities, going on the job market, etc.

Though there will be variance, generally, PhD students should expect to complete 1-2 chapters per semester (one in October, one in December, one in February, and one in April, one in July, one in August), and to take not more than two years from approval of the prospectus to submit and defend the dissertation.

J. Expected contributions to the field

What will your project do? How will it contribute to your narrow area of specialty, and to the larger field of literary studies in general? For instance, will your project answer a new question, use a new methodology or critical method to illuminate familiar material in a novel way, will it draw attention to overlooked sources, respond to previous critical assumptions, will it speak to a core issue within your specialty, etc.? What existing work is your project building upon, and what new contributions will your project make?

K. Bibliography

Include an extensive bibliography and an annotated bibliography of the 30 most important sources for your dissertation, which briefly summarizes articles and books and indicates how you will use them. The bibliography might reasonably be as long as 20 pages, and does not count in the total pages of the Dissertation Prospectus (10-12 single-spaced pages). You should be preparing your annotated bibliography while you are studying for your comprehensive exams; it will help you to keep track of what you know and what you think about the materials you have read. The prospectus bibliography demonstrates your awareness of the major works that have been written on your key issues, your sources, and your chosen methods. Divide your bibliography into relevant subject headings (e.g. primary sources, archival sources (personal letters, etc.), secondary scholarship, theoretical work, comparative studies that inform what you are doing, etc.) This subdivision in the bibliography will ensure that you have covered the essential areas, and shows your readers that you have done a full review of the sources.

Dissertation Prospectus Guidelines

Literary & Cultural Studies Concentration Continued

III. Useful works to consult while writing your prospectus and dissertation:

Bolker, Joan. *Writing Your Dissertation in Fifteen Minutes a Day: A Guide to Starting, Revising, and Finishing your Doctoral Thesis*. New York: Henry Holt and Company, 1998.

Levine, S. Joseph. "Writing and Presenting Your Thesis or Dissertation." Michigan State University, East Lansing, Michigan. <http://www.learnerassociates.net/dissthes/>

Rudestam, Kjell Erik, and Rae R. Newton. *Surviving Your Dissertation: A Comprehensive Guide to Content and Process*. Second edition. Thousand Oaks: Sage Publications, 2001.

"Thesis Plus Baby." UCB Parents Advice about Parenting, Families, & the Community, UC Berkeley Parents Network, University of California, Berkeley. <http://parents.berkeley.edu/advice/allkinds/thesis.html>

"Writing Your Dissertation." The *Writing Center*, University of North Carolina at Chapel Hill. <http://www.unc.edu/depts/wcweb/handouts/dissertation.html>

"Writing Your Dissertation." *The Graduate*. Graduate Division, University of California, Berkeley. Reprint from Volume II, Number 1, spring 1986. <http://www.grad.berkeley.edu/publications/thegraduate/Reprints/writing.pdf>

Zerubavel, Eviatar. *The Clockwork Muse. A Practical Guide to Writing Theses, Dissertations, and Books*. Cambridge, MA: Harvard University Press, 1999.

IV. Closing remarks:

No dissertation ever follows a prospectus completely, no matter how much work is put into the prospectus beforehand. You should expect to depart to some degree from your original outline and ideas when you write your dissertation, and that that is okay and par for the course.

Doctoral Level Courses

Ph.D. students are expected to sign up for the 8000-level course numbers. While the basic requirements are the same for both 7000- and 8000-level courses, there is a higher expectation of research in the 8000-level courses. Refer to the M.A. listing of courses for individual concentrations.

☐ 7000-7999 courses are open primarily to Master's students

☐ 8000-8999 courses are open primarily to post-Master's students

☐ 9000 is the course number for Dissertation hours

In order to sign up for Dissertation hours, students must complete the necessary forms found in the Graduate Studies Office

Ph.D. Foreign Language Requirement

Department Policy asks that you meet the Foreign Language Proficiency requirement during the first year (or 18 hours) of graduate work. Foreign Language Proficiency is a graduation requirement for all Ph.D. students. Several options for fulfilling the reading knowledge of a foreign language requirement are listed below. Note that testing is available through the Department of Foreign Languages and Literatures (F.L.L.). For each academic year, certain F.L.L. faculty are designated to be responsible for the proficiency testing. Well in advance of your expected test date, make an appointment with the appropriate faculty member to discuss the process of review and testing.

Students in Applied Linguistics and Textual Studies must demonstrate a reading knowledge of 2 foreign languages or fluency in one foreign language. Appropriate languages must be approved by the student's advisor and the graduate coordinator as relevant to the student's course of study.

Students in Composition and Professional Writing must demonstrate competency with two research tools or analytic specialties, both of which must be directly relevant to the individual student's dissertation work and projected short-term professional goals. These tools or analytic specialties include a demonstrated level of competency in two foreign languages, fluency in one foreign language, or competency in one foreign language plus mastery of qualitative, quantitative, or historical research methodologies, or demonstrated competency with appropriate computer programs.

Options for Demonstrating Reading Knowledge of a Foreign Language

Reading knowledge of a foreign language can be demonstrated through completion of the last course of the intermediate level in any foreign language (i.e., the second year college course) with a "B" or better, or through completion of a major or minor in a foreign language, or through completion of an M.A. in a foreign language.

Or you may demonstrate reading knowledge by successfully completing one of the following translation tests:

- Standardized Test (ETS with at least 45%)
- University Exam (arranged through the Department of Foreign Languages and Literatures by calling 901-678-2506)

Or you may complete French 0701/0702 or German 0701/0702 with a grade of "B" or better.

If your first language is not English, you may use your native language to fulfill the Foreign Language Proficiency requirement. Present your high school or college transcripts to demonstrate your work in your native language.

Ph.D. Exams & Dissertation Committee

Qualifying Exam

If you are entering without a Master's degree in English or 30 hours of appropriate graduate work, you must take a qualifying examination after accumulating 30 hours of graduate work through graduate transfer credit and/or graduate courses completed at the University of Memphis. Qualifying examinations are designed to ascertain that the range of the student's knowledge is appropriate at this level. Examinations are graded **High Pass, Pass, or Fail**.

If you pass on these examinations, you will be allowed to advance to doctoral-level study. If you fail one section of the exam, you will be given one opportunity during the same semester, or not later than the following semester, to retake that section with a different question. If you fail more than one section of the qualifying examination, you will be given one opportunity to take a different exam no later than the following semester.

M.A. en route to the Ph.D.

Passing the qualifying exam constitutes qualification for the M.A. as a step toward the doctoral degree. Doctoral students receive the M.A. upon passing the qualifying exam and accumulating 33 hours of graduate work. Students wishing to earn the M.A. must notify the department of English Graduate Coordinator in writing and submit the Candidacy Form.

Ph.D. Comprehensive Exam Committee

The composition of the Comprehensive Examination committees is as follows:

- ☐ You select an advisor/chair from your concentration
- ☐ You and the advisor/chairman select two other faculty members within your concentration
- ☐ You select at least one faculty member outside your concentration

Ph.D. Comprehensive Exam

There are **3 written** comprehensive examinations and one **2-hour oral** examination. Both written and oral examinations require the formation of a committee consisting of a minimum of 4 faculty members.

The first four-hour proctored written exam will cover the Ph.D. student's concentration. The objective of this exam is to demonstrate that the student has a command of 75-100 seminal texts, in his or her concentration, that are not, for the most part, included in the reading list for exam # 2. This list will be determined by each committee.

A second proctored four-hour written exam will allow students to demonstrate that they have enough background /reading knowledge to qualify them to teach upper division and graduate courses in the student's chosen area of specialization within the concentration. This area will be determined by the student in conjunction with his or her committee. The student will develop the reading list in conjunction with his or her advisor and / or committee, and the reading list for this portion of this exam will consist of between 50-75 texts (i.e., books, book chapters, and / or articles).

A third written exam, a take-home exam, must consist of 3,500-5,000 words that test the student's command of his or her knowledge of his or her proposed dissertation area. The objective of this exam is for the student to demonstrate that he or she has enough background / reading knowledge and an ability to write a sophisticated essay concerning a literature review of the student's prospective dissertation area. This essay will cite at least 20-25 texts. The take-home exam should take no more than seven (7) days to complete.

Ph.D. Exams & Dissertation Committee

Ph.D. Comprehensive Exam Continued

To allow time to study for the exams, students should take their first written exam within two semesters after completing all Ph.D. coursework (including the foreign language requirements). Students could then take one exam per week over three weeks. A student will have a maximum of two months to complete all of the comprehensive exams.

After the written exams have been completed and graded, there will be a two-hour oral exam based upon the written exams.

A student who fails one section of the comprehensive examination will be given one opportunity during the same semester or not later than the following semester to retake that section. A student who fails more than one section of the exam will be given an opportunity to retake a different exam (with all new questions) no later than the following semester. A student who fails the second comprehensive exam will be dismissed from the program.

Ph.D. Dissertation Committee

You are responsible for choosing an advisory committee composed of at least 4 members of the graduate faculty best qualified to help you conduct research for the dissertation. If your research requires expertise in a discipline outside the Department of English, you, in consultation with your advisory committee chair, may ask up to 1 faculty member outside the Department of English to be part of the committee. When you have passed the comprehensive examinations and have done extensive preliminary research, you must present and defend a research proposal before the advisory committee. That defense will be open to the entire academic community. You must give a copy of the proposal to all committee members at least three weeks before the scheduled meeting. The advisory committee must approve the proposal before you may proceed with the dissertation.

The dissertation committee will schedule a defense of the completed dissertation. You and the chair of your advisory committee must ensure adequate consultation with members of the dissertation committee well in advance of the defense date.

Ph.D. Graduation Procedures

Candidacy Form

You must file a **Candidacy Form** with the Graduate Coordinator for English, who will check for accuracy, have the Chair sign it, and then forward it to the Graduate School for you. This form is available online or directly from the Graduate School. Once you have filled out this form with the coursework relevant to your degree you will need the signature of your advisor; then you must submit that form to the Graduate Coordinator. Submit before beginning dissertation.

Intent Form

Relatively early in the semester in which you intend to graduate you must file an **Intent to Graduate Card** with the Graduate School. This can be done online or on paper.

Note: The information above is not complete. Please check with your advisor about submission of comprehensive examination results and submission of defended dissertation.

Submitting Your Defended & Approved Thesis

If your dissertation includes research, quotations, citations, graphs, charts, artwork, and/or any other type of work borrowed from any sources, cite accordingly and see the checklist for Non-APA style manuals to submit your dissertation. Visit: http://www.memphis.edu/gradschool/tdinfo_paper.php#guide

Submitting to the Graduate School Electronically

You may submit your dissertation electronically. However, the first deadline for submission of your thesis must be on regular paper stock and the Approval Page for Paper Submission on cotton paper. The final submission of your dissertation will be submitted via PDF file with the Approval Page for Electronic submission attached (without signatures). For more information, visit: <http://www.memphis.edu/gradschool/forms.php>

Job Search Information

Students should consult with their dissertation/thesis advisor and the Director of Ph.D./M.F.A. Placement as they begin to plan applications. Drafts of basic documents—cover letter, vitae, and abstract—should be vetted by advisors before they are submitted to potential employers. Students are strongly advised to begin preparation of these documents before job lists become available.

COVER LETTER

This is the first piece of writing that a search committee will review and it makes a crucial first impression. It is important that this letter be a strong piece of writing, presenting you and your work in succinct, clear, interesting, and accurate (NO TYPOS) prose. This letter should describe your qualifications for the position (responding to the terms of the advertisement), your dissertation or thesis, and your teaching, each in 1-2 paragraphs. Indicate the areas for which you are prepared to teach, including non-traditional subjects (e.g. children's literature, detective fiction) and composition. Tailor each letter as much as possible to the school to which you are applying, suggesting how you might fit into that institution's unique programs or goals.

CURRICULUM VITAE

Your vita should be in a format that is clear, readable, and brief. (Avoid fancy typeface and designer paper.) It should include: your name/address; education and dissertation/thesis title, advisor, and (if you wish) brief synopsis; publications (including those under submission, which should be labeled as such); conference papers; teaching experience and interests; awards; and academic service; foreign language proficiency, if applicable; and referees.

DISSERTATION/THESIS ABSTRACT

Your abstract should be sent along with your cover letter and c.v. in your initial response to the job advertisement. It should be 1-2 pages and should set out clearly the central thesis of your study, your approach, and the significance of the project. After an initial foregrounding of your thesis and approach, you might then explain what each chapter sets out (or will set out) to do (though try not to begin every paragraph with "Chapter XX . . ."), and end with a final paragraph that pulls everything together and addresses the significance of the whole.

DOSSIER

The Dossier is a file of letters of recommendation which you can set up by establishing an account at www.interfolio.com. Be sure to keep your file up to date by requesting that outdated letters be pulled out and by replacing them with updated letters (with updated cover/waiver sheets). You should send no more than four to five letters to each institution, including one written by your dissertation/thesis director and one which speaks to your teaching. The strongest letters will come from professors who know you and your work well. Also letters from those who have a wide reputation outside Memphis are helpful (though not essential). Though under federal law, you can retain your right to read the letters in your dossier, we recommend that you waive this right: search committees are more likely to take a recommendation seriously if they know that its candor has not been affected by candidate review. NOTE: Recommenders should be given 2 months notice before letters will be needed.

WRITING SAMPLE

Writing samples should be sent out only when they are requested. Choose your best work (usually of 20-30 pages for the Ph.D.; 25-50 for the M.F.A.), making sure it is somehow representative of your scholarship. Offprints of published articles, poems, essays, or stories are particularly impressive and should be included along with (or, in some cases, instead of) a chapter from the thesis or dissertation.

Job Search Resources

MLA JOB INFORMATION LIST

The MLA Job Information List is the key source of information about academic jobs, is published in October, December, February, and April (with a copy always available in the main office, on Brenda Ledbetter's desk). You may also wish to access the [Job List](#) electronically. Contact the Graduate Office for login information. Candidates should join MLA, to participate in the convention and receive [PMLA](#) (which is the best source of fellowship announcements).

ASSOCIATED WRITING PROGRAMS

M.F.A. students are strongly encouraged to become members of The Associated Writing Programs, the national organization for creative writers in academia and the publishing industry. The "[Career Links](#)" page on the AWP website (www.awpwriter.org) includes links to extensive resources for an academic or nonacademic career search, including how to prepare for an MLA interview, working in publishing, and finding an internship. AWP also publishes annual reports on the academic job market in creative writing. A full listing of career resources and articles related to a job search in creative writing is available on the AWP eLink (www.awpwriter.org).

The AWP job list is considered the most important national list for creative writers. It is published in September of each year, at about the same time as the MLA job list. Some universities now interview at the AWP conference in February, although most creative writing departments continue to interview at MLA (some interview at both). AWP offers a full dossier service for creative writers. Students should set up their dossier through AWP by August, including a brief, very basic cover letter, c.v., and at least three letters of recommendation. In addition to sending your dossier, you must write a very detailed cover letter for each job you apply for and be prepared to send a writing sample of 25-50 pages and/or copies of your published work.

Chronicle of Higher Education

The [Chronicle of Higher Education](#) also includes job advertisements (and is available in the main office). WWW.INSIDEHIGHERED.COM is another excellent source for job advertisements. Though most institutions begin their searches in the fall, new job announcements do appear through the winter, spring, and summer, so keep an eye out for openings throughout the year.

We wish you much success,

Dr. JEFFREY SCRABA,
Director of Doctoral Placement

Dr. KRISTEN IVERSEN,
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Office of Graduate Programs

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Deadlines

2010-2011 Commencements

Before graduate students can be officially admitted to degree candidacy, they must satisfy the following requirements:

- All students must submit an Intent to Graduate Form to the Graduate School by the deadline in the semester all degree requirements will be completed (*see table below for required deadlines*).
- Master's and Doctoral students must submit a Degree Candidacy form to their respective [College Director of Graduate Studies](#) by the deadline. Please read carefully the instructions for completing these forms (*see table below for required deadlines*).
- Master's and Doctoral students completing a Graduate Certificate Programs must also submit an Intent to Graduate form and a Graduate Certificate Candidacy form to their respective [College Director of Graduate Studies](#) by the deadline (*see table below for required deadlines*).

DEADLINES
(Please Read Text Below Table)

Commencement Dates Last Day to:	8/15/10	12/18/10	5/08/11	8/14/11
Submit an Intent to Graduate Form	June 9	Sept. 9	Jan. 20	June 8
Submit to College Director of Graduate Studies a Master's, Doctoral, or Graduate Certificate Candidacy Forms	June 9	Sept. 9	Jan. 20	June 8
Submit Cap & Gown Order	July 16	Nov. 19	Apr. 8	July 17
Submit defended & corrected thesis/dissertation for review	July 16	Nov. 19	Apr. 8	July 17
Submit final thesis/dissertation copies (hard copy or electronic version)	July 30	Dec. 3	Apr. 22	July 29

NOTE: Academic departments must submit comprehensive exam results to Graduate School (doctoral exams due one week after grading).

Deadlines

2010-2011 Commencements Continued

NOTE: Both the Intent to Graduate Form and candidacy form must be submitted to the appropriate offices by the specified deadlines. Candidacy forms received by the College Director of Graduate Studies **after** the stated deadline will **not** be approved or forwarded to the Graduate School for processing; therefore, we strongly

recommended that you submit the candidacy form to your department chair at least one week prior to the college directors' deadline.

Students will be certified for graduation only when all requirements are met, including the removal of all "I" or "IP" grades from previous semesters and the successful completion of comprehensive examination requirements. If a student earns an "I" or "IP" grade in any coursework listed on the candidacy form, graduation will automatically be deferred to the next semester. Students will be notified of disqualification. It will be your responsibility to file a new Intent to Graduate Form for the semester in which all degree requirements will be completed.

Please notify the [Graduate School Academic Advisor](#) if you officially change your name or submit an address change with the Registrar's Office.

Last revised on: 6 September 2011.

English Department Note: The above information represents the Graduate School webpage information as of March 9, 2010. All of the above dates are tentative and subject to change. For current information, visit: <http://www.memphis.edu/gradschool/graduation.php>