

# **Graduate Student Handbook**

**Department of English**

**University of Tennessee**

**2008-2009**

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## ACKNOWLEDGMENTS

The 2008-2009 version of the Graduate Student Handbook delineates the procedures for M.A and Ph.D. candidates with the aim of making advising easier. Though this handbook has come to you in an electronic format since 2005, it represents the cumulative efforts of many people involved with the graduate program. In 1989 Nancy Goslee drafted a first version of the handbook. Without her efforts and those of Chuck Maland, it simply would not be available. Michael Lofaro then took it through several editions, Mary E. Papke put together the 2003-2004 edition, and Misty Anderson saw it through the 2006-2007 edition. Dinah Brock typed countless versions of the handbook with unfailing patience and good humor, and Leanne Hinkle helped to prepare this and previous editions. Thanks to all of the above for their contributions. Paper copies of this document are available on request from the Graduate Office.

Allen Dunn  
Director of Graduate Studies  
July 14, 2008

## INTRODUCTION

This manual seeks to provide you with basic information about the graduate program in English and to anticipate many of the questions that arise for every graduate student. **GRADUATE STUDENTS ARE EXPECTED TO BE AWARE OF ALL REGULATIONS GOVERNING THEIR WORK AND STUDY AT THE UNIVERSITY.** This manual, the Graduate Program in English website, and the General and Graduate School Catalogs, published regularly by the University, contain the relevant policies and requirements governing graduate education. If in doubt about something, check with your advisor, the Director of Graduate Studies, the Graduate Secretary, or other appropriate persons. Also, check the departmental calendar for important deadlines. This calendar and other key memos are also available on the Graduate Studies in English Blackboard site at <http://online.utk.edu/>. While an attempt has been made to be as complete as possible in this handbook, some details may have been inadvertently omitted. Please inform the Graduate Office of such omissions so that we can make subsequent editions of the manual more complete.

Several individuals and committees in the Department supervise and administer the graduate program. The Director of Graduate Studies (DGS) coordinates the activities of the committees and the graduate program as a whole. The Director and the Graduate Secretary make up the Graduate Office and together act as a clearinghouse for correspondence with active graduate students. Because several committees and their actions will affect you during your tenure here as a student, you should know of their existence and their general functions and responsibilities. The Graduate Committee, chaired by the DGS, continually reviews the academic structure and procedures of the graduate program and recommends changes to the faculty. It also reviews the results of the comprehensive examinations. The Graduate Admissions Committee evaluates credentials of graduate student applicants and makes recommendations concerning admission and the awarding of assistantships, associateships, and fellowships.

Many rules and regulations must be taken into consideration during your graduate studies. All regulations in this Handbook must be followed to maintain good standing in the program. There may be extenuating circumstances that justify modification of these stipulations. If you feel that special consideration should be given to your situation, see the DGS, who will advise you about petitioning the Graduate Committee. The committee will review your petition and inform you of its decision.

# DUTIES AND RESPONSIBILITIES OF FACULTY AND GRADUATE STUDENTS

## ***Duties and Responsibilities of Faculty***

The Department has important responsibilities to you. We seek to provide you with the best possible training through course work, seminars, speakers, travel funds, research experiences, and other activities. We have an obligation to keep ourselves current in our professional areas and to participate in meetings and conferences on topics in our respective fields of interest. We attempt to give you the best possible guidance in the selection of course work and research. When the time comes for you to seek employment, we will assist you in every way possible.

Finally--and sadly--in some cases we might conclude that you cannot continue in your graduate studies. If that happens, we will inform you of the decision at the earliest opportunity so that you will have time to reevaluate your goals and decide how to proceed. We also believe that we have an obligation in such cases to do whatever we can to help you through the transition.

## ***Duties and Responsibilities of Graduate Students***

Every graduate student is expected to meet all the requirements set forth in the current Graduate School Catalog and all the other requirements specified by the Department. These are subject to change; you will be notified of modifications in Departmental rules and procedures in your mailboxes. Copies of the modifications will also be available in the Graduate Office and on Blackboard. Students are expected to keep informed about these changes.

Graduate students are expected to attend their classes and to participate actively in Departmental functions. We expect that you will behave in a reasonable manner both on and off the campus.

Students with Graduate Teaching Assistantships or Associateships bear extra responsibilities because they are also part of the teaching faculty. The Graduate Teaching Assistants are responsible for promptly contacting the faculty member with whom they will work during a semester so that they can be informed of their duties and responsibilities in that regard. Graduate Teaching Associates, who teach their own freshman classes, are responsible for meeting their classes and conducting them as effectively as possible. Grading of quizzes and papers should be completed promptly, enabling students to learn from their mistakes and the teacher's suggestions and comments. If a Teaching Associate must miss a class for some reason, that person must find someone to teach the class and inform the appropriate English Department Offices of the absence. Both Assistants and Associates are expected to begin their duties on the first day of meetings specified for their group. New Graduate Teaching Associates normally report for training a week before classes begin in the fall Semester. Graduate Teaching Assistants usually meet one or two days before the start of fall Semester classes.

Graduate Teaching Assistants are expected to work 10 hours a week, about 1/4 of their time. Each semester half of the time devoted to work will be spent tutoring in the Writing Center, and half will be devoted to classroom experience in the teaching of composition.

A Graduate Teaching Associate is expected, according to the Graduate School, to work 20 hours a week on teaching and to spend the other half of his or her work-week on his or her own studies. In practice, both halves of this work-week may necessitate longer hours, and the balance between responsibility to your students and to your own research is often difficult to maintain. Both short- and long-range scheduling is helpful and will serve you well once you take a faculty position.

The reputation of the Department at the freshman level depends significantly upon the performances of our Graduate Teaching Associates and Assistants. The Department expects everyone with an associateship or assistantship to take this responsibility seriously. Assistantships are granted for one-year periods or shorter and may be renewed annually or each semester. The student is responsible for reapplying for an associateship; renewal is not automatic. Renewal will depend upon a) satisfactory performance on exams, b) satisfactory performance of teaching duties--we place high emphasis on excellence in teaching, c) maintenance of an acceptable standard of work in graduate classes, and d) satisfactory progress toward meeting degree requirements. These standards must also be met, of course, if the student is to retain the teaching associateship for the complete academic year. Further information on these positions is given later in the section on Financial Aid.

The Departmental mailroom is in 316 McClung Tower. All graduate students are expected to check their mailboxes regularly, once a day if possible. They should also maintain and check a university email account, which the Graduate Office will use for electronic correspondence and memos.

Normally, graduate students will not be appointed to administrative positions within the department unless they have completed their comprehensive examinations.

Advanced Ph.D. students who are excellent teachers may be selected to teach one semester of a sophomore course in lieu of a normal teaching associateship assignment.

# ENTRANCE REQUIREMENTS

## **M.A. Admissions**

To be accepted into an M.A. program in the English Department, a student should have already completed a minimum of 18 semester hours of upper-division English courses; a major in English (30-36 hours) provides a stronger base for further study but is not a requirement for admission. Although the Graduate School requires a 2.7 or B cumulative average in all previous course work for admission, prospective M.A. candidates should usually have a better than B+ average in English courses. In making its decision, the Admissions Committee considers grades, recommendations, GRE scores, a statement of goals, and the writing sample. It looks for students who can complete the program successfully and who will add liveliness and intellectual energy to the program. Although grades and GRE results are by no means the only factors considered in admission decisions, most students admitted for fall 2008 had an A- overall GPA, GRE verbal scores of 600 or better, and GRE Analytic scores of 5.0 or better.

## **Ph.D. Admissions**

For admission to the Ph.D. program, a student should have an M.A. in English. In unusual circumstances, highly prepared students with some graduate work in other fields may be accepted on condition that they take up to 30 semester hours of additional course work. Although the Graduate School requires a 3.0 minimum for admission to a Ph.D. program, the English Department normally requires a 3.5 or better in graduate course work. Grades and GRE results are by no means the sole determining factors in admission decisions, but most students admitted for fall 2008 had an A- overall GPA, a combined verbal and subject GRE score of 1200 or better, and an analytical score of 5.0 or better. The Admissions Committee also looks for evidence of independent research.

The Director of Graduate Studies in consultation with the student will count previous graduate course work in English (including the M.A. degree) toward the Ph.D. requirements after a transcript evaluation. For limits on the number of hours that may be transferred from other universities, see the Graduate Catalog. Normally, the Department's Graduate Admissions Committee considers acceptance into the Ph.D. program and financial support through a teaching associateship as a package and thus considers actual or potential teaching ability as part of the entrance requirement. Ph.D. applicants who have had no teaching experience may be offered a graduate teaching assistantship for one or two semesters before becoming an associate.

## **Submitting Application Materials**

Admission forms for the Graduate Program in English and for the Graduate School are available on the departmental website at [http://web.utk.edu/~english/grad/gs\\_app\\_forms.shtml](http://web.utk.edu/~english/grad/gs_app_forms.shtml). Applicants should take the GRE tests no later than December of the year preceding the fall term in which they hope to enter. All papers forwarded to the Graduate School are processed and returned to the English Department, but applicants should make sure that copies of all necessary materials reach the Department by January 15 for applications to the Masters' Program and, except for forthcoming GRE scores, by December 15 for applications to the Doctoral Program;

offers of appointment will be made soon thereafter. It is crucial that the student's file in the office of the Director of Graduate Studies in English be completed as early as possible so that the student may compete favorably with other applicants. Files completed after the program deadlines will not be considered. If an applicant is completing a degree at the application deadline, she or he should send a final transcript as soon as possible. No action is taken until the complete transcript has been received. GRE scores for both the M.A. and Ph.D. applications must be received by the January 15<sup>th</sup> deadline. The English Department accepts applications for admission for the fall semester only. Please follow the instructions below to ensure that your materials arrive before the December and January Deadlines.

#### **Part I:**

Send these parts of your application directly to Director of Graduate Studies, Department of English, 306 McClung Tower, University of Tennessee, Knoxville, Tennessee 37996-0430:

- Application for Graduate Appointment -- *Department of English*, University of Tennessee, Knoxville, Tennessee 37996-0430. This application, available in paper or online at <http://web.utk.edu/~english/grad/index.shtml>, serves as an application for admission to the department and as an application for a teaching appointment if you so indicate.
- A critical writing sample of up to 10 pages. This writing sample should illustrate the candidate's ability to craft critical arguments in the context of English studies. Candidates applying for the M.A. Concentration with Writing Option in Creative Writing may also submit a sample of their creative work up to 10 pages. Candidates for the Ph.D. with Creative Dissertation should send five copies of no more than 25-30 pages of fiction or creative non-fiction or 15 poems, with name, address, and phone number on a title page only. This is in addition to the critical writing sample.
- Three letters of recommendation. Letters of recommendation which comment on the student's academic ability, most recent performance in English courses, and any previous teaching experience play an important part in determining acceptance and appointments. Please use the recommendation forms provided on the website; attach an additional letter if desired.
- Copies of Graduate Record Examination Scores (General for M.A. applicants and both General and Subject for all Ph.D. applicants) Please note that scores are valid for only 5 years; be sure that your scores will still be valid as of January of the current application year. Unofficial photocopies are fine for the department; official scores go to the Office of Graduate Admissions.
- Copies of transcripts of all colleges and universities previously attended. These may be unofficial photocopies of the official transcripts. The official forms must be sent to the Office of Graduate Admissions and Records as indicated below.

#### **Part 2:**

Send the parts of your application listed below directly to **Office of Graduate and International Admissions**, University of Tennessee, Knoxville, TN 37996-0220:

- A Graduate Application for Admission Form. Electronic or downloadable forms for print are available through the links to the Graduate School of the University of Tennessee at [http://web.utk.edu/~english/grad/ga\\_application.shtml](http://web.utk.edu/~english/grad/ga_application.shtml)
- **A \$35.00 application fee.**
- Official Graduate Record Examination (GRE) scores.
- Official Transcripts from all colleges and universities previously attended.

**Please pay careful attention to where you send your application materials.** You are responsible for making sure that the application is complete. APPLICATIONS COMPLETED AFTER THE ANNOUNCED DEADLINES WILL NOT BE CONSIDERED FOR FALL TERM ADMISSION.

Candidates who are denied entrance into graduate degree programs may reapply for admission only if their application has been substantially enhanced. Please see or call the Director of Graduate Studies for suggestions. Any candidate who is denied admission to the graduate program twice will no longer be eligible or considered for admission. The English Department does not admit non-degree or provisional students to its graduate programs.

## [The M.A. Program](#)

### *General Description and Summary of Requirements*

Tennessee's M.A. in English provides excellent training in literary and critical studies and a flexible curriculum. Students at the M.A. level can pursue a general curriculum or specialize in anything from medieval literature to postmodern/contemporary studies, or they can pursue a more general curriculum. They may also choose either a concentration in Writing, Rhetoric, and Linguistics or a concentration in Creative Writing. Each concentration combines courses in English literatures and cultures with courses in these respective areas and culminates with a capstone thesis project. Our M.A. graduates go on to excellent Ph.D. programs in English as well as careers in editing, publishing, secondary teaching, and the non-profit and private sectors.

The M.A. in English requires a minimum of 24 hours of coursework in English (30 for non-thesis students), fulfillment of the foreign language requirement, and a final written examination and oral examination OR a thesis and an oral examination.

### [M.A. in English Literatures and Cultures Curriculum](#)

1. A minimum of twenty-four hours in the Department of English beyond the B.A. degree selected in such a way as to provide a firm grasp of English and American literature.
  - Six hours at the 600 level.
  - Twelve additional hours at the 500-600 level. (A student may apply only three hours of 593--Independent Study--toward the M.A. in English.)
  - Six hours for graduate credit at any level, including the 400 level.
  - In this course work, students must maintain at least a B average.

2. **A thesis**, for which six semester hours of credit are given (See [M.A Thesis](#) below) **Or the non-thesis option** which requires a comprehensive written examination (See For [Non-Thesis](#) Candidates below) and includes six hours of additional coursework at the 500-600 level, making a total of thirty hours. The thesis will be supervised and approved by a project director and two other English Department faculty members.
3. Evidence of proficiency in one foreign language, to be fulfilled in one of the following ways:
  - Completion of a second year (or demonstration of competence on a waiver or proficiency examination) of a language at the college level with a grade of C or better. (NOTE: This method does not satisfy a Ph.D. language requirement. The following two do.)
  - French 302 or German 332 at the University of Tennessee with a grade of B or better.
  - Passing the regular Ph.D. foreign language examination as currently administered at the University of Tennessee.
  - Non-native-English speakers may offer a native language for completion of the language requirement for the M.A.

Note: A master's student who cannot demonstrate proficiency in any approved language under any of the available options within three attempts must leave the program without a degree.

4. An oral final examination on the English Literatures and Cultures Reading List. (See [M.A. Comprehensive Examination](#) below)

### *M. A. in English with Concentration in Rhetoric, Writing, and Linguistics* *Curriculum*

1. A minimum of twenty-four hours in the Department of English beyond the B.A., of which at least nine must be in writing and nine must be in literature. The remaining six hours may be selected from any English courses at the proper level.
  - Six hours at the 600 level.
  - Twelve additional hours at the 500-600 level. (A student may apply only three hours of 593--Independent Study--toward the M.A. in English.)
  - Six hours for graduate credit at any level, including the 400 level.

In this course work, students must maintain at least a B average. Students must take at least nine hours in writing and nine in literature.

2. A thesis that analyzes some aspect of writing or rhetorical theory, for which six semester hours of credit is given. (See [M.A. Thesis](#) below). In addition to the project director, two other English Department faculty members will supervise and approve the project; at least one should be drawn from the literature faculty. (See [M.A. Thesis](#) below)
3. Evidence of proficiency in one foreign language, to be fulfilled in one of the following ways:
  - Completion of a second year (or demonstration of competence on a waiver or proficiency examination) of a language at the college level with a grade of C or better. (NOTE: This method does not satisfy a Ph.D. language requirement. The following two do.)
  - French 302 or German 332 at the University of Tennessee with a grade of B or better.
  - Passing the regular Ph.D. foreign language examination as currently administered at

- the University of Tennessee.
- Non-native-English speakers may offer a native language for completion of the language requirement for the

M.A. Note: A master's student who cannot demonstrate proficiency in any approved language under any of the available options within three attempts must leave the program without a degree.

4. An oral final examination on the M.A. Reading List for Rhetoric, Writing and Linguistics. (See [M.A. Comprehensive Examination](#) below)

### **M.A. in English with Concentration in Writing Curriculum**

1. A minimum of twenty-four hours in the Department of English beyond the B.A. degree.
  - Six hours at the 600 level.
  - Twelve additional hours at the 500-600 level. A student may apply only three hours of 593 (Independent Study) toward the M.A. in English. (Note: Writing students may substitute one 400-level writing course for one 500-level course.)
  - Six hours of graduate credit at any level, including the 400 level.

In this course work, students must maintain at least a B average. A student must take at least nine hours in writing and nine in literature. Of the courses in writing, at least three hours must be taken at the 500 level; additional 500-level courses are strongly recommended.

2. A creative thesis: a collection of poems or short stories, a short novel, a play, or creative works of non-fiction prose are acceptable. In addition to the project director, two other English Department faculty members will supervise and approve the project; at least one should be drawn from the literature faculty. (See [M.A. Thesis](#) below)

3. Evidence of proficiency in one foreign language, to be fulfilled in one of the following ways:
  - Completion of a second year of language (or demonstration of competence on a waiver or proficiency examination) at college level with a grade of C or better. (NOTE: This method does not satisfy a Ph.D. language requirement. The following two do.)
  - French 302 or German 332 at the University of Tennessee with a grade of B or better.
  - Passing the regular Ph.D. foreign language examination currently administered at the University of Tennessee.
  - Non-native-English speakers may offer a native language for completion of the language requirement for the M.A.

Note: A master's student who cannot demonstrate proficiency in any approved language under any of the available options within three attempts must leave the program without a degree.

4. An oral final examination. (See [M.A. Comprehensive Examination](#) below)

There is no residency requirement for the M.A. degree, but students are urged to pursue a full-time program whenever possible.

These are minimum requirements. Choices among them should be discussed by student and advisor, taking into account both research plans and possible teaching plans. For example, students planning to specialize in the medieval period should study Latin; students planning to teach in Florida or the Southwest might consider Spanish.

### *Nature of Courses*

M.A. candidates may take up to 6 hours of coursework at the 400 (undergraduate/ graduate), but 400-level courses should be taken **only** if an appropriate graduate course is not available. Candidates should concentrate their coursework at the 500 (reading) and 600 (seminar) levels. As the numbering system indicates, seminars are the most demanding in terms of primary and secondary research requirements for substantial papers and in-class reports. Reading courses cover a broader range of material. They usually require shorter papers, assignments, or exams as the professor sees fit. Undergraduate courses usually require two papers and two examinations, with an additional assignment for students asking for graduate credit.

M.A. students may count only English department courses toward the 30 hours required for the degree. A student on assistantship or associateship who is making normal or accelerated progress toward a degree may use a fee waiver to take courses outside the department provided those courses meet the larger purposes of the student's program. For example, a student who has completed the 18 hours of English course work necessary for promotion to Teaching Associate by the end of the first spring semester would be free to enroll in an appropriate history course during the summer. A student who took English courses during the summer term would be running ahead of schedule and thus be free to take an outside course during the next year.

### *The M.A. Thesis*

M.A. students planning to write a thesis should meet with the Director of Graduate Studies in their first year to clarify the nature and expectations of the project and to confirm that the student has a committee in place.

Plan early. With your advisor, choose course work to develop a primary area of research. Thesis writers should meet with the Director of Graduate Studies and potential thesis directors in the spring of their first year. Students should plan to devote a portion of the summer to planning and researching the thesis.

Topic for Thesis. This will often arise from seminar research or independent study, or it may come out of preliminary discussions with a faculty member who works in a field that interests you. The topic must reflect original research and interpretation. The topic should be chosen from British, American, or Comparative literature; from American or British language; from the field of Editing; from Rhetoric or Composition; from Technical Writing; from Critical Theory; from Creative Writing; or from another field or combination of fields approved by the Graduate Committee. Preliminary research should include dissertation abstracts as well as standard bibliographies and the use of the full gamut of research tools.

Director. The director must be approved to direct theses or dissertations by the Department of English and the Graduate School and should be an active scholar in the area of the written work. It is possible that the student may need to modify a topic to work successfully within the department's or the university's areas of expertise.

Length of Thesis. The length of the thesis will be determined by the student and the director, in consultation with the Director of Graduate Studies. Most M.A. theses are between 60-100 pages.

## *M.A. Comprehensive Examination*

### **For Thesis Candidates**

A candidate presenting a thesis or creative project must pass a ninety-minute oral examination focusing in part on the thesis but consisting chiefly of questions covering English and American literature. Reading lists for candidates in the English Literatures and Cultures and the Rhetoric, Writing, and Linguistics concentrations are available from the Graduate Office, 306 McClung Tower, and on the Department's Blackboard site. An M.A. with Creative Writing Option candidate may reduce the minimum English Literatures and Cultures reading list (available in the Graduate Office) by one-fifth but may not eliminate any one author or more than one entry from any one author. The revised reading list, after approval by the candidate's committee, must be submitted for approval to the Director of Graduate Studies at the time of application of candidacy (that is, by the end of the term before the term in which the student plans to graduate). At least one hour of the oral examination should focus exclusively upon the literature outlined in the revised reading list. A thesis student who fails the oral examination may retake this examination once and must do so within one semester's time. A second failure will remove a student from the Master's program.

### **For Non-Thesis Candidates**

The comprehensive written examination for non-thesis M.A. students is given three times a year. A file of old examination questions is available in McClung 306 and on the Department's Blackboard site. The examination is based in part upon the minimum reading list for the English Literatures and Cultures concentration. This list is also available in the Graduate Office and on the Blackboard site. The written examination is given once each term, within a framework of dates established by the Graduate School--usually a little after the middle of the term, except for summer when it's given the second Saturday in June. It is a three-hour examination, with an extra hour allowed for planning and revision. International students whose native language is not English may request a fifth hour by written petition to the Director of Graduate Studies two weeks before the exam.

The committee that draws up the examination is a standing committee whose members serve for overlapping two-year terms, which provides consistency and continuity. One member of the committee proctors the examination as it is given and does not read the examinations; all examination books are numerically coded so that the exams are read anonymously. Students should not discuss their examinations with faculty members until after the exams have been graded. Three members of the committee read all the M.A. examinations together, deciding on a grade of Pass or Fail. M.A. students who fail the written comprehensive examination may retake it once, within one semester. A student who fails the M.A. written examination twice will not be granted a degree and must leave the program. M.A. students who pass the written exam then take an oral exam given by a director, chosen by the student, and two other faculty members, selected by the student in consultation with the director. The orals committee decides whether the oral exam is a Pass and, in some cases, whether to recommend that the student be permitted to enter the Ph.D. program. U.T. M.A.s must receive a favorable recommendation to be admitted into the doctoral program. If a student passes the M.A. written examination but fails the oral examination, he or she may retake the oral examination once and must do so within one

semester. A second failure of the oral examination will remove a student from the Master's program.

Students taking the M.A. Written Examination register for a minimum of three credit hours in the term in which they take the examination (fall, spring, or summer). A student not otherwise using University facilities may pay the comprehensive examination fee instead of registering. A student need not register for both summer sessions. A student who does not wish to take a course may register instead for three credits of English 502 (registration for use of facilities).

### *Timetable for Completion of the M.A. Degree*

For students with a graduate teaching appointment, the M.A. program is typically a two-year course of study, with 18 hours of coursework in the first year and 12 hours in the second. If the student selects the thesis option, these 12 hours will consist of 6 hours of course work and 6 hours of thesis. If a student comes into the program with the foreign language requirement completed, he or she needs only to take a normal load of courses in the fall and spring semesters and to prepare for the M.A. exam to complete the M.A. degree. Those on assistantships may also take courses in the summer and still have a tuition waiver. Under Graduate School regulations, the maximum time for completing the M.A. degree is six years.

M.A. students on assistantships should also be aware of a long-standing policy of the graduate program: Students on Assistantship-Associateship must complete their M.A. degrees **WITHIN TWO YEARS**; support does not extend past the summer of the second year. Thus, if a student falls behind on course work, that student should plan to catch up by taking a course in summer school. This also means that students should be thinking about filling in gaps in the M.A. reading list from the time they arrive because the M.A. exam (written and oral for non-thesis students; oral for thesis students) must be taken in addition to regular course work.

Entering M.A. students should note as well that the Graduate School requires the successful completion of 18 hours of graduate course work in English before an associateship can be granted. It is thus essential for a Graduate Teaching Assistant to complete 18 hours of English course work by the end of the first full year.

### *Pre-registration and Advising*

#### **Current Students**

Approximately one week before campus pre-registration, the English Graduate Office provides the descriptions of all departmental courses offered for graduate credit. Students should talk with their advisors during that week. Registration is done on-line during the pre-registration period. Follow instructions in the current semester timetable for completing registration procedures.

## **New Students**

A spring mailing is sent out to new incoming students; it includes a timetable and descriptions of course offerings for the following fall, along with a letter of advice. The letter suggests a balance between pursuing established interests and investigating new areas, a balance among genres, and caution about enrolling in seminars during the first term. Students are welcome to call or visit the Graduate Office for further advice from the Director of Graduate Studies before registering. Computer registration may be completed at various times during the summer and on the drop and add system during late registration at the beginning of the fall term. Following the general meeting for all members of the department, the Director of Graduate Studies meets with M.A. and Ph.D. students to review the programs and answer questions. At this point he or she also begins individual conferences with each new student to review previous course work and the fall schedule, and to suggest an advisor in the student's probable area of concentration.

## [The Ph.D. Program](#)

### ***General Description and Summary of Requirements***

The Ph.D. in English at Tennessee combines a breadth of study throughout the field of English with a range of options for advanced work in various specialties. Strong faculty resources in the British and American traditions, Rhetoric and Composition, critical theory, textual studies, creative writing, and other area studies provide support for a range of research projects. Candidates build on broad training from the M.A. with a range of coursework in the Ph.D. They are then credentialed through an examination process that grounds them in their respective fields and develops their particular specializations. The degree culminates in the dissertation, usually written during the fourth and fifth years of study.

Candidates elect one of the following concentrations to structure their studies:

***The Ph.D. in English, Concentration in Literature, Criticism, and Textual Studies*** builds on the department's historic strength in literary studies. The British and American literary traditions, medieval studies, ethnic literatures, post-colonial and international literatures, critical theory, textual studies, folklore, film, and work in other fields support student research in a variety of genres. Candidates are encouraged to take responsibility for a broad range of material while choosing a particular research focus that prepares them for advanced work in the field of English. Candidates prepare through a combination of rigorous coursework, field examinations, and a dissertation.

***The Ph.D. in English, Concentration in Rhetoric, Writing, and Linguistics*** allows students to pursue studies in the history of rhetoric, rhetorical and writing theory, critical theory, composition research and pedagogy, literacy studies, technical communication, applied linguistics, and second-language acquisition. The program encourages interdisciplinary perspectives that make connections with other areas of English studies (period and genre studies,

feminist criticism, literary theory, literacy studies) and other disciplines (legal studies, education, classics, political science, performance theory, philosophy, history, and sociology).

***The Ph.D. in English with Creative Dissertation*** offers outstanding writers the opportunity to pursue a professional program that emphasizes both creative writing and English studies. We offer students excellent professional training through a curriculum rich in literary history, critical theory, and textual studies. The Ph.D. with Creative Dissertation enables students to compose their original creative work, culminating in a book-length manuscript, with the guidance of our excellent creative writing faculty. Students in this program complete all the degree requirements for the Ph.D. and are prepared to pursue university professorships.

### ***For ALL Ph.D. Candidates***

Upon their arrival in the program, each Ph.D. candidate will be appointed a first-year faculty advisor to help with the transition to Ph.D. work and with graduate requirements. We encourage the professional development of our degree candidates with individualized advising throughout their program, support for travel to scholarly conferences and research collections, and professional development opportunities.

There is a residency requirement for the Ph.D. degree. Residence is defined as full-time registration for a given semester on the campus. The summer semester is included in this period. This requirement is a minimum of two consecutive semesters of residence.

Ph.D. students may not count 400-level courses toward the Ph.D. degree except in the case of those courses transferred in from the M.A. degree or approved by a successful petition to the DGS.

The basic requirements for the Ph.D. degree are as follows. Please familiarize yourself with the detailed descriptions of each requirement below and address any questions you may have to the Director of Graduate Studies as soon as you have them.

54 hours of coursework as specified below, which also meet one of the distributions below. 30 of those hours should be beyond the MA degree

- Satisfactory performance on the first-year review.
- Fulfilling the foreign language requirement (one or two languages) prior to comprehensive examinations.
- Successfully completing comprehensive examinations.
- Successfully completing 24 hours of dissertation credit (English 600-continuous enrollment required), the dissertation, and the dissertation defense.

### ***General Coursework Requirements for all Ph.D. Candidates***

The program of study--normally at least six full semesters--should be approved by the candidate's committee and the Director of Graduate Studies. At least fifty-four semester hours

beyond the B.A. level (of which at least thirty semester hours must be beyond the M.A. level) are divided as follows:

- At least 21 hours at the 600-level.
- At least 15 additional hours at the 500-600 level (Only three hours of Independent Study may be applied toward the M.A. and only three additional hours toward the Ph.D.).
- 15 additional hours of courses at any level approved for graduate credit. Students may take up to six of these hours in collateral areas outside the English Department. A student may, with a supporting letter from his/her dissertation advisor, petition the Director of Graduate Studies to count 400-level courses toward the minimum number of credit hours up to a maximum of 12 credit hours.
- Three semester hours (if the student wishes to serve as a Teaching Associate in the Department of English) of the Departmental course in the teaching of composition. This course may be waived by the Director of Composition if the student has previous teaching experience or has taken a similar class.
- 24 semester hours of dissertation. Once a student has completed course work and foreign languages, he or she normally registers for English 600. **Once a student does register for it, he or she must continue to do so, including the summer term, for a minimum of 3 hours, unless granted a leave of absence by the Graduate School.** These hours represent the research for and writing of the dissertation, which will be directed by a faculty member of the department and approved by him or her and three or four other faculty members, including one from a field other than English.

If the student has an M.A. from another institution, he or she may normally transfer twenty-four hours, but the level of credit (400, 500, or 600 level) for each course transferred will be determined by the Director of Graduate Studies at the University of Tennessee, Knoxville, after the student has entered the doctoral program.

In all concentrations, only 3 hours of 593 (Independent Study) can be used to meet the requirements for the Ph.D., which means that students need to make careful course selections.

Students may need to take more than the minimum of 54 post-B.A. and 30 post-M.A. hours to complete their particular program. Students should also keep in mind that they must have two graduate-level courses in a particular field in order to take that field comprehensive examination.

### [Specific Course Requirements for Concentrations](#)

We encourage students to pursue coursework in fields or concentrations other than their specialty with the understanding that the ability to make connections across the field of English studies and to take responsibility for teaching surveys, introductory courses, and broad topics courses will be an asset in job searches and future employment. In addition to the general coursework requirements, Ph.D. candidates elect to fulfill the specific course distributions appropriate to their area of focus.

### [Ph.D. in English: Literature, Culture, and Textual Criticism](#)

At least two courses in literature before 1800.

At least two courses in literature after 1800.

At least one course in methodology, research, or theory.

These requirements may be satisfied with coursework from the M.A. degree. A student may take 3 hours of 593: Independent Study as a doctoral student and focus the content of the course to meet any of the three distribution requirements above.

### **Ph.D. in English: Creative Dissertation**

At least three writing courses in the Ph.D. (580, 581, or 582; 463, 464 and 484 by special petition only).

At least one course at the 600-level seminar (686 or other by petition).

NB: 580 and 581 can only be repeated 2 times. Only 1 workshop transfers from the M.A. or MFA degree toward the fulfillment of these requirements. A student may, with a supporting letter from his/her dissertation director, petition the Director of Graduate Studies to count 400-level courses toward the minimum number of credit hours up to a maximum of 12 credit hours.

### **Ph.D. in English: Rhetoric, Writing, and Linguistics**

At least three courses in RWL at the 500 level (575, 585, 586, 587, 588, or 589).

At least one course in RWL at the 600 level (680, 682, 690).

A student may, with a supporting letter from his/her dissertation advisor, petition the Director of Graduate Studies to count 400-level courses toward the minimum number of credit hours up to a maximum of 6 credit hours.

### **Exceptions to coursework**

Courses outside the department at UT: Ph.D. students are encouraged, though not required, to take up to six hours outside the department (for graduate credit) to count toward the degree. These courses should be chosen in consultation with the Director of Graduate Studies and an advisor in the student's major area; they offer an opportunity for later choosing an outside reader for the dissertation.

Courses at other institutions: At the discretion of the Director of Graduate Studies, a student may receive credit for up to six hours of graduate courses taken off campus that function at a level of excellence equal to that which we expect in our own departmental courses (Linguistic Institute of America Seminars and Fulbrights, for example) and that clearly enhance his or her professional abilities and careers in ways that we cannot accommodate on this campus. All such courses require prior approval of the Graduate Office and are evaluated on a case-by-case basis. This category does not allow simple transfer credit for courses that resemble our own and are taken at other universities. The total for all non-UT Department of English hours, either from inside UT or from another institution, that count toward the minimum of 54 required hours may not exceed six.

Other exceptions: Requests for exceptions to curriculum regulations should be discussed with an advisor and then presented in the form of a written petition to the Director of Graduate Studies. Exceptions that concern Graduate School requirements, as stated in the general sections of the Catalog, should then be forwarded to the Dean of the Graduate School, Dr. Carolyn Hodges, 111

Student Services Building. Exceptions that concern departmental requirements or policies are handled either by the Director of Graduate Studies or referred by him or her to the Graduate Committee.

### *Ph.D. Language Requirement*

Candidates must successfully complete the language requirement in one of the following ways:

- 1) Two foreign languages approved by the Director of Graduate Studies. The requirement for each language may be fulfilled in any of the following ways:
  - French 302 or German 332 with a grade of B or better.
  - Completion at the University of Tennessee of any two-semester courses on the 300 level, or above, in the foreign language or literature with at least a grade of B in each course.
  - Passing the regular Ph.D. foreign language examination as currently administered at the University of Tennessee.
- 2) One foreign language approved by the Director of Graduate Studies. This requirement must be fulfilled in the following way: a passing grade on the language examination given by the University of Tennessee and completion of two semester courses given in the foreign language at the 400 level or above, one course at least to be at the 500 or 600 level. A minimum grade of B must be received in each course.
- 3) One foreign language approved by the Director of Graduate Studies and intense study of the English language. This requirement must be fulfilled in the following way:
  - completion of a, b, or c in option (1) for foreign language noted above;
  - completion of English 508 and 509 with a minimum grade of B in each course (one other course in the English language taught at the University of Tennessee could, with the approval of the Director of Graduate Studies, be substituted for one of these courses; a minimum grade of B must also be earned in that course). PLEASE NOTE: the sequence of English 508-509 is given only in alternate years. These courses will not count toward the minimum number of courses for the Ph.D., and anyone electing this language option may not take a special topics Ph.D. comprehensive examination in English language and linguistics.

Students who plan to fulfill their language requirement through the Doctoral Language Exam can obtain copies of recent translation exams from the Graduate Secretary. A doctoral student must leave the program if one language is failed three times or with any combination of six unsuccessful attempts to complete the Ph.D. language requirement.

These are minimum requirements. Choices among them should be discussed by student and advisor, taking into account both research plans and possible teaching plans. For example, students planning to specialize in medieval studies should study Latin and/or French; students planning to teach in Florida or the Southwest might consider Spanish.

### *The First Year Review*

The first year review is designed to help students identify strengths in their profile and think about how to develop further as scholars in their fields. The first year review consists of

- A restatement of purpose from the candidate.

- Transcripts of first year grades.
- A short statement from each professor elucidating the grade and the student's performance.

These materials are due in early May in the Graduate Office, and a committee of four faculty members, chaired by the Director of Graduate Studies, will review them as soon as they are complete. Students will receive a written summary of the committee report over the summer, and they are invited to meet with the Director of Graduate Studies to review the report. The committee will either recommend that the candidate proceed with the degree or recommend that the student be placed on probation. Students placed on probation will need to complete the review again at the end of the second year. If the committee does not recommend that the candidate proceed in the second review, the candidate will be asked to leave the program.

### *Written and Oral Comprehensive Examinations*

After completing all course work and language exams, the student will take three comprehensive examinations. Students entering the program before fall 2005 may elect to pursue the comprehensive examination tracks outlined in the 2004-2005 Handbook (on file in the Graduate Office).

### *Comprehensive Examination Planning*

In the spring of the second year of doctoral study, a student should submit to the Graduate Office a plan for the written comprehensive examinations (see below, *Written Comprehensive Examinations* for a description of these examinations). In the plan, the student chooses two fields and three professors with expertise in the field for each field exam. Some overlap in the membership of these committees is permissible. If the DGS and the Graduate Review Committee approve the plan, the student will be permitted to prepare to take the exams, normally in the fall of the third year. The contents of the third exam, an oral specialized exam, are decided in consultations between the student, the student's prospective dissertation director, and two other members of the professorial staff. The oral specialized exam, like the written comprehensives, requires approval by the DGS and the Graduate Review Committee. Normally, the student takes the oral specialized exam in the spring semester of the third year. Upon successful completion of the oral specialized examination, the student turns to writing a dissertation prospectus.

Comprehensive examinations are normally given twice a year, in early September and in March. Students must register their intent to take an exam the semester before the exam and must meet all deadlines for filing their reading list with the Graduate Office (306 McClung Tower). Students must begin taking comprehensive examinations no later than the second offering of the examinations after they have completed all required course work and language requirements. At a minimum, students must take at least one examination in each offering until all three examinations are completed successfully. If, however, a student elects to begin the examination sequence with the first offering after the completion of all requirements, that student may request to use one and only one examination offering as a study period by notifying the Graduate Office in writing four weeks before the exam date, the due date for the final reading list for that exam. A penalty of failure of one examination will be assessed for each offering for which a student

does not comply with these requirements.

### **Written Comprehensive Examinations**

Written comprehensive examinations are designed to develop the student's breadth of knowledge in the particular field. The following fields have been approved by the department: Medieval, Renaissance, Restoration and 18<sup>th</sup> Century British, 19<sup>th</sup> Century British, American to 1900, 20<sup>th</sup> Century American, Modernism, Contemporary, Critical Theory, Feminist Studies, one genre (Novel, Drama, Poetry), African American Literature, Southern Literature, Rhetoric, Composition, or Linguistics. A student may not elect to take both the 20<sup>th</sup> Century American and either the Modernism or Contemporary examinations or more than one genre examination. In order to be eligible to take a comprehensive examination, the student must have taken a minimum of six credit hours at the 500 or 600 level in the chosen comprehensive fields. A student may petition the Director of Graduate Studies to count 400 level courses taken for graduate credit toward the minimum number of six credit hours if no higher level courses are available.

Each field has a core list of texts, which are determined by the tenure-line faculty working in the field. In addition to the core list of texts (available in the Graduate Office), each comprehensive examination will feature additional texts determined by the examination committee in consultation with the student. The lists help the student begin to take responsibility for the field, though the field is necessarily greater than the list. A complete reading list must be approved by the committee before the last day of classes in the semester in which the plan was first submitted. The list may be revised, but a final list approved by the committee must be filed with the Graduate Office four weeks before the scheduled examination period.

The written exams will be picked up on a Friday at noon during the designated time frame and returned by email on Monday at noon. Students with family obligations may ask for alternate days of the week to accommodate child care or elder care responsibilities. Students may not discuss the exam with others, either in person or electronically, while taking the exam. Individual committees may have additional instructions, including timed or closed-book sections. Written exams should be a maximum of 5000 words. Students must include a word count when they submit the examination. Examinations over 5000 words must be edited before they will be read. If students take two examinations in a single examination period, they may schedule a weekend between the two exams.

### **The Oral Specialized Examination**

After successful completion of these two written comprehensive examinations, the student in consultation with a committee consisting of a director and two other professors in the department will determine the third oral examination area. The student will prepare a statement of field, including a research question and a bibliography of primary sources and secondary works elaborating the student's third and most focused area of specialization. This area should constitute the background research for the student's dissertation topic. The content of the specialized examination should be defined by the student and the committee, and it should feature intensive investigation of a clearly defined topic. In the past, topics have included medieval women mystics, pastoral utopias in British literature from the Renaissance to the 18<sup>th</sup>

century, the Harlem Renaissance, ESL, American literary naturalism at the turn of the century, post-colonial theory and the modern British novel. The specialized exam must exhibit historical scope beyond that of a single author study. Students electing to work in any field of English Language and Linguistics on the specialized exam may not fulfill the foreign language requirements using English 508/509. For those accepted into the doctoral creative writing option, the third examination will be keyed to the critical introduction of the dissertation project.

The student's proposal and bibliography must be approved both by the student's committee and the Director of Graduate Studies by January 15 for the spring sitting and by May 31 for the fall sitting. The student and committee must meet before that time, review the proposal, and discuss expectations for the exam. The list may be revised, but a final list approved by the committee must be filed with the Graduate Office four weeks before the scheduled examination period. Each oral will begin with a short presentation from the student. The oral, which will normally last for two hours, must be scheduled before the September or March deadline as printed in the graduate calendar.

### **Evaluation of Examination Results**

Normal grading on Ph.D. examinations is P or F; outstanding performance on an examination may receive a grade of Distinction. A student who does not pass an examination must meet with the Director of Graduate Studies as soon as possible to discuss a revised plan. Please also see "Comprehensive Examination Failure Policy" in the section entitled "Examination Procedures."

Graduate School regulations require that comprehensive examinations be completed successfully within five years of the date of matriculation into the doctoral program. Any student who does not pass these examinations within five years of his/her matriculation in the doctoral program (or of the date of the first course taken at UT counted toward completion of the doctoral program) must withdraw from the graduate program.

When a student has successfully completed all three comprehensive examinations, he or she should obtain two forms from the Graduate Office in 306 McClung tower. The first form is the Doctoral Committee Appointment Form which should be filed with the Graduate School at least by the time the student schedules a prospectus meeting with the dissertation committee. The second form is the Application to Candidacy Form which must be filed by the last day of the term before the term in which the student intends to graduate.

These are minimum requirements. Choices among them should be discussed by student and advisor, taking into account both research plans and possible teaching plans.

### **Comprehensive Examination Failure Policy**

If a student fails a comprehensive examination, it must be retaken during the next examination period. If a student fails two comprehensive examinations in the same area, he or she may elect to take an examination in a new area. If a student elects to move to a new area, he or she may

elect to take that examination either in the first or second examining period following the second failure in the original area.

To remain in the program, a student may fail no more than two comprehensive examinations. Any student who fails three comprehensive examinations must withdraw from the graduate program.

A student who fails an examination should meet with the Director of Graduate Studies within two weeks of receiving the notice of failure. At this meeting the student should choose whether to meet individually with the members of the examination committee or with the committee as a whole to discuss the results of the examination and the best avenues of preparation and strategies for successfully retaking the examination.

### *Dissertation Procedures*

**Dissertation Hours:** Once course work has been completed, the candidate should begin registering for English 600, the course number for dissertation hours. The candidate is required to complete 24 semester hours of dissertation and to remain continuously enrolled in dissertation hours for a minimum of 3 hours a term, including during the summer terms, unless granted a leave of absence by the Graduate School. Such absences are usually granted at the recommendation of the Director of Graduate Studies in English but do not extend the maximum period of eight years for the completion of the degree.

**Dissertation Focus:** The candidate's dissertation should reflect original research and interpretation, and the dissertation must be focused on an area of study within the department's three areas of specialization: Literature/Critical Theory/Textual Studies; Rhetoric/Writing/Composition; or Creative Writing. The dissertation should be a book-length work of critical analysis that reflects thorough research in the field, or in the case of a dissertation in Creative Writing, a book-length work of fiction, creative nonfiction, or poetry with a substantial critical introduction to the manuscript.

**Committee:** The candidate's dissertation committee should consist of four or five members, at least three of whom must be approved to direct dissertation research. Under normal circumstances, three members will be from the English department. Additionally, at least one member of the committee must teach in a department other than English. The candidate should select one member of the committee to serve as the director of the dissertation. The director must be an active scholar in the area of the dissertation's research and approved to direct dissertations by the Department of English and the Graduate School. Once all committee members have agreed to serve on the dissertation committee, the candidate must obtain the Doctoral Dissertation Committee form from the English Graduate Office; this form should be signed by the committee members and then submitted to the Graduate School. A second form, the Application to Candidacy form, should be approved by the Director of Graduate Studies in English and then submitted to the Graduate School at least one semester prior to the date the degree is to be conferred.

Prospectus: After the candidate's committee has been formed, the candidate should prepare a prospectus for the dissertation, ideally within a month of passing the third comprehensive examination. This document should propose a subject-area of study, a thesis, and an overview of organization and chapter content that provides a comprehensive rationale for the dissertation. A bibliography of primary and secondary sources should be appended to the prospectus. The candidate should submit an initial draft of the prospectus to the dissertation director; both should confer with other members of the committee prior to the student's completing a final draft. An abstract and final draft of the prospectus should be submitted to the Director of Graduate Studies in English for approval; upon approval, the prospectus should be placed on file in the English Graduate Office, and the abstract will be submitted to the graduate faculty in English.

Submitting Dissertation Work: Once the prospectus has been approved, it is recommended that the candidate submit the manuscript chapter by chapter to the dissertation director. The director is responsible for supervising the revision of the manuscript, making suggestions about content, methodology, style, form and editing, and seeing that corrections are made to initial drafts prior to passing on chapters to other committee members. The director should confer with other members of the committee periodically to ensure that individual chapters are being circulated for review, suggestions, and preliminary approval. To facilitate committee communication, the director should be involved in the conversations between the candidate and other members of the committee, and the candidate should consult the director before making substantive changes suggested by other readers.

As noted above, the candidate is encouraged to submit dissertation writing chapter-by-chapter to the director. If the director has then passed these chapters one at a time to the other members of the committee, the candidate should submit an entire revised draft to each committee member at least two weeks prior to the oral defense. However, if the director has chosen to wait and submit the dissertation in full to the other members of the committee after the candidate has made substantial revisions, the other members must receive a copy of the revised draft in its entirety at least eight weeks prior to the oral defense to allow enough time for the committee to read and make suggestions for revision. While the candidate and the director may choose between these two strategies for submitting the manuscript to the other committee members, no exceptions will be made to the two-week or eight-week minimum required times to submit revised drafts prior to the defense; this is a requirement of the Graduate School and ensures the readers will have adequate time to devote to dissertation review. All members of the committee must agree that the revised version meets all requirements for an acceptable dissertation before a defense may be scheduled.

Oral Defense: Once the dissertation manuscript has been approved by all members of the committee, the candidate and dissertation director should schedule the oral defense on a date and time that all committee members agree is acceptable. At least one week prior to the date of the defense, the candidate should obtain the proper form for scheduling a defense from the Graduate Secretary in English (306 McClung Tower) and submit it to the Graduate School. The candidate should likewise inform the Graduate Secretary in English of the date, time, and place of the defense.

The defense itself consists of an oral examination by all committee members that is at least one hour in length and covers topics related to the dissertation writing and research. According to the Graduate School's stipulations, the defense must occur approximately two weeks prior to their deadline for submitting a final copy of the dissertation in their office; that deadline is approximately two weeks prior to commencement.

After the defense, the committee may not sign the final signature sheets that serve as the cover page for the dissertation or the pass/fail oral report form until they have seen and approved the final copy of the dissertation that includes any final revisions recommended during the oral defense. Once the committee has signed the oral examination report, the candidate should make copies of it, submit the original to the English Graduate Office and, finally, submit a copy of the dissertation and the oral examination report to the Graduate School. All members of the committee are responsible for the accuracy of the candidate's final dissertation manuscript before it is turned in to the Graduate School.

Scheduling: Below is a sample schedule for completing the dissertation and submitting the necessary forms described above; please note that the dates used here are approximate and change yearly according to the fall of calendar dates. If the deadline to submit the dissertation to the Graduate School fell on April 22, the deadlines would be as follows:

#### **SAMPLE TIMELINE: CHECK FOR CURRENT DATES**

- November 30:** Deadline to submit the signed Doctoral Dissertation Committee form and the Application to Candidacy form to the Graduate School.
- February 11:** If the committee has not reviewed the dissertation chapter by chapter throughout the year, this is the deadline for submitting a final, revised version in its entirety to the committee.
- March 25:** If committee has reviewed the dissertation chapter-by-chapter throughout the year, this is the deadline for submitting a final, revised version in its entirety to the committee.
- April 1:** Deadline to schedule defense through the Graduate School.
- April 8:** Deadline to hold oral defense.
- April 22:** Deadline to submit final dissertation manuscript to the Graduate School.
- May 7:** Commencement.

#### **[General Policy for Released Time for Ph.D. Candidates](#)**

After being appointed as a graduate teaching associate and before ABD (all but dissertation) status is attained, all graduate students are eligible to compete for as many released time assistantships as they wish so long as the total released time during this part of their degree

program(s) does not exceed four classes. Normally, the only exception to this regulation is that the research assistant to the Chair of Excellence may be released from as many as eight classes. None of these awards may be held concurrently. (See below, "[Financial Support](#)")

Once ABD (all but dissertation) status is attained, students may also apply for released-time [dissertation fellowships](#), regardless of whether or not they have previously held released-time assistantships. (See "[Financial Support](#)" for more information.) A student who finished all requirements for the Ph.D. but the dissertation within three years of his or her semester of matriculation will receive a Norman J. Sanders Dissertation Fellowship. Those who complete their requirements in more than three years but within four and one-half years of the semester of their matriculation will receive an Emperor Dissertation Fellowship.

After admission into the Ph.D. program, no graduate student will receive more than five years of support to help in completing the Ph.D. degree. This time limit may disqualify an individual from receiving any of the aforementioned awards.

In the selection process, an attempt will be made to make these released time awards available to as many qualified graduate students as is possible. If two equally qualified graduate students have applied, preference should normally go to the student who has not yet received a released time award. Faculty members, except in extraordinary circumstances, will not receive a Wright-Fisher-Adams-Curry Research Assistant more frequently than every other year. Preference will also be given to a professor in an area that has not previously been awarded a research assistant.

Awards that do not involve released time (Thaler, Parker, Du Bois, Martin, Miller, Stewart, Hodges, and Chancellor's) may be held over and above the limitations set forth in this policy but are subject to the individual criteria covering each award as previously stated in this handbook.

## **FINANCIAL SUPPORT**

Graduate students in the department have access to several kinds of financial aid. Campus financial aid, including loans, are handled outside the department. Departmental support (most commonly, assistantships and associateships) are administered through the Graduate Office.

### *Campus financial aid*

- **Graduate Diversity Enhancement Fellowships** - The Graduate School awards this graduate fellowship designed to promote the educational and related benefits of a diverse graduate student body. This fellowship will provide financial support to first-time enrolled graduate students demonstrating significant potential to contribute to the educational mission of the Graduate School by presenting one or more of a wide range of diverse attributes. The Graduate School seeks to recruit, enroll, and retain qualified students who will benefit from educational and social interactions with peers who come from different backgrounds and who have different life experiences, perspectives, and goals. Requires admission to degree program and to the Graduate School.
- **Lori Mayer Re-Entry Women's Graduate Fellowships** - open to entering graduate women students who are U.S. citizens, 27 years of age or older, and who have been out of a

formal educational program for at least five years. Awards \$7,000 stipend for Fall and Spring. Requires admission to degree program at the University of Tennessee, Knoxville and to the Graduate School.

- **Bruce Painter and Eva Woody Seaton Memorial Graduate Fellowships** - open to graduate applicants who demonstrate successful academic and professional performance. Only students in their first semester of graduate work as degree-seeking students are eligible. The award will provide a \$5,000 stipend, paid over 10 months during Fall and Spring for full-time study in a graduate program at the University of Tennessee, Knoxville. Requires admission into degree program and to the Graduate School.
- **Yates Dissertation Fellowships** - open to University of Tennessee, Knoxville graduate students in good standing who will have completed admission to candidacy for the doctoral degree and will have reached dissertation stage prior to the fall of the year in which the award is made. Awards of \$15,000 paid in monthly installments from August through May.
- **J. Wallace & Katie Dean Graduate Fellowships** - To be eligible, the applicant must be a first-time enrollee in a graduate degree program at the University of Tennessee, Knoxville. Awards will be made to selected students who are nominated by academic departments offering graduate programs. Nominees must be fully admitted graduate students who will be engaged in full-time graduate study at UTK. Stipend of \$15,000. To be eligible for this award, students must be nominated by the DGS.
- **Herman E. Spivey Graduate Fellowships** - To be eligible, the applicant must be a first-time enrollee in the fall semester in a graduate degree program at the University of Tennessee, Knoxville. Awards will be made to selected students who are nominated by academic departments offering programs in humanities, including Art, English, Modern Foreign Languages and Literatures, History, Music, Philosophy, and Theatre. Nominees must be fully admitted (Fall 2008) graduate students who will be engaged in full-time graduate study at UTK. Stipend of \$15,000. Awarded on merit. To be eligible for this award, students must be nominated by the DGS.

More information about these and other fellowships is available on the Graduate School's web site. (<http://gradschool.utk.edu/gradfund.shtml>)

## Loans

Four types of loan programs are administered by the Financial Aid office:

- 1) Perkins Loan, formerly National Direct Student Loan, (Financial Aid Form or Family Finance Statement must be on file);
- 2) Guaranteed Student Loan (Financial Aid Form and Family Finance Statement must be on file with appropriate Guaranteed Student Loan forms);
- 3) Parent Loan Undergraduate Student/Supplemental Loan Student (requires appropriate loan papers on file); and
- 4) The University of Tennessee Loan. Processing time varies from one loan program to another. Interested students should contact the Financial Aid Office for more information.

Students must apply through the Financial Aid Office for all loan programs. Loans are limited to U.S. citizens or permanent residents and to students who are officially accepted in degree programs. Students who have attended any post-secondary institution other than UTK must

provide a Financial Aid Transcript to the Financial Aid Office even if no financial aid was received from the previous institution.

### *Departmental Teaching Assistantships and Associateships*

#### **Graduate Teaching Assistantship**

Applicants must complete the B.A. before beginning service. In addition to paying a stipend, the assistantship remits fees for fall, spring, and summer semesters, but students must pay minor charges for activities, diploma, and thesis. Teaching duties are assigned for fall and spring only. Assistants normally devote three-fourths of their time to graduate study and one-fourth to departmental duties which are planned specifically as preparation for teaching. Each Teaching Assistant is assigned to an experienced staff member for five hours a week, observes at least one class regularly, reads student papers, holds student conferences, and teaches at least one week (i.e., three hours) each term under supervision--all at the freshman level. Students also are assigned to the Writing Center for five hours per week. Permission of the Director of Graduate Studies is required for any outside employment.

#### **Graduate Teaching Associateships**

Normally an applicant from another university must have completed the M.A. and had experience either as a teacher or as an intern. Graduate Teaching Assistants at UTK, if their work is satisfactory, and if they have completed 18 semester hours of graduate English courses, will be promoted to Teaching Associates in their second year. In addition to paying a stipend, the associateship remits fees for fall, spring, and summer semesters, but students must pay minor charges for activities, diploma, and thesis or dissertation. Teaching duties are assigned for fall and spring only. Appointees with the M.A. have the option of teaching up to four courses during the regular academic year and may teach an additional class in the summer if it is available. Teaching Associates must take at least six hours of graduate courses each semester of the regular academic year and teach a minimum of two courses during the regular academic year to retain funding. That is, to retain a fee waiver, a student must teach at least one course a term. Permission of the Director of Graduate Studies is required for any outside employment.

At the beginning of the spring semester, Teaching Assistants and Associates whose progress and performance has been satisfactory will receive application forms for renewing their positions for the following academic year. These forms should be completed and returned in a timely manner.

Application forms for Teaching Assistantships and Associateships may be obtained from the Director of Graduate Studies in English and should be returned, completed, before January 30.

NOTE: The Ph.D. Program is considered a three-year program for candidates working full time on their doctorate. Ph.D. candidates who hold Teaching Associateships are expected to complete their doctoral work within four to five years under normal circumstances; the Director of Graduate Studies must review Teaching Associateships after the fourth year.

### Resignation from a Teaching Assistantship or Teaching Associateship:

Any graduate student wishing to resign an Assistantship or Associateship must submit a letter of resignation to the Director of Graduate Studies and to the Associate Head of the Department at least two weeks before the first day of classes.

### Departmental Research and Editorial Assistantships

The department has instituted a number of awards for graduate students that utilize special departmental endowments, especially the Better English Fund established by John C. Hodges, and the John B. Emperor Fund. The following awards are currently available to our graduate students:

**Richard Beale Davis Editorial Assistantships**--founded in honor of a former member of the department and distinguished scholar in American literature who was one of the original editors of *Tennessee Studies in Literature*. Each assistantship reduces the teaching load of the student selected and obligates the recipient to assist in editing the department's publications: *Journal of Second Language Writing*, *Restoration*, *Soundings*, *Old English Newsletter*, *Grist*, and *Tennessee Studies in Literature*, now publishing as special volumes. The assistantships are awarded competitively. Ordinarily, Davis Assistantships are not awarded to first- or second-year students.

### **Nathalia Wright, John Hurt Fisher, Alwin Thaler, and Percy Adams Research**

**Assistantships**--founded in honor of distinguished scholars and former department members. These assistantships are awarded competitively and reduce a TA's teaching load to either 1-1 or 2-1 and assign him or her to a professor for a research experience commensurate to the released time. A "contract" between the professor and graduate student outlines mutual responsibilities.

**Research Assistant for John C. Hodges Chair of Excellence.** Normally, for this three-year research position, the recipient will receive one class release time each term of the first and third year and two classes release time during the second year. Chosen from among applications by the holder of the Chair of Excellence in consultation with the Director of Graduate Studies.

### Departmental Fellowships and Awards for Scholarship and Teaching

**John C. Hodges First Year Ph.D. Fellowships** for Outstanding First-Year Graduate Students. A number of one-year associateship-fellowships are available to support outstanding first-year graduate students in the Ph.D. programs. Recipients will receive \$14,897, a reduction in teaching load from 2-2 to 1-1, and a remission of tuition and fees for a calendar year (except charges for activities, diploma, and dissertation). Holders of this award will be eligible for all the other forms of financial assistance described in this handbook and will hold this fellowship in addition to a teaching associateship.

**John C. Hodges First Year M.A. Fellowships.** Several fellowships of varying amounts to support first-year graduate students in the M.A. and Ph.D. programs. These may be held in addition to a Graduate Assistantship/ Associateship. They are awarded by the Admissions Committee.

**Bain and Irene Stewart Fellowship.** The fellowship is awarded to the top-ranking first-year Ph.D. candidate. The recipient will receive \$14,897, a reduction in teaching load from 2-2 to 1-1, and remission of tuition and fees for a calendar year (except charges for activities). The fellowship may be renewed for a second year upon the student's satisfactory progress.

**W.E.B. Du Bois Fellowship.** Named in honor of the humane man of letters and African American scholar who taught in the rural countryside of Tennessee during his years of undergraduate study in Nashville, this fellowship of \$2500 annually is available to African American U.S. citizens of scholarly potential and talent to pursue graduate studies in English. This fellowship may be renewed upon demonstration of solid performance and progress toward a degree. This award may be held in addition to a Graduate Teaching Assistantship or Associateship.

**John C. Hodges Award for Exceptional Scholarship.** A candidate for this award of \$1500 is nominated by one or more professors in March. Papers, usually seminar papers, are submitted, with names removed, by the nominated students and read by a faculty committee chosen so as to exclude the nominators. After the papers are ranked, the committee considers as well the nominee's scholarship, academic record, publications and presentations, awards, etc., in determining the recipient of the award. No student may win this award more than once.

**V. Carolyn Martin Summer Fellowships.** Founded in honor of a former member of the department, these fellowships pay the tuition fees of high school and college teachers who wish to attend summer sessions and either work for advanced degrees in English or otherwise increase their knowledge and expertise. These awards are made only for courses taken for graduate credit. Applications should be received by the Director of Graduate Studies before February 15. Preference will be given to residents of Tennessee.

**Roscoe Parker Linguistics Fellowship.** Founded in honor of a former member of the department and scholar in Medieval literature and the English language, this grant enables students to travel to the Linguistic Institute of America. Normally this award is made to a student committed to a career in linguistics and well advanced in a program of doctoral study.

**F. DeWolfe Miller Graduate Student Travel Grants.** Founded in honor of a former member of the department and scholar in American Literature, this award provides travel money for conferences. Some travel support is available for full-time graduate students in residence to attend national or regional professional meetings if they participate actively in the program. Guidelines for the amount of support and procedures for requesting it are available in 306 MCCLUNG TOWER.

**Edward Bratton Summer Stipends for Herman Spivey and Yates Fellows.** Founded in honor of a distinguished teacher, these stipends provide full tuition support for Herman Spivey and Yates Fellows who wish to take courses in the summer following their fellowship to complete their degree. Apply to the Director of Graduate Studies by March 30.

**Internships/Fellowships for International Students.** Small stipends are occasionally available for academically well-qualified international students not yet qualified for Teaching Assistantships or Associateships.

**Hodges Excellence in Teaching Awards.** Two Hodges Teaching Awards of \$1500 each, one for an experienced Graduate Teaching Associate and one for a first-year Graduate Teaching Associate, are given each year to recognize excellence in teaching.

### [Dissertation Fellowships](#)

Applications for dissertation fellowships must usually include a prospectus already approved by your dissertation director and committee and distributed to the professorial faculty. Applications for use in the fall term must be received by mid-April (The Graduate Office will put out a memo noting the exact date) and for spring by mid-November. Students may hold a travel fellowship and a released-time dissertation fellowship.

### [For Research Travel](#)

**Thomas Wheeler Traveling Fellowships.** Founded in honor of a former member of the department and scholar of Renaissance literature, three competitive fellowships, normally \$1000 each, are available each year to students who need to travel in this country in pursuance of research work on the dissertation, or two competitive fellowships of \$1500 for students who need to travel abroad. A letter of application should include specific research plans and budget and should be supported by a letter from the dissertation director.

### [For Released Time](#)

**Norman J. Sanders Dissertation Fellowships.** Ph.D. Graduate Teaching Associates who reach ABD status within three years of the first date of their matriculation will receive a two-course reduction in their teaching load for their fourth year to speed work on their dissertations. Those GTAs who reach ABD status in two or two and one-half years of the first date of their matriculation will likely be able to begin this fellowship in the next fall semester. The specific distribution of their load will be determined by staffing needs. A dissertation prospectus should be submitted to the Graduate Office for approval as early in the fellowship year as possible. A recipient of this fellowship is not eligible to apply for an Emperor dissertation fellowship. The policy stated in the Graduate Studies Handbook that any graduate teaching assistant or teaching associate may not hold other employment without the express permission of the Director of Graduate Studies will continue in effect for those holding this fellowship.

**John B. Emperor Fellowships.** Several grants are available to doctoral students who reach ABD status after three years of the first date of their matriculation to enable them to be released from some teaching duties (one class, normally during the spring semester) to work on their dissertations. These awards are made on the recommendation of faculty members supervising the dissertations who are satisfied that their candidates have made substantial progress in research leading to completion of the dissertation. An approved dissertation prospectus must be on file in the Graduate Office to receive this award. Not applicable during summer. Students may hold a travel fellowship and a released-time Emperor dissertation fellowship.

**Durant da Ponte American Literature Dissertation Fellowship.** Founded in memory of a former member of the department and scholar in American literature, this award will be granted to an outstanding student writing a doctoral dissertation in American literature. As of the 2006-2007 academic year, this award will provide a course release for an academic year. This award may be held in conjunction with other release time awards.

**Joseph Trahern Medieval/Renaissance Literature Dissertation Fellowship.** Founded in memory of a former member of the department and scholar in Medieval literature, this award will be granted to an outstanding student writing a doctoral dissertation in Medieval/Renaissance literature. As of the 2008-09 academic year, this award will provide a course release for an academic year. This award may be held in conjunction with other release time awards.

### Job Interview Stipends

A number of grants are available to help students travel to professional meetings or colleges or university campuses for job interviews. The student must present notification of a request for an interview to the Graduate Office to be considered for this stipend.

### Post-Doctoral Instructorships

These awards are available on a competitive basis to Ph.D.s who have completed their degree the previous year. The number of awards may be limited by staffing needs.

### Outside Employment

Students on assistantship\associateship may seek other employment only with permission of the Director of Graduate Studies. We consider your teaching assignments more than enough work, though we recognize the problem of less-than-enough money.

Three sources of student employment are coordinated by the Financial Aid Office:

- 1) The federally-sponsored College Work Study Program provides part-time jobs for U.S. citizens or permanent residents who have demonstrated financial need by the Financial Aid Form (FAF) or Family Financial Statement (FFS);
- 2) Job Location and Development lists off-campus, part-time, and full-time job opportunities with agencies and companies in the Knoxville area. Job interviews and minimal processing are required.
- 3) Off-campus, part-time job opportunities are listed by the Student Employment Service. This listing of part-time jobs is based upon requests from on-campus agencies. Referrals are made in accordance with a student's skills and interests regardless of financial need.

Students needing either part-time or summer employment are urged to contact the Financial Aid Office. Tutoring opportunities are also available but should be taken only after careful consultation with the Director of Composition. Those students who seek funding beyond a 5<sup>th</sup> year should check the Graduate School listing of open positions.

## STANDARDS, LEVELS OF ACHIEVEMENT, PROBLEMS AND APPEALS

### Grades

#### **Maintaining an acceptable grade point average:**

The Graduate School requires a 2.7 overall GPA for acceptance into the M.A. program. (See the Graduate Catalog.) Once a student has completed nine hours of graduate work, he or she will be placed on probation by the Graduate School if the cumulative GPA falls below a 3.0. If the student makes a 3.0 or better for the succeeding term and continues to do so, he or she may continue in the program; once the cumulative GPA reaches 3.0, the student is removed from probation.

If the student falls below a 3.0 in the succeeding term, the student will be dismissed from the Graduate School unless the department requests continuation on a semester-by-semester basis and the Graduate School accepts the appeal. Notice that these requirements are averages; a C, D, or even an F in a single course does not necessarily lead to a student's dismissal from the program.

Above the Graduate School requirement of a 2.7, the English Department requires a 3.5 cumulative GPA at the graduate level for admission to the Ph.D. program and expects students to maintain at least that average after entering the program. Students should remember that most language courses carry undergraduate credit and thus do not affect this average and that dissertation hours are P/NP. Thus, a student who is near the end of course work and has a GPA below 3.5 will need to take additional course work to bring up that average to complete the doctoral degree program. If the student is unable to do this, he or she may either attempt to change departments or may, in exceptional circumstances, petition the departmental Graduate Committee through the Director of Graduate Studies to remain in the program.

In most instances, a doctoral student whose GPA is below 3.5 for two consecutive terms must leave the program.

### Incompletes

Any teacher who allows a graduate student an Incomplete should work out specific arrangements in advance with the student in writing and file a copy in the English Graduate Office. The Graduate School requires that all Incompletes be made up before the end of the following semester, excluding the summer term. Thus, a spring Incomplete must be removed by December (see the Graduate Catalog). If the student has a valid reason for further delay, the faculty member must request an extension from the Graduate School in writing. Otherwise, the I will be changed to an F. Because prospective employers are increasingly asking for transcripts, even an I is undesirable; an F may rule you out of a job search.

## Academic honesty

As graduate students prepare to join a community of scholars whose purpose is to exchange ideas, the accurate, honest, and creditary representation of the ideas and phrasings of others is absolutely essential to the very purpose of that community. Proper citation of sources, with quotation marks clearly identifying direct citations, is expected in all graduate work, print or electronic.

For a review of a number of university policies, see Hilltopics (copies available at orientation for new students or at 201 S.S.), especially the sections entitled "Academic Standards of Conduct" and "Student/Faculty Relationships." Hilltopics also states the honors policy for the campus, undergraduate and graduate. Most in-course examinations are supervised directly by the instructors. Master's examinations are proctored but run essentially on an honor system; the Ph.D. comprehensive examinations are on an honor system. Honesty through full documentation of sources used in papers is essential. If you have any doubts about procedures, consult your instructor. A very useful, detailed discussion of the limits of paraphrase may be found in Harold C. Martin, Richard M. Ohmann, and James H. Wheatley, The Logic and Rhetoric of Exposition. Most important, however, is the careful consideration of another's work in the same way in which you would want your own represented. Plagiarism is an extremely serious offense and is grounds for immediate dismissal from the graduate program.

## **Progress Toward Degree**

Students must make normal and reasonable progress toward the completion of their graduate degree to remain in the program.

## Readmission to the M.A. and Ph.D. Programs

The Graduate School requires any student who does not enroll for three consecutive terms to apply again for admission to the Graduate School. Please remember that having an official leave of absence for three consecutive terms does not negate the necessity of reapplying to the Graduate School. It is the policy of the English graduate program not to readmit candidates for a degree after they have not registered for classes for more than three semesters. Any "readmission" after that point is in fact considered to be a "new" application for admission. An applicant can have the committee judge his or her candidacy on existing materials, but to make the strongest case, the applicant may need to make a new full application. Each applicant will then compete with all other applicants for admission to the M.A. or Ph.D. program. The Director of Graduate Studies in the Department of English reviews these applications with the Admissions Committee. Those denied readmission can, if they wish, complete the requirements for the next fall admission and compete with the new pool of candidates. A candidate who is denied readmission and who is subsequently denied admission in a regular fall term admission review will no longer be eligible or considered for admission to the graduate program.

## Appeal Procedures

### Appeals of Grades and Related Matters

The steps taken in a student's appeal of a grade in an English course differ slightly according to whether the course is (1) freshman composition, (2) upper-division, or (3) graduate. The first step, however, is the same in all three instances: the student should discuss the matter with his or

her instructor. If the matter cannot be satisfactorily resolved at the student-teacher level, the student can appeal to the Director (or Assistant Director) of Composition, the Director of Undergraduate Studies, or the Director of Graduate Studies, depending upon the level of the course. If, after appropriate review and consultation with the student and the teacher, the Director cannot resolve the appeal in a way acceptable to both parties, the final level of administrative approval within the department is the Head (or Associate Head). If the Head (or Associate Head) concludes that the teacher's grade is unjust and if the teacher does not agree to change the grade, the Administrative Committee will appoint an ad hoc committee to review the grade. The professorial faculty and administration of the department have agreed by formal vote to abide by the decisions made by such ad hoc grade appeal committees.

### **Plagiarism**

The Instructor writes a letter to the student giving the details of the plagiarism and stating the penalty which he or she has assigned. The Head reviews and signs the letter. The letter notifies the student of his or her right to appeal to the Head and spells out appeals procedures printed in Hilltopics. A copy of the letter is sent to the Dean of Arts and Sciences and to the Office of Student Conduct.

### **Appeals of Examination Results/Dismissal from the Graduate Program**

All appeals must be initiated no later than 90 days from the time of the incident in question. Appeals of examination results (M.A., Comprehensives) should first go to the Director of Graduate Studies, who will generally have the student discuss the examination with the committee that wrote and graded it. If the issue remains unresolved, the Director of Graduate Studies will consult the chair of the area committee and, after that, the Graduate Committee. (In any appeals process the administrators will be a part of the process only at one level--that is, a grader of the original exam will not hear the appeal.) Appeals from the Graduate Committee go to the Head, advised by the Administrative Committee or an ad hoc subcommittee from it, then to the Dean of the College, then to the Dean of the Graduate School. Appeals of a dismissal from the program follow the same route.

### **Harassment, discrimination, and related issues**

Appeals concerning other issues, such as sexual harassment or racial discrimination, should either follow this route or go directly to the department head. The campus has clear and positive policies on these matters that are available from the campus Affirmative Action Officer.

## **Advising: For Advisors**

When meeting with his or her advisee, a faculty advisor should do the following:

- 1) Review the Advising Update and the transcript to evaluate the student's progress in meeting the requirements of his or her particular program (course distributions, credit hours, language requirements, examinations, thesis and dissertation hours, etc.).
- 2) Discuss the next semester's course offerings with the student in terms of desirable or necessary choices.

- 3) If the student has completed all necessary and desired course work and other requirements, discuss the student's progress on thesis or dissertation work and record your comments on the "Ph.D. and M.A. Advising Form" in the advising folder.
- 4) Ask and advise the student about his or her professional activities and record these activities on the "Ph.D. and M.A. Advising Form" along with any other notes that will help you or another advisor continue the conversation with the student next semester.

Either the professor or the graduate student should return the advising folder to the Graduate Office.

**M.A. advisors** should be sure that students have satisfied the foreign language requirement or have clear plans to do so. Likewise, make sure that the student is meeting the basic course distributions. Ask students about progress on the M.A. thesis (if on the thesis track) and expect to see a first chapter of a thesis no later than the fall semester of the second year. Early deadlines are crucial to the success of your advisee. Keep track of the rest of the committee, and advise the Graduate Office of any changes. Click here for more on [thesis requirements](#). Students not on the thesis track should be studying (perhaps with a study group) by the fall of the second year. Remind advisees that the following forms must be completed while in the M.A. program: Application for Language Examination (if taking the translation exam), Form registering for the M.A. Written Examination, Admission to Candidacy Application, Recommended Arrangements for Final Examination ("the orals forms"), and Application for Diploma Form.

**Ph.D. advisors** have a more complex range of duties. While advisors must consult the Graduate Handbook and the Graduate Catalog for the complete range of current regulations, the list below summarizes a few frequently asked questions:

- Ph.D. candidates admitted in the fall of 2005 or earlier may bring in up to 30 hours of coursework from their M.A. toward the Ph.D.. Beginning fall of 2006, candidates will be able to bring in up to 24 hours of coursework from their M.A. degree.
- Ph.D. candidates may count two graduate-level courses from other departments toward their degree requirements. These courses should support their projects and areas of study; courses in History, for example, should support study in a particular historical field.
- Ph.D. candidates must complete all [language](#) and [course requirements](#) before they can proceed to comprehensive examinations.
- Ph.D. candidates who take 508/509 to fulfill part of the language requirement may not count those courses toward the 54 required for the degree.
- Ph.D. candidates may complete the foreign language requirement with a single language with completion of the language exam and two semesters of study. One course may be at the 400 level, but at least one must be at the 500 or 600 level; all courses must be passed with a B or better.
- A plan for taking two written field exams must be submitted to the Graduate Office and approved by the graduate committee in the semester prior to that in which the student plans to take the examinations.

- Reading lists for [written field exams and the specialized exam](#) must be approved by the committees and turned into the Graduate Office by the appropriate deadlines each semester, usually the end of May for fall exams and early January for spring exams.
- Dissertation committees can only be chaired by someone who is approved to direct dissertations. Members of a committee should also be approved; the Graduate School will make an exception for only one member of a committee. Approval is not automatic, so verify your status with the Graduate Office when accepting a position on a committee.

The following forms must be submitted while completing the Ph.D.:

- 1) Application for Doctoral Language Examination,
- 2) Registration form for Comprehensive Exams,
- 3) Recommendation for Doctoral Committee Appointment,
- 4) Admission to Candidacy Application;
- 5) Recommended Arrangements for Final Examination (“the orals forms”), and
- 6) Application for Diploma form.

Candidates should check with the Graduate Office for copies and further instructions.

## [Advising: For Students](#)

### **Current Students.**

Approximately one week before campus pre-registration, the English Graduate Office provides the descriptions of all departmental courses offered for graduate credit. Students should talk with their advisors during that week. Registration is done on-line during the pre-registration period. Follow instructions in the current semester timetable for completing registration procedures.

Prior to meeting with your advisor, you should:

- Pick up your advising folder from the Graduate Office.
- Get a current transcript from the Graduate School if there is not one in the folder
- Update the form in the advising folder with new courses, both those completed and in progress, and completed exams (language or departmental).
- Prepare to summarize your thesis or dissertation plans if you have them, as well as your professional activities, such as conference talks, publications, reviews, readings or grant applications.
- Fill out the "Application to Candidacy" form in the advising folder if appropriate.
- Obtain the list of next term's course descriptions from the Graduate Office, and familiarize yourself with your options.
- Make an appointment to see your advisor.

Graduate students need to take responsibility for making sure that they are fulfilling degree requirements on schedule. Graduate advisors will review those requirements with you, but the primary purpose of graduate advising is academic, not bureaucratic. To get the most from the

advising session, a student should think beyond course work and fulfilling the minimum requirements of the program to other areas of his or her professional career, such as teaching, presentations, readings, performances, publications, and public service.

### **New Students**

A spring mailing is sent out to new incoming students; it includes a timetable and descriptions of course offerings for the following fall, along with a letter of advice. The letter suggests a balance between pursuing established interests and investigating new areas, a balance among genres, and caution about enrolling in seminars during the first term. Students are welcome to call or visit the Graduate Office for further advice from the Director of Graduate Studies before registering. Computer registration may be completed at various times during the summer and on the drop and add system during late registration at the beginning of the fall term. Following the general meeting for all members of the department, the Director of Graduate Studies meets with Ph.D. students to review the programs and answer questions. At this point he or she also begins individual conferences with each new student to review previous course work and the fall schedule, and to suggest an advisor in the student's probable area of concentration.

The Director of Graduate Studies will transfer previous coursework of new Ph.D. students into the program during the individual conferences. The level at which a transferred course is counted corresponds to the type of enrollment and research requirements. Mixed undergraduate-graduate enrollment courses will count at the 400-level, up to a total of 6 hours. Graduate-only courses which cover a broad area in a survey, application or writing courses, most workshops, and other courses that are analogous to UT readings courses count as 500-level credits. Graduate-only courses which focus on a single author or topic and require a sustained research paper may be transferred in as seminars at the 600-level, subject to the discretion of the Director of Graduate Studies, even if the original course number is at the 500 or 5000 level. Among factors to be considered are whether the course was taken at a Ph.D.-granting institution and whether the new Ph.D. candidate would end up taking more lower-level courses at UTK than at the M.A.-granting institution. Thus, the quality of the student's whole program is considered in this evaluation.

For a Ph.D. student, the choice of an advisor is one of the first steps in the transition from general course work establishing a broad background to more specialized course work, exams, and a dissertation. The first-year advisor assigned to a new Ph.D. candidate is meant to help with the transition to the Ph.D. program, but candidates are expected to choose their own advisor by the end of that year. Once that advisor is chosen, students should also consider choosing other advisors to help them in choosing course work. These advisors or mentors may also become the Examination and/or Dissertation Committee, but students need not limit their choices to their future fields of specialization. Your official dissertation committee must include three members who are approved to direct dissertations and one member from another department. Careful choice of foreign languages and courses taken outside the department should be made early in the student's program to strengthen the student's eventual area of specialization.

## Checklists for M.A. Advisors and Students

NOTE: consult the Graduate Handbook for specific instructions and details.

### ***M.A. in English, Thesis or Non-Thesis***

- 24 hours of coursework
- Six hours at the 600 level.
- Twelve additional hours at the 500-600 level. (A student may apply only three hours of 593--Independent Study--toward the M.A. in English.)
- Six hours for graduate credit at any level, including the 400 level.

AND

- Either six hours of thesis or six additional hours of coursework.

Foreign language requirement fulfilled in one of the following ways:

- 1) Completion of a second year (or demonstration of competence on a waiver or proficiency examination) of a language at the college level with a grade of C or better.
- 2) French 302 or German 332 at the University of Tennessee with a grade of B or better.
- 3) Passing the regular Ph.D. foreign language examination at the University of Tennessee.

Final Examination in one of the following forms:

- Written M.A. examination followed by an oral examination, based on the M.A. reading list.
- Thesis, thesis defense, and oral examination based on the M.A. reading list.

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### ***M.A. in English with Writing Concentration***

- 24 hours of coursework
- Six hours at the 600 level.
- Eighteen additional hours at the graduate level, of which nine must be writing courses (at least one 500) and nine in literature.

(Note: A student may apply only three hours of 593--Independent Study--toward the M.A. in English, and may only take six hours at the 400 level.)

A Thesis (carries six hours of credit)

- A thesis that uses research to analyze some aspect of writing or rhetorical theory.
- A creative project. A collection of poems or short stories, a short novel, a play, or a creative work of non-fiction prose are acceptable.

Foreign language requirement fulfilled in one of the following ways:

1. Completion of a second year (or demonstration of competence on a waiver or proficiency examination) of a language at the college level with a grade of C or better. (NOTE: This method does not satisfy a Ph.D. language requirement.)
2. French 302 or German 332 at the University of Tennessee with a grade of B or better.
3. Passing the regular Ph.D. foreign language examination at the University of Tennessee.

Final Examination:

- Defense of the thesis project
- Oral examination on the M.A. reading list

### Typical M.A. Program for GTA/TA

Fall Semester	Spring Semester	Summer Semester
<b>Year One</b> <b>500 level course</b>	500 or 600 level course	Optional course work
<b>500 level course</b>	505 Teaching Freshman Comp	(language study?)
<b>500 level course</b>	600 level course	Begin thesis.
<b>GTA appointment-- 101/Writing Center</b>	GTA appointment-- 102/Writing Center	

During the spring semester, thesis students should identify a thesis director and begin preparations for the thesis that will be written during the second year. Non-thesis students will want to begin preparing for the M.A. written examination.

<i>Fall Semester</i>	<i>Spring Semester</i>	<i>Summer Semester</i>
<b>Year Two</b> 500 or 600 level course	600 level course	
<b>500 (thesis hours) or 500 or 600 level course</b>	500 (thesis hours) or 500 or 600 level course	
<b>TA appointment--101</b>	TA appointment--102	
<b>TA appointment--101</b> Possible M.A. Written/Oral Exam	TA appointment--102 M.A. Written/Oral Exam or Thesis defense and M.A. Oral	M.A. Written/Oral Exam or Thesis defense and M.A. Oral

Students may always substitute courses at a higher level than those outlined here.

## [Checklist for Ph.D. Candidates and Advisors](#)

NOTE: consult the Graduate Handbook for specific instructions and details.

- 54 total hours of coursework (includes up to 24 M.A. hours)
- At least 21 hours at the 600-level.
- At least 15 additional hours at the 500-600 level (Only three hours of Independent Study may be applied toward the M.A. and three hours after the M.A.).
- 15 additional hours of courses at any level approved for graduate credit, including up to six hours outside the English Department. 400-level courses by petition only, up to a maximum of 12 credit hours.
- Within these hours, complete one of the following distributions:
- Literature: at least 2 courses before 1800, 2 courses after 1800, plus one course in theory, methodology, or bibliography.
- RWL: at least 3 courses in RWL at the 500 level (575, 585, 586, 587, 588, 589), and at least 1 course in RWL at the 600 level (680, 682, 690).
- Creative: 3 CW courses within the PhD (580, 581, 582, 686), and at least one CW at the 600 level.
- Note: for the concentration requirements above, the use of 400 level courses must be petitioned and approved by the DGS.
- 3 hours of English 505 (if a Teaching Associate in the Department of English).
- First-Year Review Passed (new 2005)
- Notes from first-year review:

Foreign Language Requirement Fulfilled

Language 1) \_\_\_\_\_ and Language 2) \_\_\_\_\_

Language 1) \_\_\_\_\_ and 508/509 (note: 508/509 do not count toward the 54 hours of coursework)

Advanced work in 1 language \_\_\_\_\_

Three Comprehensive Examinations. NB: all above requirements must be complete before a student proceeds to exams, and two courses in each field exam area are required.

Examination 1 \_\_\_\_\_  
 Examination 2 \_\_\_\_\_  
 Examination 3 \_\_\_\_\_

Prospectus Approved  
 Date: \_\_\_\_\_

Title: \_\_\_\_\_

24 semester hours of dissertation (continuous registration required)

Dissertation Defense

**Ph.D. Timetable**

**(Please note: teaching duties may vary)**

Year One: 3/3 coursework, 1/1 teaching; finish one language

Fall Semester	Spring Semester	Summer Semester
<b>500 level course</b>	Language (ex. Ger. 332) or 600/500 level course	600/500 level course or language exam
<b>600/500 level course</b>	600/500 level course	600/500 level course or language exam
<b>600/500 level course (note: 508 does not count toward coursework if used toward language requirement)</b>	600/500 level course (note: 509 does not count toward coursework if used toward language requirement)	First Year Review (materials due in early May)

NOTE: Some students decide to carry a foreign language as an additional course during the year. Up to 12 hours may be taken each summer during the two summer sessions, although such a heavy course load is not recommended except for the intensive language programs. Students on associateships are not required to enroll in courses during the summers, but unless they have already met all language requirements, such enrollment enables them to prepare more adequately for a job search in their 4th or 5th year.

**IMPORTANT**

Please note that the biggest stumbling block to continuing reasonable progress toward the degree is the failure to complete language requirements. **BEGIN EARLY AND PLAN AHEAD. BE SURE TO ALLOW MORE TIME THAN YOU BELIEVE YOU WILL POSSIBLY NEED.** As of 2006, summer language exams will no longer be offered, so all exams must be taken during the regular academic year.

**Year Two: 2/2 coursework, 2/2 teaching; finish advanced or second language**

Fall Semester	Spring Semester	Summer Semester
<b>Language (ex. French 302) or 600/500 level course</b>	600/500 level or language exam	
<b>600 level course</b>	600 level course	Prepare for Comprehensive exams
<b>Begin planning for comprehensive exams</b>	Prepare and approve reading lists with committee; Complete all language requirements.	

NOTE: Students should begin to present papers at scholarly meetings and submit articles for publication as soon and as frequently as possible in their doctoral program to help establish their professional credentials.

**Year Three: complete exams, 2/2 teaching**

Fall Semester	Spring Semester	Summer Semester
<b>Continue planning dissertation. Enroll for 600 hours</b>	Study for third specialized comp/ enroll for 600 hours	Begin research on dissertation
<b>Study for comps/ take 2 comps in Sept.</b>	Take specialized comp in March	Possible travel fellowship
	Write and submit dissertation proposal in April	

(Teaching Associates who have completed course work must enroll in 6 hours of English 600 [dissertation hours] each term [fall, spring, and summer] as they study for comprehensives and work on a dissertation and should continue to do so until all doctoral degree requirements are fulfilled.)

\*Comprehensive examinations must be completed successfully in March of the third year for a student to be eligible for a Norman J. Sanders Dissertation Fellowship.

**Year Four: Dissertation, 1/1 to 2/2 teaching , depending on fellowships**

Fall Semester	Spring Semester	Summer Semester
<b>Write Dissertation prospectus; work on and complete dissertation</b>		
<b>1. 600 dissertation hours</b>	<b>600 dissertation hours</b>	<b>600 dissertation hours</b>
<b>2. 600 dissertation hours</b>	<b>600 dissertation hours</b>	<b>600 dissertation hours</b>

(Students who have developed a dissertation topic while studying for the comprehensives should try to complete the dissertation by the end of the 4th year.)

(By October of this year, students planning to go on the market should have at least two dissertation chapters in final form so as to provide their most advanced work to possible employers who will interview at the December MLA convention. The most competitive will be those who have finished the dissertation.)

**Year Five: (subject to approval of dissertation chair and DGS): finish dissertation, 2/2 teaching**

Fall Semester	Spring Semester	Summer Semester
1. 600 dissertation hours	600 dissertation hours	600 dissertation hours

This model outlines benchmarks for each year, but the student and advisor should create an individual long-range plan. Given the variety of summer offerings and the infrequent repetition of some topics, students are advised to enroll in a needed seminar when it is offered, not to wait for its next appearance in the course listings. Seminars should usually be taken after the student has completed a lower-level course in the area and/or has taken English 506 (Introduction to Literary Research) or its equivalent.