

Purdue University
English Graduate Programs
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I would like to extend a warm welcome to all new, returning, and prospective graduate students for the 2018-2019 academic year.

This *Manual for Graduate Study* is designed as a general reference source for the graduate programs in the Department of English. The *Manual* is divided into three sections: 1) an opening chapter that describes graduate study policies, requirements, and procedures (along with information concerning financial support); 2) two chapters on the programs at the M.A., M.F.A., and Ph.D. levels; 3) a series of appendices offering such items as the M.A. Reading List, Plan of Study Forms, English Graduate Studies Forms, and a description of the Teaching Assistantship.

For more detailed information about our programs and resources, please see our graduate webpage at <https://www.cla.purdue.edu/english/gradstudies/index.html>. There you will find profiles and links to homepages of our faculty as well as contact information and procedures for applying. For broader overviews of and guidelines for graduate study at Purdue, please see *The Policies and Procedures Manual for Administering Graduate Student Programs*.

As you face the challenges and opportunities of the current academic season, do not hesitate to contact me with any questions about our programs. I will be happy to assist you.

Best wishes,

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I.**GENERAL INFORMATION****A. Role of this Manual.**

The role of this manual is to provide guidelines for the administration of the Graduate Programs in the Department of English. With the support of their major professor, students have the right to petition the Director of Graduate Studies and/or the Graduate Committee regarding any policy outlined in this manual that may have an adverse effect on their academic status or progress.

B. Advising

M.A. students in the LTC program are initially counseled by the Director of Graduate Studies. The Directors of Creative Writing, Rhetoric and Composition, English Language and Linguistics, and Second Language Studies/ESL counsel M.F.A./M.A. and Ph.D. students in those programs until the students choose a major professor. Ph.D. students in the LTC program are initially counseled by the Director of Graduate Studies until they choose a major professor who is working in their area of research interest.

All M.A./M.F.A. and all Ph.D. students in all areas must have chosen a major professor and established an advisory committee of at least three faculty members (including the major professor) by the time they submit their Plan of Study to the Graduate School, which is due by October 15th of the second year of residency.

All Plans of Study will be filed online. Graduate students may register for their courses using the departmental PIN # that will be available from the English Department Office.

C. Minimum Registration Requirements

All students must make steady progress toward their degree objectives; each student should complete a minimum of six hours per semester and twelve hours per academic year with grades of B-minus or better.

The Graduate School requires that a student holding a half-time teaching assistantship register for a minimum of six credits per semester. Students working one-quarter or three-quarter time should adjust their registrations accordingly.

We recommend that students holding teaching assistantships and writing their dissertations register for 6 credit hours (ENGL 69900) each semester because the Graduate School requires a total of 30 research hours for the completion of the Ph.D. See "Appendix XXIII" for a description of the Teaching Assistantship.

D. Satisfactory Progress

In order to maintain satisfactory progress, students must carry an average grade of "B-minus" or better in their coursework. (Please note that our general expectation is for students to carry an average grade in the "A" range.)

E. Course Levels and Definitions

Graduate students enrolled in 50000- and 60000-level courses are expected to participate actively and to produce significant independent research and creative work.

50000-level courses are by definition dual-level courses. That is, they are designed to meet the needs of advanced undergraduates and M.A. and M.F.A. students, as well as entry-level Ph.D. students, some of whom are still seeking to fulfill their breadth requirements.

As a rule, 60000-level courses are geared toward graduate students only. They ordinarily require some prior work in the subject matter of, or the methodology employed in, the course. They are especially appropriate for Ph.D. students specializing within a given field. (M.A. students are required to take at least one 60000-level course, and Ph.D. students are required to take at least three 60000-level courses.)

As a rule, fixed-title courses cannot be taken for credit more than once. Seminars, special topics (variable-title) courses (e.g. ENGL 59200 and 59600), and directed reading, writing, and research (ENGL 58900, 59000, 69800, 69900) are repeatable for credit.

By departmental practice, 50000-level courses are currently capped at 15 students and 60000-level seminars at 10 students.

F. Incompletes

The department sanctions the granting of “Incomplete” as a grade only in those extreme circumstances which plainly preclude the completion of formal course requirements within the semester of registration. In those rare cases in which an Incomplete is appropriate, the Academic Regulation of the University Senate applies: “The student must achieve a permanent grade in the course no later than one year after the incomplete is given, or the incomplete grade will revert to a failing grade.”

G. Leaves of Absence, Research in Absentia, and Opting Out of Departmental Funding

Students are admitted to the doctoral program with a number of years of guaranteed Departmental funding set by their degree programs (Ph.D., M.A., or M.F.A.), mainly in the form of TA-ships and RA-ships; the Department expects that students will remain in good academic standing and complete all degree requirements within the years of their funding.

The Department recognizes that, for various reasons, including but not limited to illness, family obligations, off-campus research, and external funding opportunities, students may not always complete degree requirements in consecutive years and may need/choose to opt out of some part of their guaranteed Departmental funding. The following section outlines some of the more common scenarios in which this might occur:

1. Leaves of Absence

The Graduate School allows students to take a leave of absence for up to two consecutive semesters without reapplying. Following an approved leave of absence, the remainder of the student’s guaranteed Departmental funding will be available. Taking an approved leave of absence neither widens nor narrows the funding window from the Department; it simply “stops the clock” for the duration of the leave. Students are required to inform the

Scheduling Deputy (Janeen Redman), their Program Director, and the Graduate Studies Office (Jill Quirk), if they plan to take a Leave of Absence.

Students are advised that, for purposes of calculating leaves of absence, the Graduate School considers summer a regular term (i.e., it counts as one of the allowed consecutive two semesters).

Students also are advised that reapplication after a leave of more than two consecutive semesters requires completion of all aspects of the standard application process and payment of all application fees to the Graduate School. The Department can make no guarantees regarding readmission, although students in good academic standing generally are given favorable consideration.

Should a student take a leave of absence of more than two consecutive semesters and then reapply and be readmitted, the student's remaining window of Departmental funding will be available as long as the student is in good academic standing. Note that, according to the Graduate School, "Students who interrupt their registration should pay particular attention to the 'five-year rule' that prohibits the use of out-of-date coursework on plans of study and invalidates outdated examinations."

2. Research in Absentia

The Graduate School allows research in absentia only to ABD doctoral students. Students who register for research in absentia must do so at least a month before the absence begins; they also must remain enrolled for three credits of doctoral research (699) and pay absentia fees for every session. Students may not register for absentia status while being paid through Purdue University. Moreover, the Graduate School stipulates that absentia can be taken only once: a student who returns to the University and resumes normal registration status cannot take absentia a second time. Please also note that the "five-year rule" relevant to Leaves of Absence (described above) applies here as well.

The Department requires students to inform the Scheduling Deputy, their Program Director, and the Graduate Studies Office if they intend to register for Research in Absentia.

Students who opt to work in absentia will lose their Departmental guaranteed funding for that period. Those who return to normal registration status are eligible for reappointment for whatever time is left within their 5-year window, but, once their total combined registration time (both normal status and in absentia status) has exceeded 5 years, no guaranteed Departmental funding will be available.

3. Non-Department TA/RA/GA-ships (half-time):

Students who accept half-time (.50) appointments as TAs, RAs, or GAs (graduate assistants) with other units at Purdue during their 5-year funding window will, in most cases, be required to substitute that appointment for the half-time position they otherwise would have received from the Department. Students who subsequently wish to return to a Department-funded half-time appointment may apply to do so, but only through what would otherwise be the fifth and final year of their funding window. In other words, a non-English half-time appointment taken during the guaranteed 5-year window of Department funding does not extend or widen that window but rather substitutes for some part of it.

Students should also understand that in declining an English Department half-time appointment, they lose their guarantee of further appointments in the future. The department will make every effort to accommodate students who wish to return, but cannot guarantee we will be able to do so.

Students who wish to take a non-Department half-time appointment OR return to a Department-funded half-time appointment after working for another unit **must** inform the Scheduling Deputy, their Program Director, and the DGS of their intent—and they must do so **at least** a semester in advance of the semester in which they wish to depart from or return to a Department-funded appointment.

Note: the above policy applies only to half-time appointments. Students may hold quarter-time (.25) appointments with non-English units in addition to their half-time appointments with the Department, and such quarter-time appointments will have no effect on their 5-year funding window. On .75 appointments generally, please see Letter **M**, below.

Students with Non-English TA/RA/GA-ships should be advised that some units on campus may offer stipends lower than those offered by the English Department.

H. Foreign Language Requirement

All M.A. and Ph.D. graduate students must demonstrate a reading knowledge of a foreign language.

Ph.D. Students who have satisfied a foreign language requirement as M.A. students at another school need not do so again. However, they must verify this through their M.A. transcript, or by a letter from their former Department confirming that they have satisfied the language requirement for that school. M.A. and Ph.D. students may satisfy the requirement in one of the following ways:

- 1) by passing the appropriate 60300 or 60500 language course with a grade of B-minus or better.

Please note: a 60100 language course is a useful option for those interested in preparing for a language proficiency exam (see item 3 below) but this course, taken by itself, does not satisfy the requirement. Students taking a 60100 course still must complete an independent proficiency exam, although often the exam may be arranged in conjunction with or immediately following the completion of 60100.

- 2) by demonstrating proficiency in American Sign Language. This may be done in one of three ways:
- a) completing the sequence ASL 10100,10200, 20100. 20200; **OR**
 - b) passing ASL 23000 with a grade of B or better (taught in ASL); **OR**
 - c) taking a proficiency examination administered by the Department of Speech, Language, and Hearing Sciences.

SLHS Examiner

Raymond Olson (rcolson@purdue.edu)

- 3) by passing a proficiency examination given by the appropriate language department or program at Purdue. Students with prior training in a language may study independently and/or take a 60100 language course (see item 1 above) to prepare for the proficiency exam.

Please note: the student's major professor must contact the appropriate examiner in the School of Languages and Cultures for the language in which the student wishes to be examined. The major professor will suggest or submit for the examiner's approval a text in the appropriate language that has some bearing on the student's major field (the major professor may consult with the student to select the text). School of Languages and Cultures guidelines specify:

- a) that the text must not be of too overtly a technical nature;
- b) nor too elementary;
- c) nor should it be one with which the student is likely to be familiar.

Examiners:

Ahmed Idrissi Alami – Arabic (aidrissi@purdue.edu)
 Robert Channon – Russian (channon@purdue.edu)
 Alejandro Cuza – Spanish (acuza@purdue.edu)
 Paul Dixon – Portuguese (tudobem@purdue.edu)
 Paula Leverage – French (leverage@purdue.edu)
 Beate Allert – German (allert@purdue.edu)
 Keith Dickson – Classical Greek (kdickson@purdue.edu)
 Wei Hong – Chinese (hongwei@purdue.edu)
 Benjamin Lawton – Italian (lawton@purdue.edu)
 Keith Dickson – Latin (kdickson@purdue.edu)
 Mariko Wei – Japanese (moroishi@purdue.edu)

The examiner is the final arbiter of whether or not a text is acceptable for the examination.

The student will arrange with the examiner for a mutually convenient time for the examination. The examiner will select a random passage which the student will translate. A dictionary is permitted.

After taking the exam, the student must complete the Language Requirement Form (Appendix XXIII) and submit it to the English Graduate Office.

- 4) by showing evidence of an undergraduate minor in a foreign language (4 semesters of **intermediate or upper-level coursework** with a grade of B-minus or better);
- 5) by being a native speaker (born and educated in country where English is not the official language) of a foreign language deemed acceptable for the student's study by the major professor (must be approved by the Director of Graduate Studies).

For M.A. students, the language requirement must be satisfied before the defense of a thesis can be scheduled.

For Ph.D. students the language requirement must be satisfied before the defense of the Ph.D. prospectus can be scheduled.

M.F.A. students beginning in F18 and afterwards do not need to satisfy a language requirement.

They are, however, strongly encouraged to use the resources available to them to explore other languages.

In particular, M.F.A. students who intend to seek a doctorate are advised to use the means specified for M.A. and Ph.D. students to satisfy a language requirement.

The following courses do not count towards the 30-hour total: audited courses and courses taken Pass/Fail; mentoring courses (e.g., ENGL 50200); or courses used to satisfy a foreign language requirement. ENGL 692 may be used towards the 30-hour total.

I. Academic Dishonesty

“Purdue University values intellectual integrity and the highest standards of academic conduct. To be prepared to meet societal needs as leaders and role models, students must be educated in an ethical learning environment that promotes a high standard of honor in scholastic work. Academic dishonesty undermines institutional integrity and threatens the academic fabric of Purdue University. Dishonesty is not an acceptable avenue to success. It diminishes the quality of a Purdue education which is valued because of Purdue’s high academic standards” (S. Akers, *Academic Integrity, A Guide for Students*, 1995, revised 2009).

Academic Dishonesty has serious consequences at this University and will not be tolerated.

For “Responding to Academic Dishonesty: A Guide for Faculty” at:

https://www.purdue.edu/odos/osrr/resources/documents/responding_to_academic_dishonesty.html

For students’ responsibilities and rights see: “Academic Integrity: A Guide for Students” at:

https://www.purdue.edu/odos/osrr/resources/documents/academic_integrity.html

J. Criteria and Procedures for Awarding Teaching Assistantships

Teaching assistantships are awarded to individuals already admitted into one of the department's graduate programs. Each individual has already satisfied our standards, including excellent undergraduate and, in some cases, prior graduate preparation, good writing skills, high GRE scores, excellent references, and an articulate and mature statement of purpose.

Our graduate students bring diverse preparations and talents into their assistantships. Successful candidates for English teaching assistants will have demonstrated an interest in and sensitivity to language and its usage in one or more of the following ways: through the study of literature, through the study of linguistics, through coursework in Rhetoric and Composition, through the writing of fiction or poetry, through teaching or tutoring composition, English as a Second Language, or foreign languages.

While the credentials listed above constitute the minimum requirements for certification for appointment, other factors, such as the content and quality of the statement of purpose and of other writing samples, remarks in letters of recommendation indicating potential for or experience in teaching and the applicant's ability to work with others, and quality graduate work at Purdue or elsewhere, strengthen the applicant's case.

International students must submit an official TOEFL iBT score (sent directly from the testing center). The minimum internet-based scores required for admission are the following:

Writing:	22
Speaking:	22*
Listening:	22
Reading:	22
Total Score:	100

*Only those with a speaking score of 27 or higher can be considered for a Teaching Assistantship. Unqualified students who gain admission can qualify themselves through the Purdue OEPP test (OEPT), and if necessary by enrolling in ENGL 620 (Classroom Communication in ESL for International Teaching Assistants).

The Department of English also accepts the International English Language Testing System (IELTS) scores. An overall band score of 7.0 is required for admission. Minimum scores of 7.0 are required for each section of Reading, Listening, Writing, and Speaking. A score of 8 in the speaking section is required if you wish to be considered for a Teaching Assistantship in the Department of English.

Oral English Proficiency Program (OEPP): University policy states that any person whose first language is not English and who holds or is a candidate for appointment as a graduate teaching assistant must demonstrate adequate oral proficiency before being assigned duties involving the direct instruction of undergraduate students. If a student does not initially qualify for a TA-ship via the TOEFL or IELTS speaking subsections, they can qualify themselves when they arrive on campus in August through the Purdue OEPP test (OEPT). If the student doesn't receive a passing score, the student must be concurrently enrolled in ENGL 62000 (Classroom Communication in ESL for International Teaching Assistants) while holding the assistantship.

Applicants for teaching assistantships whose programs vote for their admission will be forwarded to the Director of Composition for certification of teaching eligibility. Students previously certified as eligible to be teaching assistants retain that status even if no assistantship is available.

A description of the Teaching Assistantship in the English Department is available in Appendix XVIII.

K. Retaining Teaching Assistantships in the M.A. and M.F.A. Programs

The retention of assistantships is governed by the “Description of the Teaching Assistantship” (XVIII). Broadly summarized, these rules limit employment of M.A. candidates to two years (four semesters). However, students who choose the thesis option receive a fifth semester of support. Because of the special Requirements set forth in Appendix II of the *Manual for Graduate Study*, the limit set for the M.F.A. candidates in Creative Writing is six semesters. To be eligible for reappointment, the Teaching Assistant must do well as a student, make reasonable progress toward the degree, pass all mandatory mentoring courses, be an effective teacher, and perform all instructional responsibilities diligently. For a description of the Teaching Assistantship, see Appendix XVIII.

L. Retaining Teaching Assistantships in the Ph.D. Program

The retention of assistantships is governed by the “Description of the Teaching Assistantship” in Appendix XXIII. Broadly summarized, these rules limit employment of Ph.D. candidates to five years beyond the M.A. To be eligible for reappointment, the Teaching Assistant must do well as a student, make reasonable progress toward the degree, pass all mandatory mentoring courses, be an effective teacher, and perform all instructional responsibilities diligently. For a description of the Teaching Assistantship, see Appendix XXIII.

M. 0.25 and 0.75 Teaching Positions

Teaching assistants in the ICaP program must teach English 10600 before requesting other teaching assignments, but after the first year of teaching, students may request to teach other composition courses such as ENGL 10800 or Learning Community sections of ENGL 10600. After the first year of 106 teaching, students may also apply to teach in other programs and to work in non-classroom assignments such as the Writing Lab or journal assistantships. In some cases, this may mean a student wishes to teach an overload compared to the usual .50 time appointments. See ICaP’s TA manual, Appendix H, for a detailed account of the English department’s policy on eligibility for special .75 appointments, and how to calculate teaching loads. In general, however, overloads are strongly discouraged, as they are infelicitous to progress towards the degree, and they will be allowed only in special circumstances. **Students wishing to teach courses besides ENGL 10600 will usually be offered 2:1 or 1:2 teaching assignments, so as to maintain a reasonable half-time appointment.**

Students should be aware that overloads represent a minority of cases and are never guaranteed to anyone. Students requesting a .75 appointment must have the permission of their major professor and Director of Graduate Studies, who will consult with the Director of Composition as appropriate.

In the very rare case that a student wants any combination of teaching and non-teaching appointments **that would exceed .75**, he or she must have **written permission both from the major professor and the Director of Graduate Studies**. Please note that it is not likely such permission will be granted.

N. PRF Research Grants

Each year, the Graduate School makes available a few summer PRF Research Grants to students in Ph.D. programs. A student must submit the required application form when the announcement

is made. Descriptions of the prioritized categories for applicants are available in the English Graduate Office.

In order to be eligible for a Summer PRF Grant, a student must have filed or be ready to file a Plan of Study with the Graduate School. Also, applicants must be a half-time T.A. in good standing and not have exhausted their 5-year funding eligibility. Students who hold non-teaching appointments during the year are often disqualified from eligibility. (Please note: students must **apply** for a PRF before they exhaust their 5-year eligibility, but they may **hold** a PRF grant in the summer following their 5-year eligibility window.)

The number of PRF grants made available to us depends on a calculation made by the Graduate School; we cannot predict from year to year how many we will have. For that reason, students are asked to remember that **no one is guaranteed a summer PRF grant**, and that they should apply early and often if they hope to win one.

A student **may not** hold a Summer PRF in conjunction with a year-long PRF.

Students who have completed the primary and secondary area examinations and requirements and the Oral Defense of their Dissertation Prospectus are eligible to compete for year-long PRF Research Grants. Major Professors may nominate one student per year for a year-long PRF Grant. The nomination for a year-long grant must be accompanied by a carefully written grant proposal **and by a letter of recommendation from the professor sponsoring the grant**. Nominations are ranked by a departmental committee and forwarded to the CLA Dean's Office for final determination. Year-long PRF grants are not renewable.

Applicants must be in good standing and not have exhausted their 5-year eligibility since a year-long PRF Grant counts as University support and is the equivalent of one year of Teaching Assistant eligibility. However, it is possible for applicants to apply for both a summer and year-long PRF Grant during their 5th year of funding (although, they may not hold both a summer and year-long PRF Grant. Likewise, students may not hold both a summer PRF and a year-long Bilsland.

Guidelines for preparing year-long PRF Grants are found in Appendix XXI.

O. Applying for External (non-Purdue) Grants and Fellowships

All students who are interested in applying for grants or fellowships sponsored by agencies outside Purdue must contact Sponsored Programs Pre-Award Services. Pre-Award Services supports the creation of proposals and contracts that are both technically and administratively sound, and, in some cases, may help with preliminary paperwork for grant or fellowship applications. For information regarding the Central Pre-Award Center see:

<http://www.purdue.edu/business/sps/preaward>

P. Graduation Procedures

All graduating students must notify the English Graduate Office (griff@purdue.edu) by the third week of the semester in which they plan to graduate. See Jill in the English Graduate Office for the semester graduation deadlines.

II.**M.A., M.F.A., AND GRADUATE CERTIFICATE PROGRAMS****A. M.A. Transfer Credits**

With the approval of the student's advisory committee, up to six credits toward the M.A. degree may be transferred from another accredited institution. The credits must be for appropriate graduate courses (carrying a grade of "B-minus" or better and earned within the last five years), and which have not been used to satisfy the requirements of a degree held by the student. Credit in Creative Writing may not be transferred.

B. M.A. General Requirements

To qualify for a master's degree, the candidate must meet university and departmental requirements regarding hours of credit, residence, required courses, foreign language proficiency, and grades (cumulative GPA no less than 3.0). The candidate must also pass the M.A. examination or write a satisfactory thesis.

C. M.A. or M.F.A. Advisory Committee

Before the due date for filing a Plan of Study (October 15th of the second year of M.A. or M.F.A. students), the student must identify a major professor who will agree to serve as the student's advisor. M.A. students must choose a major professor with an appointment in the English Department. M.F.A. students must choose a major professor with an appointment in the Creative Writing Program. In consultation with the major professor and two other faculty members (whom students chooses as members of their advisory committee), students shall complete the Plan of Study. After filing that Plan, students meet with their major professor every semester on a regular basis to seek advice about course selection and to obtain signed approval on the registration form.

The advisory committee is the liaison between the student and the Director of Graduate Studies or Department Head in matters regarding academic progress (including whether a student will be retained or terminated from a graduate program), the student's employment status within the Department, and the continuation or termination of financial aid.

D. M.A. Course Requirements (Excluding any coursework needed to meet the foreign language requirement)**Core Requirements**

All students in Rhetoric and Composition and English Language and Linguistics must complete two core courses: English 50100 (Introduction to English Studies), and one course in English Language and Linguistics: either English 50600 (Introduction to Linguistics) or English 61100 (Old English Language) or English 61300 (Middle English Language). All students in Literature, Theory, and Cultural Studies must complete English 50100, and are strongly encouraged to take 50600, 61100, or 61300. All M.A. students must take at least one 600-level seminar. A student who has completed, within the past seven years, a graduate course equivalent to English 50100 or 50600 at another institution may request that either or both core requirements be waived. Requests for such waivers should be made to the Director of Graduate Studies during the first semester of graduate study at Purdue. These requests should be accompanied by the syllabus for, or a detailed outline of, the course the student proposes as a substitute.

No audited courses, courses taken Pass/No Pass, or courses in which a student earns less than a “B-minus” can count toward the required number of hours; these also do not appear on the Plan of Study (see E below). At the recommendation of their advisory committee, students may take up to six hours of coursework outside the department that will count toward the minimum of thirty hours required on the Plan of Study.

M.A. Course Distribution

Students in the LTC program must take one course in each of four separate areas of listed below. For course distribution work sheets see “Appendices II-XI.” At least one course in the sequence must be at the 600 level.

- a. Medieval and Early Modern (16th and 17th Centuries) Literature
- b. Transatlantic and Early Atlantic Literature
- c. 20th Century and Contemporary Literature
- d. Theory and Cultural Studies

Students emphasizing Rhetoric and Composition must take one course in at least three separate areas of Literary Studies listed above. Students emphasizing English Language and Linguistics must take at least one non-ELL course.

1. *LTC Option*

Thirty graduate credits plus the M.A. examination are required for the M.A. degree without thesis. Thirty graduate credits plus three credits of English 69800 are required for the M.A. degree with thesis. An M.A. student who has met core, distribution, and program requirements may complete the overall course-hour minimum with any of the 50000-or 60000-level graduate courses offered or cross-listed by the department.

2. *Rhetoric and Composition Option*

Thirty credits plus a thesis or comprehensive examination are required. The Rhetoric and Composition option must include 59100 and two of the following: 62200, 62400, 62600. Depending on enrollments and faculty availability, students may be able to choose from among three possible tracks: 1) Writing Center; 2) Community Engagement; 3) Games as Technical Communication. See relevant appendices included at the end of the Manual for specific information on requirements for each track.

3. *English Language and Linguistics Option*

Thirty credits plus a thesis or comprehensive examination are required. Students emphasizing English Language and Linguistics take English 501 and 506 plus three electives, one of which must be a non-ELL course.

The English Linguistics option must also include:

- a) Linguistics Courses: two of 51000 or 56300, 51100, 51200, 51300
- b) ESL Courses: two of the following: 51600, 51800, 56500, 61800
- c) One of the following: 62700, 62800, 62900, 63000, 63100

No 600-level course can be taken to satisfy both requirements (b) and (c). 62700 can be repeated to satisfy the requirements if offered in different subject areas.

E. Plan of Study

The Department of English requires students to choose a major professor and two other faculty members to serve as an Advisory Committee by October 15th of the second year of residency. The chair and at least 2 of the 3 members of the Advisory Committee must be from the Department of English. In close consultation with the major professor, the student is to file a Plan of Study (POS) with the Graduate School at that time. The Graduate School of the University requires that the Plan of Study be filed **before the beginning of the student's final academic session/semester (meaning the session/semester at the end of which a degree is expected).** In other words, a student must have the POS on file in the penultimate session/semester of her or his time in the program. This requirement is strictly enforced.

A minimum number of 30 hours of coursework is required by students in all programs.

The following courses do not count towards the 30 hour total: Audited courses and courses taken Pass/Fail; mentoring courses (ENGL 50200); or courses used to satisfy a foreign language requirement (i.e. 60100 or 60500 courses from Foreign Languages and Literatures.

IDIS 59100: "Interdisciplinary Studies in Composition (Hutton. Multidisciplinary Lecture. Series)," may only be used once on a Plan of Study.

No course for which a student has earned lower than a B-minus may appear.

A limit of three independent study courses (i.e., 58900: "Directed Reading" and 59000: "Directed Writing") can be used on the Plan of Study. Use of more than three must receive the approval of the student's major professor, who needs to express the approval in a letter to the Director of Graduate Studies.

Students are encouraged to take required courses (particularly infrequently scheduled ones) when they are offered during their period of study, rather than relying on 58900s and 59000s to meet their degree requirements.

See "Appendices IV-VIII" for outlines of various degree options. The "Rationales" for various Plans of Study in the back of the *Manual for Graduate Studies* will help in establishing and filing a Plan of Study. One of them must be submitted with each Plan of Study.

When filling out their Plans of Study students should insert under "Concentration" the appropriate name from the following list:

**Creative Writing
Second Language Studies/ESL
English Language and Linguistics
Literary Studies
Literature, Theory, Cultural Studies
Rhetoric and Composition**

Accessing the Graduate School Plan of Study Generator through the myPurdue Portal

Access to the electronic Plan of Study Generator (POSG) is via the myPurdue Portal. The myPurdue Portal can be found at <https://mypurdue.purdue.edu/cp/home/loginf>. It is necessary to

log in with your Career Account userid and password to proceed. Once you login, the POSG is located under the Academic link, then the Graduate School link.

Once you have clicked on the “Graduate School Plan of Study” link within myPurdue, a new browser window will open with the POSG login screen. It is necessary to log in with your Career Account userid and password to proceed. Once you have logged in, the POSG links are available to you.

To begin your POS, click on the Plan of Study Generator link, and then click on the “Create new Plan of Study” link. Once in the POSG, refer to the help buttons located on each page to assist you in using the electronic POSG. You do not need to complete the entire form in one sitting; you may save your POS and return to it later. You may not bookmark any pages within the Graduate School link. To return to the POSG you must log in to myPurdue.

When you have completed your POS, make a copy of it and give copies to your major professor and your Advisory Committee for approval. When they have approved your POS, please submit it **as a draft**, together with the completed Rationale from the appropriate Appendix (IV-VIII), to the English Graduate Office for review by the Director of Graduate Studies. At any stage during this period you can submit your plan as a Draft. All Plans of Study must first be submitted in Draft form before they can be submitted in Final form. When the POS has been approved by the Director of Graduate Studies, you will be notified by e-mail from the English Graduate Office. You will then return to the POSG and submit your plan as “Final.” The POS will be automatically routed, reviewed, and, if approved, signed by your department coordinator, your Advisory Committee, and the Graduate School. You may check the status of your POS at any time by returning to the POSG and clicking on the Display Submitted Plan of Study link.

Changes in the plan of study should be submitted on an electronic Plan of Study Change Form.

F. M.A./M.F.A Thesis

The M.A. thesis, developed and written under the supervision of the student’s entire Advisory Committee, should be similar in kind and quality to a doctoral dissertation, but should be restricted in range and scope. The M.F.A. thesis is a full-length book manuscript of poetry or fiction, or a novel, written under the supervision of a committee chaired by a member of the creative writing committee. The Graduate School requires a student to be registered for at least 3 hours of research in the session of graduation.

Students should consult with their Advisory Committee regarding format requirements, both within and outside the department. **NO DEFENSES/EXAMINATIONS may be conducted during the last week of classes (dead week).** The thesis defense must be scheduled with the Graduate School at least two weeks prior to the actual defense. Also, no student may schedule an M.A./M.F.A. defense before they have satisfied the Departmental foreign language requirement.

The form to schedule defenses with the Graduate School is electronic. Students are required to submit, in writing three weeks prior to the defense, to the English Graduate Office the following information so the paperwork can be processed with the Graduate School.

Date and time of defense

Room number

Title of project

Chair (must be the same that is listed on your plan of study)

Committee (must the same that is listed on your plan of study)

All three members of the M.F.A. or M.A. thesis committee must have a completed copy of the thesis at least two weeks before the date of the defense. The members of the thesis committee will email the English Graduate Office at griff@purdue.edu to indicate that they have received the final copy in a timely manner. The English Department cannot submit the Form GS-8 to the Graduate School until the committee acknowledges receipt of the thesis two weeks prior to the defense date.

If all course work (including meeting the foreign language requirement) has been completed prior to the semester during which the thesis is completed, the student may, one time, register for “examination only.” **Such a candidate must DEPOSIT THE THESIS in the thesis office during the FIRST EIGHT WEEKS of the fall and spring semesters (or during the FIRST FOUR WEEKS of the summer semester if applicable).**

Students are required to have been registered for at least three hours during the *preceding* semester in order to be eligible to register for “exam only” or “degree only.” This policy does not apply to non-thesis M.A. students. A student does not need to be registered for the Summer semester in order to register for “exam only” in the Fall semester, but they must have been registered for research hours in the Spring.

In preparing their thesis, students must follow and satisfy the University's formatting policies found on their website:

<http://www.purdue.edu/gradschool/research/thesis/index.html>

The same site also has a checklist form for the Master’s thesis final deposit and other relevant information. A final deposit appointment must be made with the Thesis/Dissertation Office in the Graduate School before the thesis can be officially deposited.

All M.A. Theses must be deposited electronically.

The Department requires that students deposit a copy of their completed thesis with the English Graduate Office. Students are required to complete a graduate tracking survey.

G. M.A. Examination

1. Scheduling:

The M.A. examination is given twice each year. Candidates wishing to take the examination must sign up with the English Graduate Office before the deadline announced each semester. A student who has completed all course requirements may, one time only, register for “examination only,” provided that he or she has enrolled for at least three hours the preceding semester. But in order to take the examination a student must be registered for the semester in which the examination is held. The M.A. Exam is offered late in the Spring semester and early in the Fall semester.

2. Examination Committee:

The M.A. Examination Committee includes three members of the Literature, Theory, Cultural Studies faculty and is appointed by the Department Head. This Committee constructs and grades the essay portion of the examination and chooses the passage(s) for extemporaneous explication. It will revise the list of texts on which the examination is based every other year. Whenever possible, the committee will be constituted so that one member is replaced each year and two members are held over from the previous year. The questions in the discipline for those who elect to take part of their examination in Rhetoric and Composition, English Language and Linguistics, or Second Language

Studies/ESL are written and graded by the Ph.D. preliminary examination committees in these disciplines.

3. Book List:

The list contains 24 works. Every other year, 6 of 24 texts are changed by the M.A. Examination Committee.

Only generally recognized major texts will be chosen, 5 in each of 4 areas: Medieval and Early Modern (16th and 17th Centuries) Literature; Transatlantic and Early Atlantic Literature; 20th Century and Contemporary Literature; and Theory and Cultural Studies.

The M.A. Examination Committee will designate 8 works on the list as a short list on which students in Rhetoric and Composition, English Language and Linguistics, and Second Language Studies/ESL will be examined (see Appendix III). One third of their examination will be based on that list, and two thirds on their area of specialization.

4. The M.A. Examination:

This examination, based as it is on a variety of Anglophone texts covering the spectrum of these areas of literary and cultural studies, represents the capstone of this stage of graduate study.

M.A. students are advised to take the exam no later than the spring semester of their second year of residency.

The exam is designed to allow students to demonstrate an ability to synthesize materials, to draw parallels between or among texts, and to read closely for particular details. Examination questions or topics for exploration draw on a variety of ways to read texts (plot, genre, gender, character, relation to critical issues).

The first part of the examination will last 4 hours, with one-half hour for studying the questions and organizing answers, 3 hours for writing, and one-half hour for proofreading and editing the answers.

Students in Literature, Theory, Cultural Studies write for 3 hours, usually on 3 questions chosen from a list of 5 or 6 options. The questions may deal with any of the books on the list, or any combination of those books.

Students in Rhetoric and Composition, English Language and Linguistics and English Language Studies/ESL write for 1 hour on a question or questions dealing with any book on the short list, or any combination of those books, and for 2 hours on questions drawn from their area of specialization.

The second part of the examination, taken by all M.A. candidates, consists of the explication of a passage of prose or poetry, with 15 minutes for study and organization, 1 hour for writing, and 15 minutes for proofreading. Students write on 1 of 3 short passages, printed in full. Titles will not be announced in advance. The instructions will read: "Write a careful literary analysis of one of the following pieces. Your essay should interpret the passage and support that interpretation with evidence drawn from the text."

No notes, texts, or reference works other than a standard college dictionary may be used.

5. **Preparing for the Exam:**
Those studying for the exam should take courses in as many periods as they can, but should supplement course work with extra preparation of their own. This preparation ought to consist primarily of several thoughtful readings of the assigned texts. In addition, the careful reading of 2 or 3 critical works on each text is strongly recommended. Students are encouraged to seek help from their Advisors and other members of the faculty in this preparation. Copies of earlier exams are kept on file in the English Graduate Office and are available upon request.

6. **Answers:**
Students should study the questions carefully and be certain that their answers offer thoughtful, well-organized, and detailed responses to those questions. They should avoid clichés, dead metaphors, vague generalities, plot summaries, and oversimplifications. Relevant criticism should be cited and incorporated into responses. Examiners look for evidence that students have thought carefully and critically about the texts and topics on which they choose to write.

7. **Grading:**
Results of the M.A. Examination will be reported to examinees and the Chairs of their Advisory Committees by the Director of Graduate Studies within ten working days of the examination date.

Faculty members of the examination committee meet to discuss the individual parts of the exam and to determine an overall grade (Pass, Fail).

Students wishing to review their performance on the examination may ask to meet with the M.A. Examination Committee. This request should be made within 2 weeks of the report of examination results. The Department considers the M.A. Examination Committee's determination of the grade to be final. Students who may wish to appeal the decision of the examining committee may do so according to the guidelines established by the Graduate School of the University as articulated in its *Policies and Procedures for Administering Graduate Student Programs* (Section IX: Graduate Student Responsibilities and Rights).

8. **Re-examination:**
A candidate who fails the M.A. examination may take it a second time, preferably during the next examination period, and certainly within the calendar year. A student who has failed the examination twice may not take it a third time. A student who has failed the examination may not then switch to the thesis option.

H. M.F.A. in Creative Writing

Requirements include thirty credits plus twelve thesis credits and a full-length book manuscript of poetry or fiction, or a novel, written under the supervision of a committee chaired by a member of the Creative Writing faculty.

Other Creative Writing requirements include:

- 1) Twelve credits of English 60600 or 60900 (Writing Poetry or Writing Fiction). It is required that all 12 hours be taken in the student's major genre.
- 2) Three credits in English 60700 (Craft of Fiction or Craft of Poetry), to be taken in the student's major genre.

- 3) Fifteen credits (five courses) chosen from other English Department graduate course offerings. Note: for students beginning in Fall 2017, these five may not include 59000s or 58900s (independent study courses) without permission of the Director of Graduate Studies in consultation with the Director of Creative Writing. These five also may not include any courses used to fulfill the foreign language requirement. One 60700 in a genre other than the student's major genre may be included here. One graduate course in another art form taken either in or outside the English Department—or literature courses taken at the graduate level in the School of Languages and Cultures—may also be included here with approval of the Director of Graduate Studies in consultation with the Director of Creative Writing.
- 4) Twelve credits in English 69800. The twelve credits in English 69800 constitute the two semester tutorial work with the student's committee chair toward the thesis. The MFA committee is composed of three members—two drawn from the Creative Writing faculty, both usually in the student's chosen genre, one as chair and one as member, and the third drawn from another area of the Department.

The Creative Writing concentration does not require English 50100 or English 50600. It does not require a comprehensive examination, though it does require a thesis defense and a thesis reading.

M.F.A. students need to submit a plan of study (please see Section E, "Plan of Study," above for details). They are encouraged to choose their thesis committee late in their second year and begin serious preparation toward the thesis under the direction of their major professor.

I. Natural Language Processing Graduate Level Academic Credit Certificate Program

The English Language and Linguistics Program in the Department of English offers a "Graduate Certificate in Natural Language Processing (NLP) Program." Students currently admitted to a degree program as well as those who are non-degree seeking are eligible to earn a certificate. Students may complete the certificate independently of their field of study.

The required courses are:

ENGL 50600: Introduction to English and General Linguistics
 ENGL 51100: Semantics
 ENGL 51200: English Syntax and Syntactic Theory
 ENGL 62800: Natural Language Processing

and any undergraduate-level course in one or more programming languages or any one of the following courses in programming languages and related areas:

CS 56500: Programming Languages
 ECE 57000 (IE 547): Programming Techniques for Artificial Intelligence
 IE 54800: Knowledge-Based Systems
 MGMT 54400: Database Management Systems

To fulfill the certificate requirements, a minimum GPA of 3.5 must be attained and a minimum grade of "B-minus" earned for any course that is to be applied to the certificate. All courses must be taken for a letter grade.

A maximum of 6 credits may be transferred from other institutions to meet the requirements of the certificate if the Director of the NLP Certificate Program, upon consultation with the English

Language and Linguistics faculty, approves. Only courses with a grade of “B-minus” or above and completed within five years prior to the awarding of the certificate will be accepted.

A maximum of 3 credits from undergraduate-level courses may be used for the Certificate.

Maximum time allowed for completion of the certificate is 5 years.

Courses may be applied for credit toward the completion of more than 1 certificate.

Six (6) hours of coursework taken prior to admission to the Certificate Program may be counted toward completion of the Certificate Program.

Admission (application to Graduate School) to a certificate program must be done by the end of the first week of classes of any semester.

For details, contact the Director of the NLP Certificate Program at vraskin@purdue.edu. For information about admissions requirements and application procedures to the Certificate Program, contact the English Graduate Office at griff@purdue.edu.

J. English Language and Linguistics: History of the English Language Graduate Level Academic Credit Certificate Program

The English Language and Linguistics Program in the Department of English offers a “Graduate Certificate in History of the English Language.” Students wishing to enroll in the Program have to make application to the Graduate School to get credit. (For information about the admissions process, contact the English Graduate Office at griff@purdue.edu.) Students currently admitted to a degree program as well as those who are non-degree seeking are eligible to earn a certificate. Students may complete the certificate independently of their field of study.

Prerequisite: ENGL 50600: Introduction to Linguistics:
The required Courses are:

ENGL 51000: History of the English Language
ENGL 61100: Old English Language
ENGL 61300: Middle English Language

Additional Courses (Take 2)

ENGL 56300: Historical Linguistics
ENGL 61600: Introduction to Old Norse
ENGL 61200: Old English Literature
ENGL 61400: Middle English Literature
ENGL 63100: World Englishes*

*With the permission of the Director of English Languages and Linguistics a student may substitute a seminar on World Englishes; for example, ENGL 62900 Seminar in English as a Second Language: World Englishes

To fulfill the certificate requirements, a minimum GPA of 3.0 must be attained and a minimum grade of “B-minus” earned for any course that is to be applied to the certificate. All courses must be taken for a letter grade.

A maximum of 6 credits may be transferred from other institutions to meet the requirements of the certificate if the Director of the History of the English Language Certificate Program, upon

consultation with the English Language and Linguistic faculty, approves. Only graduate courses with a grade of “B-minus” or above and completed within 5 years prior to the awarding of the certificate will be accepted.

Maximum time allowed for completion of the certificate is 5 years.

Courses may be applied for credit toward the completion of more than 1 certificate.

Six (6) hours of coursework taken prior to admission to the Certificate Program may be counted toward completion of the Certificate Program.

Six (6) hours from the certificate program may be “transferred” to a degree program if a student is later admitted to our MA or PhD program.

Admission (application to Graduate School) to a certificate program must be done by the end of the first week of classes of any semester.

For information about program courses and requirements, contact the Director of English Language and Linguistics, currently Professor Elaine Francis at ejfranci@purdue.edu.

III.

Ph.D. PROGRAMS

A. General Information

The Ph.D. is the highest degree offered by the English Department. Study for this degree is seen as an independent program that builds upon and complements work done at the M.A. level. Ph.D. students are allowed considerable flexibility within the guidelines of the Graduate School and the English Department. It is assumed that students who embark upon advanced graduate work are committed to both preserving and transmitting the work of previous generations of scholars as well as to developing their own abilities to make scholarly contributions.

To qualify for a doctoral degree, the candidate must meet University and Department requirements as to minimum hours of credit (30), foreign language proficiency, and grades (cumulative GPA no less than 3.0). The candidate must also:

- pass one written preliminary examination
- demonstrate proficiency in a secondary area by either course work or a second written preliminary examination
- submit and defend a Dissertation Prospectus
- and write and defend a Dissertation

The individual requirements under these headings for students in Literature, Theory, Cultural Studies; Rhetoric and Composition; English Language and Linguistics; and Second Language Studies/ESL can be found below in the appropriate sections below.

B. Residency Requirements and Credit Hours (Including Research Hours)

Residency requirements for graduate degrees are governed by rules specified in the *Policy and Procedures Manual for Administering Graduate School Programs*. The Graduate School requires a total of 90 hours. The M.A. degree counts as 30 hours. Ph.D. coursework and 69900 (research credits) constitute the remaining 60 hours.

C. Advisory Committee

Upon admission to the Ph.D. program, each doctoral student in Literature, Theory, Cultural Studies will be advised by the Director of Graduate Studies until students choose for themselves a major professor. Likewise, the Directors of Rhetoric and Composition, English Language and Linguistics, and Second Language Studies/ESL will advise Ph.D. students in those programs until the students choose a major professor. Students meet with their assigned advisor at least once in the fall and once in the spring to seek advice regarding course selection and receive signed approval for registration.

By the start of third semester of coursework, each student chooses one faculty member who is working in their primary field to serve as major professor. The major professor helps the student select an appropriate secondary field or fields, choose two other faculty members to serve on the Advisory Committee, and establish a Plan of Study for the Graduate School of the University.

For purposes of serving on graduate committees, the Graduate School certifies faculty members as either “regulars” or “specials” (these are different categorizations based on the Graduate School’s protocols and policies). Please be advised that **more than half of a student’s committee must be designated as “regular” graduate faculty—please also be advised that a committee cannot consist of an even split between “regular” and “special” faculty.** For example, if two members on the committee are certified as “specials”, then there must be three (or more) “regular” certified graduate faculty members on the committee. To determine whether faculty members are certified as “regular” or “special” please consult the Graduate Studies Office.

The Plan of Study must be submitted electronically.

For further information, see “Plan of Study” below.

A copy of the draft Plan of Study, together with the Department of English rationale for the student’s particular program, must be submitted to the English Graduate Office by October 15th of the second year of residency for review by the Director of Graduate Studies. The rationales for the individual programs within the Department are found in “Appendices II-XII” of this Manual, and are used to verify that the courses listed on the Plan of Study fulfill the requirements of each program.

Working within basic departmental requirements and guidelines, faculty advisors help students design a program (including courses, tutorial conferences, and additional readings in preparation for examinations) that is suited to the individual’s interests, abilities, and previous training. The major professor, in conjunction with the Advisory Committee, supervises the student’s progress from semester to semester. The Advisory Committee oversees the student’s oral defense of a dissertation prospectus, the writing of the dissertation, and its oral defense. When formal work on the dissertation begins, a fourth member must be added to the Advisory Committee. When possible, the members of the Advisory Committee join with the Job Placement Committee in helping the graduate search for a job.

D. Foreign Language Requirement.

Students who have not fulfilled the Foreign Language Requirement as part of their M.A. degree (see pp. 8-10 earlier in this Manual) are strongly urged to complete this requirement in the Summer

after their first year of coursework (or, if that is not possible, then certainly before they take their preliminary examinations). **Students may not advance to ABD status without completing this requirement.**

E. Major Fields in LTC:

Students in the LTC program must indicate by the beginning of their third semester what their “Major Field” will be. When students prepare their statement of purpose as part of their application to the program, they are in effect signaling what areas and approaches interest them. Even at this early stage, they should be thinking about what area they may wish to take their preliminary exam in (and plan their courses accordingly). By October 15th of their second year of residency, students must have established their Advisory Committees, filed their Plans of Study with the Graduate School, and declared their Major Field according to one of the following designations:

- a) Medieval
- b) Renaissance
- c) Eighteenth Century*
*Includes Restoration and 18th-century British Literature, Colonial American Literature or a combination of the two.
- d) Nineteenth Century*
**Includes 19th-century British Literature, early republican and 19th-century American literature, other national literatures in English or any combination of these.
- e) Twentieth and Twenty-first Centuries***
*** Includes 20th- and 21st-century British Literature, 20th and 21st century American literatures (including ethnic and gendered literatures), other national literatures in English or any combination of these.
- f) Designated Major Field****
**** With the assent of their committees and the Director of Graduate Studies, students may designate a Major Field that does not fall into one of the above broad historical periods. Such a Major Field may be one that crosses historical boundaries (such as Pre-Romantic and Romantic British Literature or American Literature post-Civil war to early 20th century); or a genre (such as the novel, drama, or poetry); or a particular approach to Theory and Cultural Studies that crosses traditional national or historical lines (such as gender and literature, postcolonial literatures, or ethnic literatures).

In all cases, when designating a Major Field it is the responsibility of the student and the major professor to ensure that there will be sufficient regularly-scheduled courses available in that area. The Department will do its best to provide courses in a variety of areas depending upon staffing and other considerations, but it is not the Department's responsibility to provide courses for every possible primary area. Only one 58900: “Directed Writing” or one 59000: “Directed Reading” may count towards the fulfillment of a primary field. In exceptional cases, students with the support of their major professors may petition the Graduate Committee to request permission to include additional 59000s. Students will indicate in the appropriate spaces on the English Department Rationale what their Major Field and their Focus are for their preliminary examinations.

F. Plan of Study

All Ph.D. students must choose a major professor and at least two other faculty members to serve as an advisory committee by October 15th of the second year of residency. The chair and at least 2 of the 4 members of the Advisory Committee must be from the Department of English. In close

consultation with the major professor, the student is to file an electronic Plan of Study with the Graduate School and a Plan of Study Rationale with the English Graduate Office by October 15th of their second year of residency. For the departmental rationales, which must be filled out according to one's specialty, see "Appendices IX-XIII" below. **No departmental examinations may be taken until a Plan of Study has been filed.**

When filling out their Plans of Study students should insert under "Concentration" the appropriate name from the following list:

**Second Language Studies/ESL
English Language and Linguistics
Literary Studies
Literature, Theory, and Cultural Studies
Rhetoric and Composition
Theory and Cultural Studies**

Access to the electronic Plan of Study Generator (PSOG) is via the myPurdue portal. The myPurdue portal can be found at <https://mypurdue.purdue.edu/cp/home/loginf>. It is necessary to log in with your Career Account userid and password to proceed. Once you have logged in, information pertinent to graduate students is located under the "Academic" tab, and in the "Graduate Students" box on the lower right. The Graduate School provides access to the POSG through the "Graduate School Plan of Study" link.

Once you have clicked on the "Graduate School Plan of Study" link within myPurdue, a new browser window will open with the POSG login screen. This browser window is now separate from the myPurdue window. It is necessary to log in with your Career Account userid and password to proceed. Once you have logged in, the POSG links are available to you.

To begin your POS, click on the Plan of Study Generator link, and then click on "Create new plan of study" link. Once in the POSG, refer to the Help buttons located on each page to assist you in using the electronic POSG. You do not need to complete the entire form in one sitting; you may save your POS and return to it later. You may not bookmark any pages within the Graduate School link. To return to the POSG you must login to myPurdue.

When you have completed your POS, make a copy of it and give copies to your major professor and your advisory committee for approval. When they have approved your plan of study, submit it **as a draft**, together with the completed Rationale from the appropriate Appendix (IX-XIII), to the English Graduate Office for review by the Director of Graduate Studies. At any stage during this period you can submit your plan as a Draft. All plans of study must first be submitted in Draft form before they can be submitted in Final form. When your POS has been approved by the Director of Graduate Studies, you will be notified by e-mail from the English Graduate Office. You will then return to the POSG and submit your plan as "Final." The POS will be automatically routed, reviewed and, if approved, signed by your department coordinator, your advisory committee and the Graduate School. You may check the status of your POS at any time by returning to the POSG and clicking on the Display Submitted Plan of Study link.

Changes in the plan of study should be submitted on an electronic Plan of Study Change Form. Your Ph.D. Advisory Committee as designated on your POS must match your Ph.D. Prospectus and Dissertation Advisory Committee as designated on your POS. This may require a revision of your POS after your Prelims are completed successfully.

A minimum number of 30 hours of coursework is required by students in all programs. The following courses do not count towards the 30 hour total: Audited courses and courses taken Pass/Fail; Mentoring courses (ENGL 50200) or courses used to satisfy a foreign language

requirement (i.e. 60100 or 60500 courses from Foreign Languages and Literatures. IDIS 59100A: “Interdisciplinary Studies in. Composition (Hutton. Multidisciplinary Lecture. Series),” may only be used once on a Plan of Study. No course for which a student has earned “less than a B” may appear. **A limit of three independent study courses** (i.e., 58900: “Directed Reading” and 59000: “Directed Writing”) can be used on the Plan of Study. Use of more than three must receive the approval of the student’s major professor, who needs to express the approval in a letter to the Director of Graduate Studies. Students are encouraged to take required courses (particularly infrequently scheduled ones) when they are offered during their period of study, rather than relying on 58900s and 59000s to meet their degree requirements.

The chair or the first co-chair to sign the POS must add the number of Master’s credit hours that will be allowed on it to a new text box before being allowed to sign.

G. Transfer Credits

With the approval of the student’s advisory committee, up to 6 credits toward the Ph.D. degree may be transferred from an accredited institution and may appear on the POS. The courses must be appropriate graduate credits, carrying a grade of “B-minus” or better, earned within the last 5 years, which have not been used to satisfy the requirements of a degree held by the student.

H. Course Requirements

The first step in the Ph.D. program is course work designed to give the student a broad general knowledge upon which to build specialization.

1. Introductions

It is strongly recommended that Ph.D. students take one course in any two of the following five areas if they have not done so in their Master’s program:

- a. Introduction to English Studies (50100)
- b. Rhetoric & Composition (59100)
- c. Linguistics (50600)
- d. Philology (51000, 61100, 61300)
- e. Literary Theory (56900, 58000, 66700, 66800)

The student’s advisory committee will review courses done at the M.A. level and recommend appropriate course selections.

2. Course Credit Requirements

Doctoral students in English are required to take a minimum of 30 graduate credits in English beyond the M.A. program. At least 9 of these hours must be in 600-level courses. (Note: 50200 and any coursework taken to meet the foreign language are not part of the thirty hour minimum.) No 69900’s, no audited courses, and no courses taken as satisfactory/unsatisfactory or pass/not pass may be used to satisfy the credit requirement.

As long as all other program requirements are met, the Ph.D. student may satisfy the overall course-hour minimum of 30 with any of the 500- and 600-level graduate courses in the department. At the recommendation of their advisory committee, **students may take up to 6 hours of coursework outside the department that will count toward the minimum of thirty hours required on the Plan of Study.**

3. Breadth Requirement

It is strongly recommended that Ph.D. students in Theory and Cultural Studies, Rhetoric and Composition, English Language and Linguistics, and Second Language Studies/ESL take 1 course in each of the following broadly defined areas:

- a. Medieval & Early Modern Literature
- b. Transatlantic & Early Atlantic Literature
- c. 20th-Century and Contemporary Literature

Courses taken in the primary and secondary areas can be used to satisfy this requirement. Courses taken before entering our Ph.D. program may be used to satisfy the breadth requirement even if they have been used to satisfy previous degree requirements, provided that they were taken for graduate credit within the past 7 years and the grade was at least a B-minus.

Students in Literature, Theory, Cultural Studies must have all of the above areas covered.

4. Specialty Requirements

- a) Students in Literary Studies and LTC are required to complete 4 courses in their Major Field of study and to take three 600 level seminars in literary studies and/or literary theory. Courses/seminars may overlap, but students must take at least 18 credits (6 courses) of literature beyond the M.A, to fulfill their Ph.D. requirements in Literary Studies.
- b) Theory and Culture Studies Ph.D. students are required to choose 3 subfields from the following and to take at least 6 courses (total) in them:
 - 1) Critical theory (56900, 63200, 66700, 66800)
 - 2) Cultural Theory (57600, 58000, 62600)
 - 3) Feminist Theory and Literature (59700, 67200)
 - 4) Queer Studies
 - 5) Minority Literature (55700, 58300, 59700)
 - 6) Postcolonial Studies (59200, 67300)
 - 7) Visual Culture (58600)
 - 8) Rhetorical History and Theory (62400, 62600, 68000C)
 - 9) Cultural Analysis and Critique of Literature (54300, 55400, 55700, 66700)
 - 10) Linguistics and Semiotics (51100, 57000, 63100)

Students and their advisory committees will determine which courses, including seminars and variable title courses not listed above, will best prepare students in their chosen areas of study. The TCS concentration stands as a primary area, and TCS students will follow the same course recommendations for breadth and requirements for secondary areas as their peers in Rhetoric and Composition, English Language and Linguistics and Second Language Studies/ESL.

- c) Rhetoric and Composition requires completion of at least 6 courses beyond the introductions and breadth recommendations.
 - 1) English 59100: College Comp. in Theory and Practice
 - 2) English 62200: Composition Studies: Classical
 - 3) English 62400: Composition Studies: Modern
 - 4) English 62600: Composition Studies: Postmodern

- 5) English 62500: Empirical Research on Writing
 - 6) One graduate level course in English Language and Linguistics or Second Language Studies/ESL beyond English 50600.
- d) English Language and Linguistics requires the completion of the following courses:
- a) Prerequisite: 50600
 - b) Core: 51000 or 56300, 51100, 51200, 51300
 - c) Other required courses: 56500, 61800
 - d) Seminars: Any two Linguistics Seminars

Note: core courses address the subject areas that will be included in the Preliminary examination.

- e) Second Language Studies/ESL requires the completion of the following courses:
- a) Prerequisite: 60400
 - b) Core: 51600, 51800, 56500, 61800
 - c) Other required courses: two from a list
 - d) Seminars: Any two ESL Seminars

Note: core courses address the subject areas that will be included in the Preliminary examination.

I. Ph.D. Requirements beyond Course Work

I: Primary Area of Study

a) Primary Area of Study

Course work alone, even when superior, is not adequate preparation for the preliminary examination. Each student is expected to do independent, in-depth study in the area in which he or she has chosen to be examined. Successful examinees have found the following practices helpful in preparing for prelims: take courses in the relevant area(s), review materials from these courses, look at past exams, consult faculty in the area(s), request copies of bibliographies and tests for surveys and seminars, read faculty publications, write sample responses for willing faculty members to evaluate, consult students who have completed prelims, and form study groups.

Students in Literary Studies must have fulfilled all their course requirements for the Major Field before they can sit for their preliminary examinations.

b) Examination Areas

The areas in which preliminary examination will be given are the following. The specific form the examination will take in each area is outlined below under: “e): Administering the Examination”:

- a) Medieval
- b) Renaissance
- c) Eighteenth Century
- d) Nineteenth Century
- e) Twentieth and Twenty-First Centuries

- f) Designated Major Field in Literary Studies
- g) Theory and Cultural Studies
- h) Rhetoric and Composition
- i) English Language and Linguistics
- j) Second Language Studies/ESL

c) Examination Committees

For Ph.D. students in Literary Studies and Theory and Cultural Studies; and Literature, Theory, Cultural Studies, the preliminary examination is written by the student's advisory committee. Members of an Advisory Committee who are outside the Department of English are not expected or allowed to participate on preliminary examination committees.

For Ph.D. students in Rhetoric and Composition, an examination committee made up of specialists in the area, is assigned by the Head of the English Department. For PhD students in English Language and Linguistics and Second Language Studies/ESL, all faculty members in the area are on the examining committee.

Faculty members of the examination committees meet to discuss the individual parts of the exam and to determine an overall grade (Pass, Fail). Following the grading of the examination, the examination committee will present a written evaluation of the examination to the student.

d) Constructing the Examination in the Primary Area of Study

In a student's Primary Area of Study, the student will complete a two-part examination, allowing for different scholarly approaches and treatments. (See option 4 in section e: "Administering the Examination," below for information on an additional preliminary examination option for students in English Language and Linguistics and Second Language Studies/ESL). All members of prelim committees must be English department faculty.

The two parts are:

- 1: A written examination to test the breadth of knowledge in a primary area of study. For Literature and for Rhetoric and Composition, this will be a 24-hour take-home exam. The maximum length of this examination is 21 double-spaced pages not including Endnotes and "Works Cited."

For Rhetoric and Composition, the examination is designed by the Departmental Preliminary Examination Committee appointed by the Head.

For English Language and Linguistics and Second Language Studies/ESL, students may opt to take an examination designed by all members of the area, or they may elect the procedure outlined in option 4 in section e: "Administering the Examination".

For LTC students, the Field Exam is comprised of two parts: a written component (5-day, take-home) and an oral interview (2 hours). The examination is designed by the student's committee.

- 2: An essay (maximum of 25 pages plus documentation) designed to test the student's ability to develop and argue a more specialized topic or issue within the

examination area. Students in Rhetoric and Composition and those students in English Language and Linguistics and Second Language Studies/ESL who opt for a Departmental examination will submit to the Director of Graduate Studies two sub-areas within the examination area when signing up for the examination. The examining committee will create directives for the 7-day take-home essay based on these sub-areas.

e) Administering the Examination

By a vote of the faculty, all take-home examinations will bear the following sentence: “The Department expects that the graduate student will have no help with the writing of this essay.”

All students must sign up for their examinations during the semester before the examination, and must have filed a Plan of Study prior to signing up. **Students must be registered for every semester in the entire examination process from the time of signing up to the time of taking the examination.**

1) FOR STUDENTS IN LITERARY STUDIES AND THEORY AND CULTURAL STUDIES

Examinations will be scheduled 3 times a year: in August (7-day portion to coincide with the week before orientation), in November (7-day portion to coincide with Thanksgiving break) and in March (7-day portion to coincide with Spring break). All members of prelim committees must be English department faculty.

The first exam is a 24-hour take-home (the “field” exam). The maximum length of this examination is set at 21 double-spaced pages not including Endnotes and “Works Cited.” This is followed by a 7-day take-home essay examination (the “focus” exam). The maximum length of the 7-day take-home examination is 25 double-spaced pages not including Endnotes and “Works Cited.”

Reading lists:

The preliminary examination is based on 2 reading lists the student will prepare in consultation with the major professor and the advisory committee. The first reading list covers the Major Field the student has identified through coursework and serves as the basis for the first part of the examination (the 24-hour take-home examination). The second reading list covers the Focus area the student has identified as a potential field of expertise for the dissertation and serves as the basis for the 7-day take-home essay.

To clarify what is meant by Major Field and Focus, a student whose *Major Field* is Nineteenth-Century American Literature may choose to *Focus* on African-American literature, or women's literature, or the novel as a genre within that historical time period; a student whose Major Field is Medieval literature may choose to *Focus* on women's writings of the period, or medieval drama, to name just two possibilities; a student whose *Major Field* is Postcolonial literatures may choose to *Focus* on a national literature, the novel, the drama, or women's writing and so on.

These reading lists must be approved and signed by the major professor and all members of the advisory committee and that approval must be recorded in the English Graduate Office according to the following timetable. Students who fail to have the approval of their reading lists recorded in the English Graduate Office by the dates listed below will have to take their exams on the next available occasion.

Note that these are the final deadlines which have to be met and recorded in the English Graduate Office. To take advantage of the flexibility of the system, students are urged to consult with their major professors and their committees well in advance of the published deadlines.

For those taking the exam in August, the reading lists must be approved and recorded in the English Graduate Office by the end of the previous March.

For those taking the exam in November, the reading lists must be approved and recorded in the English Graduate Office by the end of the previous August.

For those taking the exam in March, the reading lists must be approved and recorded in the English Graduate Office by the end of the previous November.

Students must submit a Preliminary Examination Checklist Form (see Appendix XVI for a copy) to the English Graduate Office by the above dates to confirm that they have met the appropriate deadline.

Constructing the Examination:

In preparation for the first part of the examination concerning the major field (the 24-hour take-home examination), the student will prepare a set of questions based on the Major Field Reading list and circulate it to the advisory committee. The advisory committee in consultation with the major professor will modify, enlarge, or in other ways adapt the questions. While the student's set of questions will be the basis for the examination, the advisory committee reserves the right to further adapt questions or insert new ones.

The second part of the examination is a 7-day take-home essay (15 pages minimum, 25 pages maximum plus documentation) designed to test the student's ability to develop and argue a more specialized topic or issue within the field. Students will submit at least 2 possible questions or topics to the examination committee, which will then work these ideas in formulating the 7-day essay question.

Both the set of questions for the major field examination and the 2 questions or topics for the 7-day take-home examination must be submitted to the major professor and the advisory committee according to the following timetable:

For those taking the exam in *August*, this material must be given by the student to the major professor and the advisory committee by April 15th and recorded in the English Graduate Office.

For those taking the exam in *November*, this material must be given by the student to the major professor and the advisory committee by October 15th and recorded in the English Graduate Office.

For those taking the exam in *March*, this material must be given by the student to the major professor and the advisory committee by the end of the previous January and recorded in the English Graduate Office.

Students record the submission of examination questions by the appropriate deadline by submitting a completed copy of Preliminary Examination Form (see Appendix XII for a copy) to the English Graduate Office.

2) FOR STUDENTS IN LITERATURE, THEORY, CULTURAL STUDIES

Examinations will be scheduled 2 times a year: in August (7-day portion to coincide with the week before orientation) and in March (7-day portion to coincide with Spring break). All members of prelim committees must be English department faculty. Students must sign up for the exams in response to an email Jill sends out each semester, and must have filed a Plan of Study prior to signing up.

For those taking the exam in August, the reading lists must be approved and recorded in the English Graduate Office by the end of the previous March.

For those taking the exam in March, the reading lists must be approved and recorded in the English Graduate Office by the end of the previous November.

Students must submit a Preliminary Examination Checklist Form (see Appendix XVI for a copy) to the English Graduate Office by the above dates to confirm that they have met the appropriate deadline.

The **LTC Field Exam** will emphasize breadth of coverage to prepare students for future teaching expectations, especially standard surveys and upper-division undergraduate courses. The **LTC Focus Exam** will emphasize depth of engagement with primary and secondary sources relevant to a particular research topic/question with the aim of preparing students for the dissertation-writing process.

Reading Lists

- a. Field Exam: Faculty in each area will consult with each other to craft a Master Field Exam Reading List of 75 authors/texts designed to show breadth of coverage in that area. Students may offer additions/substitutions to the Master Field list as they build their Individual Field Exam Reading Lists, but that input will be limited and must be approved by the committee (see d. below).
- b. Master Field Exam Reading Lists provided by faculty should feature mostly primary texts, although up to 15 secondary works also may be included. Master Field Reading Lists should include a mix of genres with the aim of preparing students to teach one of the standard surveys (e.g., first or second half of British Literature survey; first or second half of American Literature survey), as well as upper-division undergraduate courses.
- c. Master Field Reading Lists will be kept on file in the Graduate Office and will be updated by faculty every 2 years.
- d. **Individual Field Exam Reading Lists:** students should rely heavily on Master Field Exam Reading Lists as they construct their Individual Field Exam Reading Lists of 75 authors/texts. Up to 10 items may be substituted for items on a Master Field Reading List, subject to approval of the Major Advisor. Also, up to 10 items may be added to items on a Master Field Reading List, subject to approval of the Major Advisor.
- e. Committees should not allow substitutions or additions that would be better suited for the student's Focus Reading List (see f. below). There should be no overlap between Field and Focus lists.

- f. **Individual Focus Exam Reading Lists:** students must construct an Individual Focus Exam Reading List that should include between 20 and 30 texts. Students should consult with their Major Advisors to determine which texts will be most relevant to their Focus Exam question (see Item 2b. below).
- g. Individual Reading Lists for both the Field and the Focus Exams must be circulated to and approved by all committee members.

Constructing the Exam

The LTC Field Exam is comprised of two parts: a written component (5 days) and an oral interview (2 hours). The overall goal of the Field Exam is to demonstrate breadth of knowledge and readiness to teach undergraduate surveys and upper-level courses in the student's area of interest.

The LTC Focus exam (7 days) is an extended, in-depth essay written in response to a question formulated by the student in consultation with the Major Advisor and committee members. The overall goal of the Focus Exam is to engage with relevant primary texts while also showing sufficient depth of knowledge of current critical/theoretical scholarship relating to the student's topic of interest.

1. **Field Exam Questions:** Once Individual Field and Focus Reading Lists have been approved, committees will provide students with 7 possible questions for the written component of the Field exam, 3 of which will be chosen later by the committee to be included on the exam itself (the student should not know beforehand which 3 of the 7 questions the committee will choose for the exam). Field questions should prompt students to read for breadth of knowledge of authors/texts/genres on their Individual Field Reading Lists in preparation to teach both standard surveys and upper-division undergraduate courses in their area. Questions must be approved by all members of the committee.
2. **Field Exam Preparation** (written component): students are encouraged to prepare for the written component by reading works on their Individual Field lists and drafting short essays (5-7 pages) in response to each of the 7 questions provided by the committee. Note: drafting such essays is a recommendation—not a requirement. Committee members are not responsible for monitoring or evaluating drafts. During the 5-day period for the written component of the Field Exam, students will develop and polish essays that respond to the 3 questions the committee has chosen for the exam. Again, these 3 will be chosen from among the 7 questions the student was originally given, but the student should not know before the exam which 3 have been chosen.
3. **Total length of the Field Exam** written component shall be 21 pages, exclusive of notes and bibliographic material (so approximately 7 pages per question). Students should avoid using the same authors/texts in more than one essay with the overall goal of demonstrating the breadth of their preparation.
4. **Oral component of the Field Exam:** the aim of the oral component is to provide students with an opportunity to discuss authors/texts/genres not addressed in the written component; the overall goal is to better assess students' preparation for and approaches to teaching both standard surveys and upper-division undergraduate courses in their areas. The atmosphere should be that of a conversation rather than an interrogation (i.e. it should not be viewed as a hazing

ritual by either students or faculty). Conversations during the oral component should deal exclusively with works on the student's Individual Field Reading List.

5. **Focus Exam Question** Students and committee members will work together to formulate 1 question for the Focus Exam that addresses the student's topic of research interest. The Focus question should prompt students to examine both primary and secondary works with the aim of demonstrating in-depth knowledge of a particular research topic. The Focus question must be approved by all members of the committee.
6. **Focus Exam Preparation:** students should read the texts on their Individual Focus Reading Lists with the aim of analyzing primary and secondary works and identifying particular scholarly debates/conversations with which they want to engage. They will use the 7-day period of the Focus Exam to draft, develop, and polish an essay in response to the Focus question.
7. **Total length of the Focus Exam** essay will be 25 pages, exclusive of notes and bibliographic material.
8. **Students whose focus lists are in medieval, Old English, or Middle English language or literature may, at the discretion of the major professor, have a translation requirement on the preliminary exam.**

Facility with the original language is a core requirement for any student in Old and Middle English; offering the option of a language requirement in the preliminary exam demonstrates that we, as a faculty, acknowledge its importance.

Should the major professor opt to include such a requirement, the language question will constitute **one** of the **three** questions on the field exam. The remaining two questions will be essay questions.

The major professor will select a passage of approximately 20-30 lines in the appropriate vernacular, and will circulate the passage to the examination committee for consultation and approval prior to sending the exam to the DGS office.

Please note: If multiple students are examining at the same time for the same major professor, and the major professor chooses to include a language question, then the passages will be different for each student.

Students should be prepared to render a translation of the passage and to comment upon its dialect (as appropriate, and as indicated by the major professor), form, and genre.

9. **General sequence of exams:**
 - 1) written component of the Field Exam (5 days)
 - 2) Focus Exam (7 days—during which time the committee will evaluate the written component of the Field Exam)

3) oral component of the Field Exam (2 hours)

10. **General scheduling of exams:** The written component of the Field Exam and the Focus exam may take place during August or March.

- 1) The new stage of the exam sequence for LTC students—the oral component of the Field—will be scheduled by the student, in consultation with the committee members, **during the two-week period following the submission of Focus exams.**
- 2) Typically this two-week period would be in late August/early September for those taking August exams, or late March for those taking March exams.
- 3) Ideally, the oral component will take place no earlier than two days following the submission of the Focus Exam.

Evaluation of Exams

- a. Students must meet expectations for **both** the Field Exam and the Focus Exam in order to move forward to the prospectus-writing stage.
- b. Possible grades for the Field Exam are either Pass or Fail. A single grade for the two components of the Field Exam should be reported to the Graduate Studies Office immediately after the oral component and not shared directly with the student. The Graduate Studies Office will notify students of their Field Exam grades as soon as possible. Major advisors are encouraged to set up individual appointments with students to provide feedback on the Field Exam after grades have been issued by the Graduate Studies Office.
- c. A Fail on the Field Exam means a student must retake both the written and the oral components during the next exam period.
- d. Possible grades for the Focus Exam are either Pass or Fail. A single grade for the Focus Exam should be reported by the committee to the Graduate Studies Office within 2 weeks of the student's submission of the exam and not shared directly with the student. The Graduate Studies Office will notify students of their Focus Exam grades as soon as possible. Major advisors are encouraged to set up appointments with their students to provide feedback on the Focus Exam after grades have been issued by the Graduate Studies Office.
- e. A Fail on the Focus Exam means a student must retake it during the next exam period.

Following the Exams

Students who pass both the Field and Focus Exams will register for research hours (ENGL 699) under the supervision of the Major Advisor with the immediate goal of writing a dissertation prospectus. Ideally the prospectus should be finalized within 6 to 9 months after successful completion of the Field and Focus Exams. **Major Advisors are required to meet regularly with students to monitor and evaluate their research and writing and to provide guidelines and expectations for a defensible prospectus.**

If progress towards the prospectus is deemed unsatisfactory during a given semester, Major Advisors will assign a "U" grade for ENGL 699; "U" grades in consecutive

semesters require a review and may call into question a student's standing in the Ph.D. program, future enrollment, and funding.

3) FOR STUDENTS IN RHETORIC AND COMPOSITION

Examinations will be scheduled 2 times a year: in August (7-day portion to coincide with the week before orientation) and in March (7-day portion to coincide with Spring break). Students must sign up for the exams in response to an email Jill sends out each semester, and must have filed a Plan of Study prior to signing up.

The examination has two parts: a take-home examination, which must be returned within 24 hours, followed by a 7-day take-home essay.

Topics, based on the sub-area submissions, will be distributed on the **Thursday** of the exam week. The essay is to be returned within one week.

The 24-hour Take-Home examination is usually comprised of 5 questions which should be answered by no more than 1000 words per question.

The 7-day Take-Home essay should be 15-18 pages plus bibliography.

4) FOR STUDENTS IN SECOND LANGUAGE STUDIES/ESL

Preliminary Examination - Papers Option

General Information

This involves writing three 20-page (5000 word) papers, one in each of three of the four core areas chosen by the student: historical and theoretical foundations, curriculum design, qualitative research design, and quantitative research design. Ideally, the Papers should build on work done in the ESL core courses and be related to a student's area of interest and research for the dissertation. Success on the Papers requires a grade of "Pass" on each of the three papers. A passing paper is one that meets the criteria negotiated and agreed on by the faculty reader and the student. These criteria should take into account the time limit imposed (roughly four weeks) on the completion of a paper and, in the evaluation process, faculty members should adopt a stance that is more formative than summative. Students, in consultation with their advisors, can begin the paper-writing process at the beginning of the Fall or the Spring semester.

Students need to be enrolled while working on this examination; if an extension is needed for the Spring administration, Summer enrollment also will be required.

The three papers must be completed over/within a period of three months.

Procedure:

1. Before the beginning of the semester in which a student plans to begin writing the Papers, she or he should meet with her or his advisor to map out a plan.

2. Before the end of the first month of the semester the student should:
 - i. Make an appointment and meet with the faculty member responsible for each paper to negotiate the focus and criteria for evaluation for each paper.
 - ii. Write and submit a 250-word abstract for each paper to the appropriate faculty member.
 - iii. Submit to her or his Advisor and to the Graduate Studies Office a completed **Checklist for the Preliminary Examination: Papers** (which can be found in the *Graduate Study in Second Language Studies/ESL Guide* or in Appendix XIV).
3. When all this is done—no later than the end of the first month of the semester—the clock begins.
4. The papers should be written serially, i.e., one at a time. A student, in consultation with her or his advisor, will determine the ordering of the papers.
5. The student should take four weeks to write each paper. At the end of the four weeks, the student is expected to submit the completed paper (The student should not hand in preliminary drafts) to the appropriate faculty member.
6. The faculty member should, within two weeks, read and evaluate the paper and let the student know if the paper is satisfactory or in need of revision; the faculty member should at the same time inform the Program Director of this decision.
7. In either case, after the submission of the first paper, the student should move on to the next paper; that is, the student should not wait for the decision or comments from the reader of the first paper to move on to the next one. The same process should be followed with the second and third papers. If revision of a paper is necessary, the student should revise and resubmit as soon as possible. This will entail the student revising a paper or papers while writing another. The student will have approximately four months to complete this process.
8. In extraordinary situations, the student may appeal in writing before the end of the four month period to the Program Director for a two month extension.
9. Each paper must be completed in a timely manner and be deemed satisfactory by the appropriate faculty reader for the student to receive a grade of *pass*. If either of these requirements has not been met within six months, the student will receive a grade of *fail*. A student who fails the Papers Option will be allowed to take the 24 hour/seven day preliminary examination at its next administration—the student cannot repeat Papers Option. If the student fails this examination, she or he will not be allowed to continue in the program.

10. At the end of this process, the Program Director will report the results to the English Graduate Studies Office.
11. The Graduate Studies Office – and only the Graduate Studies Office – will then notify the student of the final grade.

5) For students in ELL Papers Options

General information: Examinees will write three, 20-page (5000-word) papers over the period of one calendar year. In each of these papers, they will be asked to develop a substantial research project based on current scholarship in a different one of the four core areas of the discipline: phonetics/phonology, morphology/syntax, semantics/pragmatics, or historical linguistics/history of the English Language. To the extent that is possible, students are urged to consider the implications of this scholarship for their particular areas of academic interest or for future research projects.

Registration:

Taking the Examination: In the semester in which examinees plan to begin the examination, they must meet with each member of the examination committee to map out a strategy for completing the examination and must submit the Year-Long Preliminary Examination form (Appendix XIII) to the English Graduate Office by the end of the fourth week of the semester. In consultation with each member of the committee, they must write a 250-word summary of the issue to be addressed in each paper, the methods to be used, the timetable to be followed, and the requirements of the examiner. As part of the timetable, they must indicate the portion of the year during which each specific paper will be worked on, with a specific starting date for each paper and a specific deadline by which they will complete the paper to the satisfaction of the examiner. Students may not schedule themselves to work on two or more papers concurrently. Failure to meet any specific deadline will result in immediately failing the examination as a whole, regardless of whether or not the entire year has passed. Students who fail the year-long preliminary examination are required to take the 24-hour/7-day examination during the next semester in which it is offered, no matter at what point in the year the failure occurs. We strongly recommend that students plan to submit a draft of each essay to the appropriate examiner at least one month before the deadline for that specific paper to allow time for the student to make any revisions the examiner deems necessary. Even if the paper would potentially be deemed acceptable following revisions, the paper will be assigned a grade of 'fail' if there is no time left to complete revisions before the deadline.

In extraordinary situations, the student may appeal in writing before the end of the papers prelim option period to the Program Director for a two-month extension. Note: Students need to be enrolled when completing this examination; if an extension is needed for the Spring administration, Summer enrollment will also be required.

Grading: In order to pass the examination as a whole, each paper must earn a grade of Pass.

f. Policies and Procedures for those Taking Preliminary Examinations Off-Campus

Students off-campus at a distance may opt to take their Preliminary Examination off-campus with the consent of their Examining Committee. This option is not available for students in residence on the West Lafayette campus.

The Examining Committee submits the examination in WORD Format to the English Graduate Office.

The Student submits to the English Graduate Office a phone number and fax number.

Students submit the completed examination to the English Graduate Office in WORD formatted as PDF or RTF files by the date and time deadlines.

Three days prior to the start date of the exam, students should contact the ENGLISH GRADUATE OFFICE to confirm the date and time that the exam should commence as well as the date and time that the finished exam will be returned.

On the date the exam questions are due, if computer problems occur (whether at Purdue, in the English Graduate Office, or with the student's computer connection), the questions will be faxed to the student at the number they have provided.

Similarly, if problems prevent electronic submission of the completed examination on the due date, the student will fax the examination to the English Graduate Office at - 765-494-3780.

g. Ph.D. Preliminary Examination Assessment.

The Committee will evaluate the two parts of the examination together, giving approximately equal weight to each part in arriving at a single grade. In addition, the Committee will provide the examinee with a brief written evaluation or other form of feedback, as determined by the committee. The feedback will be provided simultaneously with or shortly after the grade.

Grades on departmental examinations are reported to all examinees in writing at the same time by the Director of Graduate Studies. Results will be reported within ten working days of the last scheduled examination.

All examinees—passing or failing—may request a conference over their examinations. Such requests should be made within two weeks of the report of examination results. Examination grades may not be appealed beyond the examination committee.

h. Re-examination

An examinee who has failed an examination must take a new examination (both parts) the second time. The student must submit new questions the second time. An examinee who has failed an examination may not switch to another examination area. An examinee who fails a secondary area exam may not switch to the four-course option and may not switch the secondary exam area.

A student who fails a preliminary examination and wishes to retake it is expected to do so during the next Preliminary Examination Period. A student must retake an examination within one calendar year.

Students who may wish to appeal the decision of the examining committee may do so according to the guidelines established by the Graduate School of the University as articulated in its *Policies and Procedures for Administering Graduate Student Programs* (Section IX: Graduate Student Responsibilities and Rights). A copy of these guidelines is available in the English Graduate Office.

II. Secondary Area of Study

Ph.D. students will determine in consultation with the area specialists and/or students' advisory committees which courses will prepare them best in their secondary area. Students taking the course option instead of an exam in the secondary area will follow the sequence(s) of courses prescribed for this purpose. Thus a student may either:

- A: Take part 1 of the examination given to students choosing that area as a Primary Area of Study, as set out above. Note: There is no examination option for secondary areas in Literary Studies, Creative Writing, or English Education.
- B Take a minimum of four graduate courses at Purdue in the secondary area and earn grades of "B-minus" or better. Note that for students in Literary Studies, courses used to fulfill a Primary area cannot also be used to satisfy the requirements for a Secondary Area.

Students in Literary Studies or LTC are not required to complete a secondary area as such, but must take four courses approved by their advisory committee. Students in Literary Studies who decide to complete a secondary area may choose any of the areas listed below. Students in Literary Studies who choose to select 4 courses outside of one of these secondary areas must have the approval of their major professor and advisory committee. Any such group of courses must include at least two courses with ENGL designation.

Following is the list of approved secondary areas and approved courses in each area available to Ph.D. students. With the permission of the Director of Graduate Studies, students may substitute relevant seminars or special topics courses for courses that might otherwise not be available.

Ph.D. students who wish to create a customized secondary area have the option to do so in consultation with their Advisory Committee. After determining with the Advisory Committee that the Secondary Areas listed in the Manual for Graduate study are not appropriate for the student's research and/or future plans, the student will send a memo to the Director of Graduate Studies who has to approve the request. This memo should make clear why the customized area is necessary, list the numbers and titles of the four courses (two of which must be English courses and no more than two of which may be 590s) to be taken to meet the requirement and state that the Advisory Committee has approved the option to create the area.

Medieval (No examination option available):

Any four: 52700, 52800, 54000, 54100, 61100, 61200, 61300, 61400

Renaissance (No examination option available):

Any four: 53300, 53400, 53700, 54200, 54300, 54400, 63300

Eighteenth-Century American and/or British

(No examination option available):

Any four: 53100, 53500, 53600, 53800, 55300, 63500, 65700 (when appropriate)

Nineteenth-Century American and/or British

(No examination option available):

Any four: 53200, 54700, 54800, 54900, 55400, 55600, 55700, 55800, 64700, 64800, 65700 (when appropriate)

Twentieth and Twenty-first Century American and/or British

(No examination option available):

Any four: 54900, 56000, 56100, 57200, 57500, 57800, 57900, 59300, 59400, 59500, 59700, 67800, 67900

Drama (No examination option available):

Any four: 52700, 53700, 53800, 54200, 54300, 57200, 57300, 57500, 64200

Poetry (No examination option available):

Any four: 53300, 53400, 53500, 54100, 54400, 54700, 54800, 56000, 56100, 56700, 59400, 61200, 61400

Fiction (No examination option available):

Any four: 53100, 53200, 55600, 55700, 57400, 57800, 57900, 59300, 59500, 63200

Postcolonial Literature (No examination option available):

Any four: 55700, 59200, 59700, 67300, 66500 (when appropriate), relevant seminars and special topics courses

Women's Literature and Feminist Theory

(No examination option available):

Any four: 67200 (repeatable for credit) or any 4 courses in which 50% or more of the assigned texts (literary, critical, theoretical) are authored by women

Literary Criticism and Theory:

Any four: 56900, 57600, 58000, 63200, 66700, 66800

Theory & Cultural Studies:

Any four: 56900, 58600, 59700, 62400, 66800, 68000G relevant seminars and special topics courses.

American Studies (No examination option available):

Any four: AMST 60100, any two additional AMST courses (60200, 65000, 66000; the latter are variable content courses), and one appropriate course from another department

Creative Writing (No examination option available):

Any four: 3 workshops (60600, poetry; 60900, fiction) and 60700 in the appropriate genre. Not available to students who have received from Purdue an M.F.A. in Creative Writing.

English Education (No examination option available):

Four courses are required for this secondary area. Two combinations follow. Other combinations are acceptable if approved by the English Education program faculty. ENGL 69600/EDCI 61300: "Seminar in English Education" is a required course for any configuration of the English Education secondary area.

1) Secondary School Literature/Reading Theory and Pedagogy

Required Courses:

ENGL 69600/EDCI 61300: "Seminar in English Education"
 EDCI 50200: "Reading in Middle and Secondary Schools"

Two of the following:

ENGL 59600/EDCI 55100: "Studies in Young Adult Literature"
 EDCI 63200. "Seminar in Genre Studies"
 EDCI 50400: "Children's Literature"
 EDCI 61100: "Advanced Children's Literature" (504 is a prerequisite unless special dispensation is provided by instructor)
 EDCI 61200: "Seminar in Literacy" (with consent of instructor)

2) Secondary School Composition Theory and Pedagogy

Required Courses:

ENGL 69600/EDCI 61300: "Seminar in English Education"
 EDCI 50900: "The Process Approach to Writing: Teaching and Assessment"

Two of the following

*ENGL 59100: "Introduction to Composition Theory"
 *ENGL 62500: "Seminar on Empirical Research on Writing"
 ENGL 68000WAC: "Seminar in Writing Across the Curriculum"
 ENGL 68300A: "Seminar in Writing Assessment and Evaluation"
 ENGL 60500: "Computers in Language and Rhetoric"
 EDCI 626: "Language Study for Educators"

*Note: Students with a primary area in Rhetoric and Composition cannot use these two "core" courses for this secondary area.

Rhetoric and Composition:

Options:

- 1) Introduction to Rhetoric and Composition and Emphasis on its Multiple Modes of Inquiry
 - a. 59100
 - b. 62200 or 62400
 - c. 62500 or 62600
 - d. 68000 or 60500

- 2) Introduction to Rhetoric and Composition and Emphasis on Historical Studies
 - a. 59100
 - b. 62200
 - c. 62400
 - d. 68000 or 60500

- 3) Introduction to Rhetoric and Composition and Emphasis on Contemporary Theory
- a. 59100
 - b. 62600
 - c. 2 R/C courses*, at least one of which is a 68000
- 4) Introduction to Rhetoric and Composition and Emphasis on Writing Program Development
- a. 59100
 - b. 68000WAC, 68000WPA, or 68000T
 - c. 2 R/C courses*
- 5) Rhetoric, Technology & Digital Writing
Four courses will be required from the three groups below. Students may petition to count one course not in the above lists toward the four required:
- a) Introductory (required)
60500
 - b) Theory & Practice (at least one course):

68000C “Cultural Studies in Composition”;
62600 (if not RC)* “Postmodernism in Composition”;
68000E “Ethics in Composition”;
68000O “Feminism, Race, & Class in Cyberspace”
 - c) Technology Intensive ** (at least one course):
51500, 68000D “Distance Education”; 51500

*=62600 will count for the secondary area if the student is not in R/C.

**= All of our courses include technology production. We have labeled several technology-intensive because they are the ones that others in the field would immediately identify as technology and writing. Students need to have at least one of these courses to be considered knowledgeable about the technology for digital writing

*R/C COURSES (Note: letters following 68000 may change)

59100, 60500, 62200, 62400, 62500, 62600
68000C “Cultural Studies and Composition”
68000E “Ethics, Rhetoric, and Writing”
68000G “Gender Issues in Composition Studies”
68000L “Literacy Studies”
68000Q “Qualitative Research Methods”
68000RW “Reading and Writing”
68000T “Professional Writing Theory”
68000WAC “Writing Across the Curriculum”
68000WPA “Writing Program Administration”

Professional and Technical Writing:

60500, 68000 (Professional Writing Theory), 68000Q (Qualitative Research Methods) plus 51500 or 62300 (not for R&C majors), or another 68000 (when subtitle is professional writing)

Writing Program Administration

68000WPA is required, plus at least one of the following: 68000WAC and 68000A, plus at least one of the following:
51600, 51800, 62500, 60500, 63000, 68000T, 68000D, for a total of four.

English Language and Linguistics:

51100, 51200, 51300, and one of the following: 51000, 56300, 56500

Old and Middle English Language:

51000, 56300, 61100, 61300 and 61000 or 62700

History of the English Language:

51000, 56300, 61100, and 61300 are required. A fifth course is to be selected from the following: 51200, 51300, 61000, 61200, 62700, 62900

Second Language Studies/ESL

51600, 51800, 56500, 60400, 61800

Students wishing to substitute courses not on the above lists (including 59000s and 59600s) should indicate this to the Director of Graduate Studies, who will consult with the respective areas as to the appropriateness of the substitution

Ph.D. students who wish to create a customized Secondary Area have the option to do so in consultation with their Advisory Committee.

After determining with the Advisory Committee that the Secondary Areas listed in the Graduate Manual are not appropriate for the student's research and/or future plans, the committee will send a memo to the Director of Graduate Studies who has to approve the request.

This memo should make clear why the customized area is necessary, list the numbers and titles of four courses (two must be English courses and no more than two 59000s) to be taken to meet the requirement and state that the Advisory Committee has approved the area.

III: Dissertation Prospectus

After satisfying the requirements for the primary and secondary areas of study, and the Foreign Language Requirement, and the Departmental Preliminary Examinations, the student in consultation with the Major Professor and the other members of the student's Advisory Committee will determine the steps necessary to undertake the preparation of a written Dissertation Prospectus which must be defended in an Oral Examination and the result reported to the Graduate School (please note: 2 of the 3 members of the prospectus committee must be from the English Department). It is required that the student defend the prospectus on campus.

The Prospectus is generally defined as a document of approximately 20-25 pages (plus comprehensive bibliography) that describes the student's project. It should include a survey of existing scholarship in the project's area to show a need for the proposed study. It also should include a statement of the problem, a rationale or explanation of the method of exploring the

problem, an outline or plan of chapter headings, and a projected schedule for the completion of drafts of each part. Students should consult their Major Professor and the other members of their Advisory Committee while drafting the Prospectus and should submit the final version to the Advisory Committee at least two weeks before the Oral Defense of the Prospectus.

Prospectus Timetable

On completing the foreign language requirement, all course requirements, and the departmental preliminary examination, a ten-month period begins for the writing of the dissertation prospectus.

All students who have completed the foreign language requirement, the departmental preliminary examination, and the course requirements should consult the “Ten-Month Prospectus Time Table for Students” (Appendix XVI).

There are three important deadlines to be observed in the process of completing the prospectus

- 1: **By the end of four months**, an Advisory Committee must be formed. If the composition of the Advisory Committee is not the same as that filed with the Graduate School, the appropriate changes must be made on the Plan of Study.
- 2: **By the end of seven months**, a prospectus draft of approximately 20-25 pages in length must be submitted to the chair of the student’s Advisory Committee.
- 3: **By the end of ten months**, a written prospectus must be defended.

Unless this ten-month deadline is met, the student cannot register for teaching or for coursework the following semester.

In the event of a failed Defense, students have one additional month to defend the prospectus. In extenuating circumstances, students may petition the Chair of their Advisory Committee for an extension of time to complete the prospectus or to comply with other deadlines (such a petition would normally take place within a month of a given deadline). The Chair of their Advisory Committee would then communicate, in a timely manner, his or her decision concerning an extension to the Director of Graduate Studies. If the Chair of the Advisory Committee does not support the petition, the Director of Graduate Studies would review the situation, if the student so requests.

After the Advisory Committee has administered and graded the Defense, it will report the results to the English Graduate Office on Graduate School Form GS-10, “Report of Preliminary Examination.”

Ideally, at least 3 members of the Advisory Committee shall be physically present for the prospectus defense. It is recommended that the fourth member of the Advisory Committee be present as well. Under extraordinary circumstances, 1 member of the Advisory Committee may participate in the defense through telephone (conference call). The defending student is expected to be present on campus for the Prospectus Defense and the Dissertation Defense.

Successful completion of this stage will admit students to candidacy for the Ph.D.

After the successful Oral Defense of the Prospectus, the student’s Advisory Committee automatically becomes the student’s Dissertation Committee.

Scheduling the Oral Defense of the Prospectus

The form to schedule a prospectus defense is electronic and must be processed by the English Graduate Office and then sent to the Graduate School for approval. The form must be processed in a timely fashion in order for the defense to be approved; **therefore, students are required to submit the following information (in writing) to the English Graduate Office 3 weeks prior to the defense:**

Date and time of defense

Room number

Title of project

Chair (must be the same as that listed on your plan of study)

Committee (must be the same as that listed on your plan of study)

Upon successful completion of this stage, students will be granted the status of ABD (“All but Dissertation”); that is, they will be formally admitted to Candidacy for the Ph.D.

Policies and Procedures for those Taking a Prospectus Defense Off-Campus

Students off-campus at a distance may opt to take their Prospectus Defense via video link with the consent of their Examining Committee. The exam is to be conducted face-to face via SKYPE or similar video hook-up. It may not be done by an audio link only.

This option is not available for students in residence on the West Lafayette campus.

The Chair of the Examining Committee must petition the Director of Graduate Studies (whose approval is necessary for the off-campus defense).

The Committee and the student are responsible for setting up the video link at their respective ends. It is recommended that the Chair of the committee and the student test the video and audio feeds in room where the examination will be held.

The Chair of the committee and the student are responsible for any costs that might be incurred in setting up and proceeding with the examination.

IV: Dissertation

A Ph.D. dissertation is an extended scholarly or critical work that makes a substantial contribution to the understanding of its subject. It may be, for example, an extended critical analysis of a writer's works, or a scholarly study of a body of significantly related material, or an edited edition of an unpublished manuscript.

A dissertation is the final product not only of the student's academic career but also of a concentrated program of specific reading in background materials and primary works (as these have been determined by the candidates and their committees). The choice of a subject for the dissertation is the responsibility of the candidate who will carry out the research for and the writing of the dissertation under the guidance of the advisory committee.

Since the dissertation is a longer and more complex work than anything the candidate has so far done, there may be false starts in the initial stages; such challenges may necessitate

additional research, redefining of the thesis topic, and frequent revisions before the final version of the dissertation is approved by the student's committee for the Graduate School.

The Ph.D. dissertation should be thought of as a demonstration of the candidate's ability to conduct research and present the results in a professionally acceptable way. It also serves as both preparation and foundation for the candidate's career as a productive scholar and teacher.

1. Responsibilities of Dissertation Advisory Committees

Advisory committees exist to facilitate at every stage the successful writing and defense of dissertations. A minimum of 2 committee members must be from the English Department. The chair or a co-chair must be an English Department faculty member. Specifically, members of advisory committees:

follow the appended timeline (outlined in Appendix XVI);

are available to students for discussion and advice;

are physically present, barring extraordinary circumstances, as examiners and advisors at the formal oral defenses of the prospectus and the dissertation.

determine prior to the conclusion of the prospectus meeting who will receive drafts of chapters and at what point in the writing process (initial draft, intermediate versions, all-but-final forms);

respond promptly (within 1 month) to all work submitted. It is particularly important for directors/co-directors to adhere to this schedule. If such timely response will not be possible for any reason (illness, summer vacation, sabbatical, for example) directors/co-directors should inform students well in advance of a proposed alternate schedule, including a projected target date for responding to materials submitted and timing of defenses.

2) Minimum Time

At least two academic sessions (including summer) during which the student is registered for classes must elapse between the completion of the Oral Defense of the Dissertation Prospectus and the Defense of the Dissertation.

3) Dissertation Format

Approval of the format is a responsibility shared by the student's advisory committee and the Thesis/Dissertation Office in the Graduate School. In preparing their dissertation, students must be in conformity with the University's formatting policies as found on their website.

<http://www.purdue.edu/gradschool/research/thesis/index.html>.

The same site also has a checklist form for the Ph.D. final deposit and other relevant information. A final deposit appointment must be made with the Thesis/Dissertation Office in the Graduate School before the dissertation can be officially deposited

4) Copy for the English Graduate Office

The Department requires that students deposit a copy of their completed dissertation with the English Graduate Office. Students are required to complete a graduate tracking survey.

5) Electronic Deposit of Dissertation

All Dissertations must be deposited electronically.

Students are responsible to schedule their appointment with the Thesis Office and complete all required forms. Appointments during the last week to deposit each semester are very popular and fill up quickly so it is best to schedule the appointment early.

Please Note: The English Department requires that dissertations be deposited during the semester in which they are defended. Exceptions are possible only with written support from the student's major professor explaining the need for a delay. Such exceptions are not automatically granted and require approval from both the Director of Graduate Studies and the Head of the Department. Under no circumstances will a delay of more than a single semester (including summer) be allowed.

Please consult the Thesis Office link on the Graduate School website:

<http://www.purdue.edu/gradschool/research/thesis/index.html>

6) Dissertation Defense

The defense of the Dissertation must be scheduled with the Graduate School at least three weeks before the date of the examination. Under normal circumstances, all 4 faculty members of the dissertation committee shall be physically present for the dissertation defense. The chair must be present. Under extraordinary circumstances, 1 member of the dissertation committee may participate in the defense via telephone (conference call) on online connection such as Skype or similar. Defenses are open to the public, and they are announced on the bulletin board outside the English Graduate Office and social media.

The form to schedule a dissertation defense is electronic and must be processed by the English Graduate Office and then sent to the Graduate School for approval. The form must be processed in a timely fashion in order for the defense to be approved; **therefore, students are required to submit the following information (in writing) to the English Graduate Office 3 weeks prior to the defense:**

Date and time of defense

Room number

Title of project

Chair (must be the same that is listed on your plan of study)

Committee (must the same that is listed on your plan of study)

7) Timeliness

All 4 members of the dissertation committee must have a completed copy of the dissertation at least 2 weeks before the date of the defense. The members of the dissertation committee will email the English Graduate Office at griff@purdue.edu to indicate that they have received the final copy in a timely manner. Failure to comply

with this deadline may prevent the Form GS-8 from being filed with the Graduate School (which will, in turn, jeopardize the possibility of scheduling the defense).

The student's dissertation committee member must email (griff@purdue.edu) signifying they have received a copy of the dissertation two weeks before the examination date.

8) Time Frame for Completion of the Dissertation

The Department expects that the student will complete and defend the dissertation within 7 years of the end of the academic year in which the student was admitted to candidacy (i.e. the year the student was classified as ABD). If the dissertation is not successfully defended by this time, the student must re-defend the dissertation prospectus. If the dissertation is not completed and defended within 5 years from the date of the second prospectus defense, the student can no longer continue in the Ph.D. program. The student and his or her major professor may petition the Graduate Committee for an extension. Such a petition must outline the extenuating circumstances that warrant an extension and must include a specific period of time for the extension.

9) Registration for 69900 (Research hours on campus or off campus)

ENGL 69900 hours are renewable contingent upon satisfactory progress. In any semester of enrollment, a student's Advisor may ask for a brief statement of goals for that semester. This statement must be submitted to the advisor within the first 2 weeks of the semester for which it is requested. The condition for a "satisfactory" grade will be the completion of these goals or of appropriate substitute goals as approved by the advisor.

Note that, in accordance with Graduate School regulations, a student who has been continually enrolled *in absentia* for research hours and who switches to regular research hours—or who allows a semester to elapse without registering—will not be allowed to re-enroll *in absentia* for research hours.

Also, we recommend that teaching assistants who are writing their dissertations register for 6 credit hours of ENGL 69900 each semester because the Graduate School requires 30 research hours for the completion of the Ph.D. degree.

10) Research *in Absentia*

Candidates who have completed the Oral Defense of the Dissertation Prospectus and who leave the University prior to completing the dissertation must submit a request to the Graduate School for Research *in Absentia*. A registration form (Form 23) must also be completed.

This request must be filed at least 4 weeks before the first session of the *in absentia* registration. Such students must register each semester until they have successfully defended their dissertations. It is the student's responsibility to contact the English Department to register each semester. Students graduating in August must be registered for the Summer session.

Registration *in absentia* is automatically considered to be for 3 credits. If students wish to have additional credits, they need to have a letter from their major professor requesting the additional hours along with a reason for doing so. The letter must also

include the student's expected graduation date. A registration form (Form 23) must also be completed.

11) Procedures if unsatisfactory evaluations are reported for ENGL 69900 Research Hours.

The goal of this section is to define the mutual responsibilities of the Ph.D. student and his/her advisory committee in case of unsatisfactory progress. If one "Unsatisfactory" evaluation is reported for ENGL 69900 Research Hours, it is probable that some sort of communication breakdown has occurred between the dissertation student and his or her major professor. It is the professor's responsibility to contact the student in order to work together to formulate mutually agreed-upon goals for future semesters. Should a student receive 2 consecutive reports of "Unsatisfactory Progress," the following procedure takes effect in order to facilitate the student's progress toward completing the Ph.D.:

- a. The student and his/her advisory committee meet to discuss the situation (in the case of students *in absentia* a conference call is a viable substitute);
- b. As part of this discussion, the student and advisors negotiate an agreement as to what must be accomplished during the following semester(s) so that the student retains good standing in the program. This agreement is open to subsequent renegotiations should circumstances change;
- c. To conform to existing Graduate School policy, copies of the terms of such an agreement are placed in the student's file in the English Graduate Office and forwarded to the Graduate School;
- d. In a rare case that all of the above efforts have failed, the student can no longer continue in the Ph.D. program.

12) Registration for Examination Only

A candidate may register for Examination Only. Such registration must be submitted to the Graduate School for approval and is available only for thesis or dissertation defense, and on a one time only basis. **Candidates must DEFEND AND DEPOSIT ELECTRONICALLY the thesis during the FIRST 8 WEEKS of the fall and spring semesters and during the FIRST 4 WEEKS of the summer semester (if applicable).**

13) Registration for Degree Only

A candidate who has completed all degree requirements prior to the first day of a semester may register for Degree only. Such registration must be submitted to the Graduate School for approval. **Candidates must DEFEND AND DEPOSIT ELECTRONICALLY the thesis in the thesis office during the FIRST 8 WEEKS of the fall and spring semesters and during the FIRST 4 WEEKS of the summer semester (if applicable).**

14) Degree Only and Exam Only

Students are required to have registered for at least three hours during the *preceding* semester in order to be eligible to register "exam only" or "degree only." A student does not need to be registered for the Summer semester to register for "exam only" in the Fall semester, but they must have been registered for research hours in the Spring.

Students who do not meet the required Graduate School deadline for exam/degree only will automatically be registered and billed for research hours.

V: Information and Procedures for Graduate Travel Support

For information and forms for the department's Graduate Student Travel support, please visit the website:

<https://www.cla.purdue.edu/english/gradstudies/travel/index.html>

Appendix I

M. A. Examination Booklist for Fall 2017-Spring 2019

Asterisks designate the short list of eight works for students in Rhetoric and Composition and ELL.

MEDIEVAL

1. Chaucer, *The Canterbury Tales* (*Norton Anthology of English Literature*, 9th ed.)
- *2. Kempe, *The Book of Margery Kempe* (*Norton Anthology of English Literature*, 9th ed.)
3. Malory, *Morte Darthur*, books 1-8, 18-22
4. *Judith*

RENAISSANCE

- *1. Shakespeare, *Measure for Measure*
2. Sidney, *Defense of Poesy*
- *3. Spenser, *Faerie Queene*, Book III
4. Milton, *Paradise Lost*
5. John Webster, *The Duchess of Malfi*

EIGHTEENTH CENTURY

- *1. Equiano, *Interesting Narrative*
2. Behn, *Oroonoko*
3. Fielding, *Tom Jones*
4. Congreve, *The Way of the World*
- * 5. Pope, *The Rape of the Lock*

NINETEENTH CENTURY

1. Blake, *Songs of Innocence and of Experience*
2. Eliot, *The Mill on the Floss*
3. Emily Dickinson's Poems (*Norton Anthology of American Literature*, 5th ed.)
- *4. Thoreau, *Walden*
5. Chopin, *The Awakening*

TWENTIETH CENTURY

- * 1. Virginia Woolf, *Mrs. Dalloway*
2. Seamus Heaney, *Opened Ground: Selected Poems, 1966-1996*
3. William Faulkner, *Light in August*
- * 4. Toni Morrison, *Beloved*
5. Stoppard, *Arcadia*

Appendix II

Rationale for MFA Plan of Study: Creative Writing

Name _____ Date _____

Committee Members: _____, _____, _____

I. Required Courses Date (to be) completed

(12) From the following list (may be repeated) _____
 60600 Writing Poetry _____
 60900 Writing Fiction _____
 (It is required that all 12 hours be taken in the student's major genre.)

(3) 60700 Craft of Fiction (or Poetry) _____
 (To be taken from the student's major genre.)

(12) 69800 M.A. Thesis for MFA students _____
 (To be taken over 2 semesters)

I. (15) Five courses chosen from other English Department Graduate course offerings. Note: for students beginning in Fall 2017, these five may not include 59000s or 58900s (independent study courses) without permission of the Director of Graduate Studies in consultation with the Director of Creative Writing. One 60700 in a genre other than the student's major genre may be included here. One graduate course in another art form taken either in or outside the English Department--or literature courses taken at the graduate level in the School of Languages and Cultures--may also be included here with approval of the Director of Graduate Studies in consultation with the Director of Creative Writing. Per the necessary permissions described above, Creative Writing ENGL 596 courses and ENGL 585 may be taken once each.

Number

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

II. Requirements include thirty credits plus twelve thesis credits (taken over two semesters) and a book manuscript of 48-60 pages of poetry or fiction not exceeding 150 pages, written under the supervision of a committee chaired by a member of the Creative Writing faculty.

Note: This means students are required to take 30 hours of coursework plus 12 credits of English 69800.

Appendix III**Rationale for MA Plan of Study: English Language and Linguistics**

Name _____ Date _____

Committee Members: _____, _____, _____

I. Required CoursesEnglish 50100 Introduction to English Studies _____
English 50600 Introduction to Linguistics _____**II. Linguistics Courses (Take 2)**English 51000 or 56300: Historical _____
English 51100: Semantics _____
English 51200: Syntax _____
English 51300: Phonology _____**III. Other Courses (Take 2)**

Take 2 500 Or 600 level courses in consultation with the Director of the Program, from among the different areas of the Department: Creative Writing, Literary Studies, Rhetoric and Composition, ESL, Theory and Cultural Studies, American Studies.

Course Number	_____	Semester	_____
Course Number	_____	Semester	_____

IV. Seminar (Take 1)English 62700: Seminar in Linguistics _____
English 62800: Computational Linguistics _____
English 62900: Seminar ESL _____
English 63000: Second Language Writing _____
English 63100: World Englishes _____**V. Electives (Take 3: 1 must be outside of the Program in English Language & Linguistics)**

VI. Foreign Language Requirement _____

MA Examination/Thesis _____

Note: The Thesis option in English Language and Linguistics requires 30 credits, plus at least 3 credits of English 69800.

Appendix IV

Rationale for MA Plan of Study – Second Language Studies/ESL – August 2014

Name _____ Date _____

Advisor _____

Advisory Committee Members _____, _____,

Prerequisite

ENGL 60400 – Introduction to Inquiry in Second Language Studies/ESL _____

ESL Courses (Take 2)

ENGL 51600 Theory _____

ENGL 51800 Curriculum _____

ENGL 61800 Quantitative Research _____

ENGL 61900 Qualitative Research _____

Language Studies (Take 2)

*See the other side of this page for course options.

Seminar (Take 1)

ENGL 62900 Variable Title SLS/ESL Seminar _____

ENGL 63000 Second Language Writing _____

ENGL 63100 World Englishes _____

ENGL 67400 Language Testing

Electives (Take 4) [One elective must be taken outside of the ESL Program]

_____, _____, _____,

Foreign Language Requirement _____

MA Thesis 3 hours _____

Note: Courses may not be used in more than one category.

*Language Studies Courses

ENGL 51000 History of the English Language

ENGL 51100 Semantics I: Lexical and Sentential Semantics

ENGL 51300 Phonology I: Descriptive Analysis

ENGL 52100 Syntax I: Syntactic Analysis

ENGL 56300 Historical Linguistics and Language Change

ENGL 56500 Sociolinguistics

ENGL 59600 Introduction to Pragmatics

ENGL 61100 Old English

ENGL 61300 Middle English

ENGL 61700 Contemporary English

ENGL 62700 Seminar in Linguistics (variable title)

ENGL 62800 Natural Language Processing

Appendix IV, Rationale for MA Plan of Study – Second Language Studies/ESL, continued

- ENGL 62900 Seminar in ESL (variable title) [only when primary focus is on language]
 - LING 51200 Phonology II: Theoretical Approaches
 - LING 52200 Syntax II: Issues in Syntax
 - LING 53200 Semantics II: Formal and Grammatical Semantics
 - LING 59000 Directed Reading in Linguistics
 - LING 59100 Special Topics in Phonology
 - LING 59200 Special Topics in Syntax
 - LING 59300 Special Topics in Semantics
 - LING 59400 Special Topics in Historical Linguistics
 - LING 59800 Special Topics in Linguistics
 - LING 61900 Seminar in Phonology
 - LING 62900 Seminar in Syntax
 - LING 63900 Seminar in Semantics
 - LING 64900 Seminar in Historical Linguistics
 - LING 68900 Seminar in Linguistics
 - LING 69000 Individual Seminar
- Any other graduate course which focuses on primarily on language or linguistics (with advisor approval)

Appendix V

Rationale for MA Plan of Study: Literary Studies

Name _____ Date _____

Committee Members: _____, _____, _____

I. Required Core Courses (Two) Date (to be) completed
50100 _____
50600, or 61100, or 61300 _____

II. Required Breadth in Literary studies/Theory and Cultural Studies Areas (Five courses, one in each area)

- a. Medieval _____
- b. Renaissance _____
- c. 18th Century _____
- d. 19th Century _____
- e. 20th and 21st Centuries _____

Seminar (1) _____

III. Electives (Three courses)
_____, _____, _____

IV. Foreign Language Requirement _____

V. M.A. Examination or M.A. Thesis _____

Note: The thesis option in Literary Studies requires 30 credits of course work, plus at least three credits of English 69800.

Department of English
July 2003

Appendix V.i.**RATIONALE FOR MA PLAN OF STUDY: LITERATURE, THEORY, CULTURAL STUDIES**

Name:

Date:

Committee Members (3): _____ (chair), _____,
_____**Required Core Course** **501** Date completed: _____**Recommended Core Course** ONE of **506, 611, or 613** Date (to be) completed: _____**Required Breadth** in Historical and Cultural Studies / Theoretical Areas (FOUR courses, one in each area; classes may not overlap for this category)

- a. Medieval and Early Modern _____
- b. 18th & 19th Century _____
- c. 20th & 21st Century _____
- d. Theory and Cultural Studies _____

Electives (up to five courses)_____, _____, _____,
_____, _____**Three 600-level Seminars** (may overlap with breadth and elective courses)

_____, _____, _____

Foreign Language Requirement _____**MA Exam or MA Thesis** (pick one) Date to be completed _____

Note: The thesis option in LTC requires 30 credits of course work, plus at least three credits of ENGL 69800

Department of English
Spring 2018

Appendix VI

Rationale for MA Plan of Study: Rhetoric and Composition (original)

Name _____ Date _____

Committee Members: _____, _____, _____

I. Core Courses Date (to be) completed

50100 "Introduction to English Studies" _____

50600 "Introduction to Linguistics"* _____

59100 "College Composition: Theory & Practice" _____

II. Literature/Theory and Cultural Studies Areas (See *Manual for Graduate Studies*)

Area _____

Area _____

Area _____

III. Rhetoric and Composition: two of the following courses: 62200, 62400, 62600

IV. Electives Two Courses

IV. Other Requirements

Foreign Language Requirement _____

V. M.A. Examination or M.A. Thesis _____

Note: The thesis option in Rhetoric & Composition requires 30 credits of coursework, plus at least 3 credits of English 69800.

*With the advisor's approval, English 61100: "Old English Language" or English 61300: "Middle English Language" can be used instead of English 50600: "Introduction to Linguistics" to satisfy the core requirement.

Department of English
July 2003

Rationale for MA in English with a Concentration in R/C [Writing Center Option]

Name _____ Date _____

Committee Members: _____

Introductory Courses [list semester completed on line]

ENGL 501 _____

ENGL 506* _____

ENGL 591 _____

ENGL 680: Writing Center Theory [option related intro] _____

Literature Breadth = 3 [501 can count as one of the 3 literature requirements]

ENGL ____ _____

ENGL ____ _____

ENGL ____ _____

Rhetoric/Composition Breadth** = 1

ENGL ____ _____

Bound Electives for Option = 2 [selected to fit Writing Center preparation]

Other Requirements

A thesis is required. Usually this is developed during a related internship that is completed in summer; the university requires 3 hours of thesis writing. _____

language _____

Notes:

* A more advanced course can be substituted with Linguistic coordinator approval

** Normally use an RC core requirement from option 1 (622, 624, or 626)

Department of English

July, 2016

Rationale for MA in English with a Concentration in R/C [Engagement Option]

Name _____ Date: _____

Committee members: _____

Introductory Courses [list semester completed on line]

ENGL 501 _____

ENGL 506* _____

ENGL 591 _____

ENGL 680: Experiential Learning and Engagement [option related intro] _____

Literature Breadth = 3 [if 501* taken, it can count as one of the 3 literature requirements]

ENGL ____ _____

ENGL ____ _____

ENGL ____ _____

Rhetoric/Composition Breadth** = 1

ENGL ____ _____

Bound Electives for Option = 2 [selected to fit engagement/non-profit preparation]

Other Requirements

A thesis is required. Usually this is developed during a related internship that is completed in summer; the university requires 3 hours of thesis writing. _____

language _____

Notes:

* A more advanced course can be substituted with Linguistic coordinator approval

** Normally use an RC core requirement from option 1 (622, 624, or 626)

Department of English

July, 2016

Rationale for MA in English with a Concentration in R/C [Games as Technical Communication Option]

Name _____ Date _____

Committee Members: _____

Introductory Courses [list semester completed on line]

ENGL 501* _____

ENGL 506 _____

ENGL 591 _____

ENGL 680: Writing, Games, & Technical Communication [option intro] _____

Literature Breadth = 3 [501 can count as one of the 3 literature requirements]

ENGL ____ _____

ENGL ____ _____

ENGL ____ _____

Rhetoric/Composition Breadth** = 1

ENGL ____ _____

Bound Electives for Option = 2 [selected to fit Writing Center preparation]

Other Requirements

A thesis is required. Usually this is developed during a related internship that is completed in summer; the university requires 3 hours of thesis writing. _____

language _____

Notes:

* A more advanced course can be substituted with Linguistic coordinator approval

** Normally use an RC core requirement from option 1 (622, 624, or 626)

Department of English

July, 2016

Appendix VII

Rationale for Ph.D. Plan of Study: English Language and Linguistics

Name _____ Date _____

Committee Members: _____, _____, _____

I. Recommended Introductions: (one course in two areas) Date (to be) completed

- a. Introduction to English Studies 50100 _____
- b. Rhetoric & Composition 59100 _____
- c. Linguistics 50600 _____
- d. Philology 51000, 61100, 61300 _____
- e. Literary Theory 56700, 56800, 56900 _____

II. Recommended Breadth in Literature (one course in four areas)

- a. Medieval (see course offerings) _____
- b. Renaissance (see course offerings) _____
- c. 18th century (see course offerings) _____
- d. 19th century (see course offerings) _____
- e. 20th & 21st Centuries (see course offerings) _____

III. English Language and Linguistics

Prerequisite 50600 "Intro to Engl. & Gen. Ling." _____

Core 51000 "History of the English Language" **OR**
 56300 "Historical Linguistics" _____
 51100 "Semantics" _____
 51200 "English Syntax" _____
 51300 "English Phonology" _____

Other Requirements 56500 "Sociolinguistics" _____
 61800 "Research design" _____

Seminars (2) _____, _____

IV. Secondary Field: _____

- a. _____
 - b. _____
 - c. _____
 - d. _____
- or examination _____

V. Preliminary Examination in English Language and Linguistics _____

VI. Foreign Language Requirement: _____

Appendix VIII

Rationale for PhD Plan of Study – Second Language Studies/ESL – August, 2014

Name _____ Date _____

Advisor _____

Advisory Committee Members _____, _____,

Prerequisite

ENGL 60400 Introduction to Inquiry in Second Language Studies/ESL _____

Core (Take all 4)

ENGL 51600 Theory _____

ENGL 51800 Curriculum _____

ENGL 61800 Quantitative Research _____

ENGL 61900 Qualitative Research _____

Language Studies (Take 2)

*See the other side of this page for course options.

Seminars (Take 2)

ENGL 62900 Seminar in ESL _____

ENGL 63000 Second Language Writing _____

ENGL 63100 World Englishes _____

ENGL 67400 Language Testing _____

Note: Courses may not be used in more than one category.

Secondary Area (Regular or Customized)

Course 1 _____

Course 2 _____

Course 3 _____

Course 4 _____

Foreign Language Requirement _____

Preliminary Exam (24/7 or Papers) _____

Dissertation Prospectus _____

Dissertation _____

*Language Studies Courses

ENGL 51000 History of the English Language

ENGL 51100 Semantics I: Lexical and Sentential Semantics

ENGL 51300 Phonology I: Descriptive Analysis

ENGL 52100 Syntax I: Syntactic Analysis

ENGL 56300 Historical Linguistics and Language Change

ENGL 56500 Sociolinguistics

ENGL 59600 Introduction to Pragmatics

ENGL 61100 Old English

ENGL 61300 Middle English

**Appendix VIII, Rationale for PhD Plan of Study – Second Language Studies/ESL
continued**

- ENGL 61700 Contemporary English
 - ENGL 62700 Seminar in Linguistics (variable title)
 - ENGL 62800 Natural Language Processing
 - ENGL 62900 Seminar in ESL (variable title) [only when primary focus is on language]
 - LING 51200 Phonology II: Theoretical Approaches
 - LING 52200 Syntax II: Issues in Syntax
 - LING 53200 Semantics II: Formal and Grammatical Semantics
 - LING 59000 Directed Reading in Linguistics
 - LING 59100 Special Topics in Phonology
 - LING 59200 Special Topics in Syntax
 - LING 59300 Special Topics in Semantics
 - LING 59400 Special Topics in Historical Linguistics
 - LING 59800 Special Topics in Linguistics
 - LING 61900 Seminar in Phonology
 - LING 62900 Seminar in Syntax
 - LING 63900 Seminar in Semantics
 - LING 64900 Seminar in Historical Linguistics
 - LING 68900 Seminar in Linguistics
 - LING 69000 Individual Seminar
- Any other graduate course which focuses on primarily on language or linguistics (with advisor approval)

Appendix IX

Rationale for Ph.D. Plan of Study: Literary Studies

Name _____ Date _____

Committee Members: _____, _____, _____

Year/Semester Entering the Program _____

I. Incoming Ph.D. students who have not satisfied the equivalent of ENGL 50100 or have not met the breadth requirements of our M.A. program will be required to take additional coursework. The Director of Graduate Studies will determine if further coursework is necessary.

_____, _____

II. Ph.D. students in Literary Studies must identify a major professor by the beginning of their third semester in the program. The major professor must be consulted in a timely manner about all seminar, major field, and additional coursework decisions.

Major Professor: _____

III. Required Coursework in Literary Studies—18 credits (6 courses beyond the M.A.), distributed as follows:

A At least three 600-level seminars in literary studies and/or literary theory

_____, _____, _____

B. At least four courses in a primary area of study (a single historical area, a single genre, or a self-defined area that crosses traditional boundaries—see the *Graduate Manual* for more information). Any or all of the seminars from A above may count toward this requirement.

Major Field: _____

_____, _____, _____, _____

IV. Additional Coursework—12 credits:

Doctoral students are required to take a minimum of 30 graduate credits in English beyond the M.A. program; 69900 hours and courses taken P/NP may not be counted toward this total. Students may choose to complete a secondary area in English, in one of the areas described in the Graduate Manual, or students may choose to distribute their remaining hours in English and may include up to 6 hours outside the department in courses relevant to their field. The student's major professor and advisory committee must be consulted about decisions related to secondary area or distributed electives.

Secondary Area: _____

_____, _____, _____, _____

Appendix IX, Rationale for Ph.D. Plan of Study in Literary Studies (Continued)

OR

12 credits in related coursework

_____, _____, _____, _____

V. Preliminary Examination in Literary studies:

Preliminary Examination Committee/Student’s Advisory Committee (may be up to four members):

_____, Major Professor, _____,
_____, _____.

Each student will prepare two substantial reading lists in consultation with his/her major professor and advisory committee: one list will define a Major Field and should be related to the primary area for coursework identified in II.B. above; the other list will be more narrowly based on the particular Focus the student intends to pursue in the dissertation.

Major Field: _____

Focus/Specialization within that field:

Date of Preliminary Examination: _____

VI. Foreign Language Requirement: _____

Department of English
August 2004

Appendix IX.i.

RATIONALE FOR PHD PLAN OF STUDY: LITERATURE, THEORY, CULTURAL STUDIES

Name:

Date:

Committee Members (3): _____ (chair), _____,

Required Core Course **501** Date completed: _____

Recommended Core Course ONE of **506, 611, or 613** Date (to be) completed: _____

Required Breadth in Historical and Cultural Studies / Theoretical Areas (FOUR courses, one in each area; classes may not overlap for this category)

- a. Medieval and Early Modern _____
- b. 18th & 19th Century _____
- c. 20th & 21st Century _____
- d. Theory and Cultural Studies _____

Three 600-level Seminars (may overlap with breadth and/or major field courses)

_____, _____, _____

Major Field (Four courses; may overlap with breadth): _____

_____, _____, _____,

Optional Secondary Field: _____

_____, _____, _____

OR 12 Credits in Additional LTC Coursework

_____, _____, _____

6 Elective Credits _____, _____

Foreign Language Requirement _____

Preliminary Examination

Field _____

Focus _____

Date to be completed _____

**Department of English
Spring 2018**

Appendix X

Rationale for PhD in English with a Concentration in Rhetoric & Composition

Your Name: _____ Date: _____

Committee Members: _____,

Part 1: Required Courses

Core Courses in Rhetoric & Composition: [to establish breadth in Rhetoric & Composition; list semester completed on the line beside the course title]

ENGL 59100 Introduction to Composition Theory _____

ENGL 62200 Issues in Comp Studies: Classical Period to the Renaissance _____

ENGL 62400 Issues in Composition Studies: Modern Period _____

ENGL 62500 Seminar on Empirical Research in Writing _____

ENGL 62600 Postmodernism and Issues in Comp Studies _____

Secondary Area: [for depth; all departmental secondary areas are admissible; list title, courses taken, and semester]

ENGL _____

ENGL _____

ENGL _____

ENGL _____

Or Completed via Exam _____

Language Studies: [seminar in English Language & Linguistics or in Second Language Studies; a course preparing teachers not admissible]

ENGL _____

Foreign Language Requirement: [see department requirement] _____

Part 2: Courses Recommended for Breadth in English Studies

Recommended Introductions: (one course in two areas)

1. Introduction to English Studies 50100
2. Rhetoric & Composition 59100
3. Linguistics 50600
4. Philology 51000, 61100, 61300
5. Literary Theory 56700, 56800, 56900

_____,

Recommended Breadth in Literature: (one course in four areas)

1. Medieval (see course offerings)
2. Renaissance (see course offerings)
3. 18th Century (see course offerings)
4. 19th Century (see course offerings)
5. 20th and 21st Century (see course offerings)

_____, _____, _____, _____

Department of English
July, 2016

Appendix XI

Rationale for Ph.D. Plan of Study: Theory and Cultural Studies

Name _____ Date _____

Committee Members: _____, _____, _____

I. Recommended Introductions: (one course in two areas) Date (to be) completed

- a. Introduction to English Studies 50100 _____
- b. Rhetoric & Composition 59100* _____
- c. Linguistics 50600 _____
- d. Philology 51000, 61100, 61300 _____
- e. Literary Theory 56700, 56800, 56900 _____

II. Recommended Breadth in Literature (one course in four areas)

- a. Medieval (see course offerings) _____
- b. Renaissance (see course offerings) _____
- c. 18th century (see course offerings) _____
- d. 19th century (see course offerings) _____
- e. 20th & 21st Centuries (see course offerings) _____

III. Six courses (to be distributed among three areas):**

- a. critical theory (56900, 63200, 66700, 66800) _____
- b. cultural theory (57600, 58000, 62600) _____
- c. feminist theory and literature (59700, 67200) _____
- d. queer studies _____
- e. minority literatures (55700, 58300, 59700) _____
- f. postcolonial studies (59200, 67300) _____
- g. visual culture (58600) _____
- h. rhetorical history and theory (62400, 62600, 68000C)* _____
- i. cultural analysis & critique of literature _____
- j. linguistics and semiotics (51100, 57000) _____

(*note: English 59100 is a prerequisite for English 62400 and 62600.)

(**note: Appropriate seminars and variable-title courses may be used to fulfill requirements.)

IV. Secondary Area: _____

- a. _____
 - b. _____
 - c. _____
 - d. _____
- or examination _____

10 Preliminary Examination in Theory and Cultural Studies _____

VI. Foreign Language Requirement: _____

Department of English
July 2003

Appendix XII

English Graduate Studies Preliminary Examination Checklist for Ph.D. Students in Literary Studies and Theory and Cultural Studies

Students must file a copy of this checklist with the English Graduate Office at the time they hand their reading lists and exam questions to their committees.

Note that the dates below are the final deadlines which have to be met and recorded in the English Graduate Office before the student may take the examination. Students are urged to consult with their major professors and their committees over their reading lists and their examination questions well in advance of the published deadlines.

Student's name _____

Email address: _____

Examination Area (Field) _____

Names of the members of the student's advisory committee = the examination committee (may be up to four members):

_____, _____, _____,
_____.

Coursework in the student's major area must be completed before the examination can be taken.
Courses _____ for _____ major _____ area _____ and _____ dates _____ completed:

The Foreign Language requirement should be satisfied. Date completed:

Deadlines for handing in Reading Lists to Advisory Committees:

If you plan to take your exam in **March**, your reading lists must be approved by your major professor by the end of **November**: _____

If you plan to take your exam in **August**, your reading lists must be approved by your major professor by the end of **March**: _____

If you plan to take your exam in **November**, your reading lists must be approved by your major professor by the end of **August** _____

Deadlines for handing in Examination Questions to Advisory Committees:

If you plan to take your exam in **March**, your examination questions must be given to your major professor by the end of **January**: _____

If you plan to take your exam in **August**, your examination questions must be given to your major professor by **April 15th**: _____

If you plan to take your exam in **November**, your examination questions must be given to your major professor by the **October 15th**: _____

Appendix XIII

Checklist for Students Taking the Optional Preliminary Examination in English Language and Linguistics

A copy of this checklist must be filed in the English Graduate Office by the end of the fourth week of the semester in which a student wishes to commence the examination. At the successful completion of individual papers, this form must be signed by the committee member responsible for the paper.

Student's name _____ Email _____

Names of the members of the examination committee along with the paper each will supervise

Before beginning the preliminary examination, the student must complete a 250-word summary of each paper, describing the issue to be addressed in the paper, the methods to be used, the timetable to be followed, and the requirements of the examiner. Please affix a copy of each summary to this form. The student also submits a copy of the checklist to the English Graduate Studies Office.

Date upon which the preliminary examination begins: _____

Preliminary Examination End Date (4 months from start) _____

Starting date of the first paper: _____

Date by which the first paper must be completed: _____

Signature of the supervisor of the first paper indicating its acceptance: _____

Starting date of the second paper: _____

Date by which the second paper must be completed: _____

Signature of the supervisor of the second paper indicating its acceptance: _____

Starting date of the third paper: _____

Date by which the third paper must be completed: _____

Signature of the supervisor of the third paper indicating its acceptance: _____

Appendix XIV

Graduate Program in Second Language Studies/ESL

Checklist for the Preliminary Examination: Papers Option

Complete this form and submit it to your advisor by the end of the fourth week of the semester in which you begin the examination. Attach a proposal (of no more than 250 words) for each of the three papers. Also, submit a copy of the Checklist (without the proposals) to the Graduate Studies Office.

Student's Name _____ Email _____

Advisor's Name _____

Preliminary Examination Starting Date _____

Preliminary Examination End Date (4 months from start) _____

Core Areas and Examining Professors (Choose three of the four core areas)

<u>Core Area</u>	<u>Professor's Name</u>
Theory	_____
Curriculum	_____
Quantitative Research	_____
Qualitative Research	_____

Record of Satisfactory Completion

Upon the satisfactory completion of each paper, get the signature of the members of the examining committee and have that examiner indicate when the completed paper was deemed satisfactory.

<u>Professor's Signature</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____

Appendix XV

Graduate Program in Second Language Studies/ESL

Checklist for the Preliminary Examination: 24/7 Option

Complete this form and submit copies to your advisor and to the Graduate Studies Office on the date specified by the Graduate Studies Office for registration for either the August or March administration of the 24/7 Preliminary Exam.

Student's Name _____ Email _____

Advisor's Name _____

Preliminary Examination Starting Date _____

Examination Committee

Chair _____

Member _____

Member _____

Member _____

24 Hour Section

Pickup Date _____ Due Date _____

7 Day Section

Pickup Date _____ Due Date _____

Examination Grade

Date Due at Graduate Studies Office _____

Signature of Approval

Examination Committee Chair _____

Appendix XVI
TEN MONTH PROSPECTUS TIMETABLE

Ph.D. students must write and defend their dissertation prospectus within 10 months of successfully completing their departmental prelim. By this point students are expected to have completed their course and language requirements as well.

Steps	Expected Completion Date	Completion Date	Paper work
1.			LANGUAGE REQUIREMENT SATISFIED
2.			DEPARTMENTAL PRELIM
3.			COURSE REQUIREMENTS COMPLETED AND PLAN OF STUDY UPDATED
4.			ADVISORY COMMITTEE UPDATED ON PLAN OF STUDY
5.	7 MONTHS After prelim		PROSPECTUS DRAFT SUBMITTED TO COMMITTEE
6.	10 MONTHS After prelim		SCHEDULE PROSPECTUS DEFENSE (FORM GS-8)

SCHEDULING THE ORAL DEFENSE OF THE PROSPECTUS:

The form to schedule defenses with the Graduate School is electronic. Students are required to submit, in writing three weeks prior to the defense, to the English Graduate Office the following information so the paperwork can be processed with the Graduate School.

Date and time of defense

Room number

Title of project

Chair (must be the same that is listed on your plan of study)

Committee (must the same that is listed on your plan of study)

The committee designated on the Plan of Study must be the same as the Dissertation Committee.

AT LEAST TWO ACADEMIC SESSIONS (INCLUDING SUMMER IF REGISTERED) MUST ELAPSE BETWEEN THE COMPLETION OF THE ORAL DEFENSE OF THE DISSERTATION PROSPECTUS AND THE DEFENSE OF THE DISSERTATION. THIS IS STRICTLY ENFORCED BY GRADUATE SCHOOL.

APPENDIX XVII

Guidelines for Submitting Applications for Year-Long PRF Grants.

Applications are limited to 5 double-spaced pages. Additional pages can be used for the required Research Grant Information Form, references or a working bibliography, and tables or figures, but the number of additional pages must be limited.

In order to make the applications competitive within the college, applicants are strongly urged to follow a standard format which addresses the following issues.

Part 1: Statement of the Problem.

What is the significance of the problem? In other words, what is at stake in addressing this issue? This should be more than just identifying an interesting topic of research but should indicate a working hypothesis and argue a thesis.

Part 2: Significance of the Problem.

The applicant should clearly express the contributions to the knowledge of its field of the problem.

Part 3: Method and Plan of Approach.

The applicant should spell out how the problem is going to be addressed. Clarity is important, since proposals in our Department represent different fields of research within English Studies, and because proposals from English are evaluated by people from other Departments.

Part 4: Schedule of Research and Writing.

The applicant should provide a brief chapter-by-chapter outline of the dissertation and suggest the argument of each chapter. Applicants should highlight the particular qualifications they bring to their project.

Part 5: Bibliography. (Supplemental materials).

Note: The Department of English requires a letter of recommendation from the professor sponsoring the research to be submitted with each application. Students may not hold both a summer and year-long PRF Grant.

Note: Regulatory Approvals

The research project supported by the PRF Research Grant requires review and approval of protocols for compliance with regulations if it uses human subjects (Internal Review Board-IRB). This includes interviews with individuals. Life histories are exempt but the exemption must be approved. All appropriate approvals must be active and current when research is initiated, or a Memorandum of Understanding [MOU] must be in place until the needed regulatory approvals are obtained. If a MOU is needed, the PRF Research Grant recipient can request it through the Office of the Vice-President for Research (OVPR). Regulatory approvals must remain active and current until the project is completed. Current information can be found at:

Appendix XVIII

Description of the Teaching Assistantship English Department, Purdue University, July, 2018

Every departmental offer of an assistantship is contingent upon admission by the Purdue Graduate School and upon the student's satisfactory completion of current, as yet unreported, study. The number of new appointments of teaching assistantships each year is determined by budget, student enrollment in composition courses, and the number of current teaching assistants resigning, graduating, or exhausting the support term limits.

For AY2018–19, the salary for the nine-month, half-time assistantship will be \$18,000 per year, plus remission of tuition. TAs must pay a service fee each semester; it is currently \$303 for new students. The salary is paid in ten monthly installments (one-half check in September; full checks in October through April; one-half check in May). A half-time teaching assistant's duties require about twenty hours a week.

Most of our teaching assistants teach two sections of English 10600: First-Year Composition during the first year of their appointment in the department (i.e., they teach one course per semester for a 1-1 load). English 10600 is Purdue's unique composition course that meets two days a week in a regular classroom, one day a week in a computer lab, and two days a week in conference centers. Some TAs are later assigned to other courses or other teaching-related responsibilities; a few are assigned as assistants to editors of publications; some are assigned to research. Although the specific assignment will finally be governed by the needs of the department, we try to suit the teaching assistant's preference, within his or her competence; whatever the assignment, however, teaching assistants are expected to adhere to the CLA Instructor Absence Policy. Permission from the Head of English is required for any instructor to miss teaching in the first two weeks of classes.

Teaching Assistants are required to enroll in an appropriate practicum whenever they are teaching a course for the first time. The practicum for English 10600 (English 50500A & B) is a two-semester course. All new teaching assistants are required to attend orientation (August 9-17, 2018) and are expected to be available for mandatory on-campus meetings and caucuses in the weeks prior to the beginning of Fall and Spring semesters. Graduate assistants in all assignments are expected to attend quickly to all communication regarding their assistantships, and must consistently attend required trainings and staff meetings.

All teaching assistants must complete all necessary paperwork in a timely manner. **This is especially important for international students: they should begin the process of securing visas, work permits, and/or other necessary permissions immediately upon acceptance of an offer from Purdue. Unfortunately, failure to secure these permissions in a timely manner may invalidate the offer of an assistantship.**

To be eligible for reappointment, the Teaching Assistant must do well as a student, make reasonable progress toward the degree, be an effective teacher, and perform all instructional responsibilities diligently.

In view of present academic conditions, the Department of English wishes all applicants to understand that while the Department will do what it can to help its students in their search for

positions upon completion of their degree program, it can of course make no promise that the search will be successful in every instance.

With respect to acceptance and commitments, we subscribe to the following resolution of the National Council of Graduate Schools:

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15 and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer.

APPENDIX XIX

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