UO Department of Comparative Literature

2024–25
Handbook
For
Graduate Study

Departmental Contacts AY 2024–25

Department Head: Personnel matters, CLGSA funding, GE funding and appointments, Scholarships
Katya Hokanson (through AY 2025-26)

Interim Director of Graduate Studies: Doctoral program administration
Monique Balbuena (through AY 2024-25)

Graduate Support Specialist: GE payroll, scholarship administration, course authorizations
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Graduate Committee: Proposed changes to doctoral program; general issues relevant to graduate student academic life
Katya Hokanson (through AY 2025-26
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Jenifer Presto (through AY 2024-25

Diversity, Equity, and Inclusion Committee
Steven Brown (through AY 2024-25)
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CLGSA (Comparative Literature Graduate Student Association): Coordinate activities for graduate cohort, facilitate communication between graduate students and the comparative literature department.
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Contents

Program of Study

Graduate Studies

The graduate program in comparative literature was founded on the conviction that literary traditions are best understood when contextualized across national and cultural boundaries. In the twenty-first century, the discipline has expanded in scope: a commitment to comparative study requires a firm grasp of translation among languages and media, as well as aesthetic and cultural theory. In order to thrive professionally, every scholar in the discipline must be conversant with the principal texts, discussions and problems in and across at least two fields of study. The successful Comparative Literature scholar should be proficient in at least three languages.

Students are admitted to the graduate program with the expectation that they will work toward the PhD degree. At present the Department of Comparative Literature does not offer a terminal master's degree. Instead, students become eligible for the MA on passing their PhD qualifying exams.

Admission

A complete application for admission includes the application form, a transcript of college- and graduate-level work, three letters of recommendation, a statement of purpose, and a 10- to 20-page sample in English of critical writing about literature. Graduate Record Examination scores are not required but are highly recommended. The application deadline is January 15 for entrance the following fall term. Application information and forms can be obtained from the department website.

Overview of Requirements

Within their first three years of graduate study, students must complete the language requirement, six foundation courses, at least five courses in the primary field, and at least four courses in the secondary field. In addition, students select at least three elective courses in consultation with their faculty advisors; these courses may be tangential to their main research interests or distributed according to those interests. The foundation courses include Graduate Studies in Translation (COLT 613), Graduate Studies in Comparative Literature (COLT 614), Graduate Studies in Theory (COLT 615), Transmedial Aesthetics (COLT 616), and at least two other graduate-level COLT courses. Courses applied to the degree must be passed with a grade of B+ or better, and students must maintain a grade point average of at least 3.50 in all graduate-level courses in order to remain in good standing in the program.

After completing all course work, language requirements, and the scholarly article, students are eligible to take their written and oral PhD qualifying examinations. Following successful completion of the exams, students submit a prospectus and meet with their committees for the prospectus conversation. A satisfactory prospectus conversation is required for advancement to candidacy. The

approximate time from completion of course work to advancement is one year. Typically, the dissertation is completed within two years of advancing to candidacy.

Foundation Courses

The graduate program provides a solid foundation in theoretical and historical methods integral to comparative literature and relevant to working across national literary traditions, historical periods, theoretical paradigms, and media. Through these courses, students are expected to acquire a comprehensive understanding of scholarly method, encountering not only contemporary texts and theorists but also the history of the field, including the central controversies, crucial debates, and cultural contexts that have shaped its development. The student must complete six graduate-level foundation courses; these courses are Graduate Studies in Translation (COLT 613),Graduate Studies in Comparative Literature (COLT 614), Graduate Studies in Theory (COLT 615), Transmedial Aesthetics (COLT 616), and two others selected from among the COLT graduate course offerings.

Primary Field

The majority of comparative literature graduates are hired to teach in national literature departments and not in interdisciplinary programs. For this reason, it is crucial that students develop a primary research field that is based either in a single national literature (e.g., Japanese literature) or in a single linguistic-cultural tradition that crosses national boundaries (e.g., Latin American literature). Depending on the relative breadth of a student's prior training, the primary field may be further delimited according to a period (e.g., postwar Japan) or a genre (e.g., German drama) or even an artistic movement (e.g., French postmodernism).

The student must complete five graduate-level courses in the primary field; at least three of the courses should share the same department subject code.

Secondary Field

This field complements the research within the primary field, either by providing counterpoint or a needed context. There are three ways to define one's secondary field. Most commonly, it represents a second national literature (e.g., Spanish literature) or a linguistic-cultural tradition that crosses national boundaries (e.g., Latin American literature). In addition, where two or more national-linguistic traditions share a common literary history—for example, within a given region or artistic movement—the secondary field may be defined in comparative terms (e.g., the Continental Renaissance, Caribbean literature, or East Asian film). Finally, the secondary field can eschew literary categories altogether in order to represent an alternative disciplinary focus (e.g., religious studies).

At least four graduate-level courses must be taken in the secondary field. Three of them should share the same department subject code. At the discretion of the director of graduate studies, the three courses with shared subject code may be spread out over the secondary, foundation, and elective fields.

Electives

Three of the program's required 18 graduate-level courses are electives and should be chosen in consultation with an advisor. The electives may cover a wide range of interests or may be carefully distributed among the three research fields to fill gaps or achieve greater depth. Some students may wish to devote their electives to a fourth field of research (e.g., a third national literature). Students hoping to pursue this option are urged to meet with the director of graduate studies as soon as possible.

Language Requirement

Work in at least three languages is expected at all phases of the program, from course work to the dissertation. The language requirement addresses this expectation by ensuring both linguistic proficiency and a minimum level of graduate course work in all three languages. Students are required to complete graduate-level work in their languages. The following guidelines apply: (1) at least two graduate courses must be taken in each language to meet this requirement and should ideally be taught by a specialist in the target language; (2) the seminar paper for each course should demonstrate competency dealing with the target language and should be suitable for publication in the national literature field. The seminar paper for each of the two non-English languages must be submitted to the department at the end of the course for approval. The language requirement must be satisfied by the end of the third year.

Timetable from Entrance to Dissertation

Advisors

During their first two terms of study (fall and winter), students are advised by the director of graduate studies. By Monday of week two of the third term, each student formally identifies an interim advisor—a faculty member who agrees to mentor the student through the completion of the first-year conversation and the first two terms of the second year.

By Monday of week two of the spring term of the second year, the student will have chosen his or her advisor of record. This advisor, who will be competent in the student's primary research interests, will mentor the student through the second-year review and the third year of study.

First Year

First-Year Statement

By Friday of week four of spring term, first-year students, in consultation with their interim advisors, submit a two- to three-page statement of purpose. It should identify and justify the primary and secondary fields the student intends to pursue—the general fields of study that form the backbone of a scholar's research profile. It should also clarify the relationship between the students' research languages and research fields, and indicate what linguistic study is necessary to complete the proposed course of study.

First-Year Conversation

In week six or seven of spring term, the first-year student, their interim advisor, the director of graduate studies, and one other comparative literature faculty member meet for a conversation about the first-year statement. They evaluate the student's progress to date, including course work and language examinations, discuss the intended fields, and offer guidance for the remaining two years leading to the qualifying examination. With their approval of the statement and the student's general plan, as well as successful completion of all first-year course work with a GPA of 3.50, the student may proceed to the second year. A brief memo written by the student that summarizes the conversation is due to the department by Wednesday of week eight.

Second Year

Scholarly Article

During the second year, as part of preparation for publication in the field, students are required to begin expanding a seminar paper into an article or develop one from scratch for submission to a journal. Workshops are held to prepare students to write an article and select an appropriate publication venue. This process is meant to provide step-by-step guidance in publishing before the student advances to candidacy.

Second-Year Review

By Monday of week two in spring term of the second year, a student will have chosen the advisor of record. In consultation with that advisor, the student must write a careful self-review of their progress to date. The review should revisit both the first-year statement and the report of the first-year conversation. In particular, any recommendations made by the first-year conversation committee should be assessed: how were these recommendations pursued and with what result? The designation of the three research fields should also be addressed, along with any shifts in focus that have proved necessary or desirable. The review should explain what course work remains to be completed, and, where appropriate, should

outline a plan for the completion of that work. Any problems in performance or concerns about timely progress should also be addressed. The second-year review must be approved by the advisor of record and submitted by Monday of week eight of spring term. The graduate committee reviews these reports, and small revisions and clarifications may be required before they approve the document. With approval of the review and completion of all second-year course work with a GPA of 3.50, the student may proceed to the third year.

Third Year

Scholarly Article

By Friday of week five of spring term of the third year, the student will submit their scholarly article in consultation with their advisor to the department along with a cover letter addressed to an appropriate journal. Although completion of this requirement is submission to the department, the finished essay is treated as a component of the qualifying exams and is submitted to the examination committee and reviewed by the graduate committee as part of a dossier that also includes the exam statement and the reading list (see Fourth Year).

Coursework and Language Requirement Completion

The program is designed so that students may complete all course work and language requirements by the end of their third year. By Friday of week nine of spring term of the third year, students submit the course work and language requirement completion form for approval by the director of graduate studies and the graduate committee.

Exam Committee

By the beginning of spring term of the third year, each student selects an examination committee consisting of the advisor of record and two additional faculty members. Of these three, one represents the student's primary field of research (commonly the advisor of record), another represents the secondary field, and a third member is designated the committee chair. The third member also serves as chief mentor for the student's foundation field, advising them on the reading list inclusions from that field. All members must sign an agreement form to participate in the exam committee, and all must approve the exam statement and reading list. By Monday of week two in spring term of the third year, students must submit their examination committee membership to the department. Students who have chosen an additional fourth field of research may choose to be tested in that field as well. The logistics of this option should be pursued with the director of graduate studies as early in the process as possible. The examination committee membership must be approved by the director of graduate studies.

Exam Statement and Reading List

In consultation with the exam committee members, each student determines their examination fields. These fields correspond to the primary, secondary, and foundation research fields, but are usually narrower and more specialized in scope. Students then devise a reading list covering each field. Each list should include approximately fifteen to twenty primary items (an item is an author and a work or works that represent the author's perspective as a whole). Each field list should also include a separate sublist of pertinent critical-secondary works. Exam committee members can provide assistance in choosing the works on this list.

Students must also compose a six- to eight-page statement that defines the student's core interests, defends the examination fields, clarifies the scope of the reading list, and offers some indication of the future dissertation project and career aspirations for which this reading list provides the necessary comprehensive background and preparation. After being approved by all the examiners, the exam statement and reading list are submitted to the department by the end of week nine in spring term of the third year. Prior to final approval, the exam statement and reading list are reviewed by the graduate committee, which may have additional recommendations and queries. Occasionally, these recommendations may be substantive enough to require additions to or deletions from the list and a resubmission process. Changes to the statement and list may be made no later than four weeks prior to the written examination and must be approved by both the director of graduate studies and the examination committee members.

When the graduate committee and director of graduate studies have approved the Coursework and Language Requirement Completion Form and the exam statement and reading list, the student may proceed with the examination process.

Fourth Year

Overview of the Fourth Year

The component parts of advancement to candidacy constitute an apprenticeship to a profession that requires (1) publishing as a means to establishing oneself as part of a professional community, and (2) becoming conversant with the principal texts, discussions, and problems in and across at least two fields of study (thus, comparative). The key benchmarks in this apprenticeship are the successful completion of the scholarly article, the successful completion of a written examination, and the successful completion of an oral examination. After being approved by the advisor, the scholarly article will be submitted to the examination committee and reviewed by the graduate committee as part of a dossier that includes the exam statement and reading list. The fourth year is dedicated to completing the doctoral examinations and writing the dissertation prospectus. Typically, students prepare for the exams over the summer and early fall, sit for the written and oral exam by

the end of fall term and complete the prospectus by the middle of spring term. The prospectus conversation must be held by the beginning of week 10 of spring term in the fourth year, so that students may advance to candidacy in a timely manner at the end of spring term.

Written Examination

For the written examination students compose an essay over a thirty-six-hour period during week four of fall term in the fourth year. The scope of this essay is to be comparative, exploring the full gamut of the student's reading list with questions designed to ascertain the student's mastery of their methods as applied to the primary and secondary fields. The essay should be substantially different from the scholarly article, either in scope or subject matter.

The three examiners all grade and comment on the written examination essay. The exam is graded high pass, pass, or no pass. Students learn their exam results within ten business days of taking the exam. If two out of three examiners fail the exam, the student may retake the exam in the following term. The exam may be retaken no more than once. If the student fails a retake exam, they do not proceed to candidacy, but may be eligible for a terminal master's degree.

Oral Examination

The oral examination covers the scholarly article, the written exam, and the reading list. Proctored by the exam committee chair, it is scheduled during week seven or eight of fall term and typically lasts two hours. The committee and the student revisit the written examinations, discussing areas of strength and weakness. In addition, the examiners may explore the student's expertise more deeply by asking questions about reading list materials not covered during the written exams.

The grading of this examination is high pass, pass, or no pass. The committee may determine recommendations and even requirements for future study, including retaking the oral examination. Recommendations are communicated in person to the student at the conclusion of the exam and in writing to the director of graduate studies as part of the committee chair's report on the exam. If substantive requirements or concerns have been articulated, the director of graduate studies, in consultation with the graduate committee, will determine any official course of action to be taken.

For students who have failed to pass the written examination, no oral examination will be held; instead, the time designated for the oral exam will be dedicated to a meeting with the student, the exam committee, and the director of graduate studies. Participants review the exam performance, discuss a possible retake exam, and/or review the advisability of a terminal master's degree.

Typically, all members of the committee must be physically present at the exam. In exceptional circumstances, if a committee member is unable to attend in person, then that member must notify the director of graduate studies in advance for permission for remote participation.

Dissertation Committee Formation and Guidelines

By Friday of week five of winter term in the fourth year, the student must designate a dissertation committee, including the dissertation chair and outside reader. Composition of the dissertation committee is governed by Graduate School and Comparative Literature Department policies as stated below.

Students should refer to the Graduate School's "Dissertation Committee Policy" when forming their committee. Please note that each member of the committee must be part of the Graduate Faculty. In addition, the following comparative literature department policy applies.

Relevant academic expertise is the guiding factor in the selection of the dissertation chair as well as core members. Because of comparative literature's broad disciplinary scope, members of the dissertation committee are not limited to faculty whose primary appointment is in the department of comparative literature. The chair, as well as core members, may be drawn from the much larger body designated as "Participating Faculty."

The institutional representative is by definition a faculty member whose appointment is entirely outside of the department of comparative literature. However, a member of the "Participating Faculty" may be chosen as an institutional representative if that faculty member's field is distinct from that of the student. In such cases, the student must petition the comparative literature department's graduate committee for an exemption.

The composition of a candidate's dissertation committee is subject to the approval of the department's graduate committee and the Graduate School.

Prospectus

Committee members should be consulted during the process of writing the dissertation prospectus. A first draft of the prospectus should be submitted to the members of the dissertation committee by Friday of week 10 of winter term. A completed draft of the prospectus, approved by all four committee members, must be submitted by Friday of week five of spring term in the fourth year. After final approval from the director of graduate studies, the prospectus conversation is scheduled between weeks seven and nine of spring term.

A prospectus is not a first dissertation chapter; it is a snapshot of the dissertation project as envisioned by the student, prior to the completion of the bulk of their research. The prospectus is typically 10 to 15 pages in length. It should include a clear, concise examination

of the problem to be studied, along with a compelling sense of the larger issues at stake in the project, both for the immediate topic and for the field at large. In addition, the prospectus should provide a clear vision of the project's trajectory: a narrative account of the dissertation's structure, an outline of chapters, and a justification for the particular authors and texts to be examined. A substantial research bibliography should be appended.

Prospectus Conversation and Doctoral Candidacy

The prospectus conversation is scheduled between weeks seven and nine of spring term in the fourth year. This conversation, which includes the members of the dissertation committee, is facilitated by the committee chair and helps to develop the student's plans for the dissertation. Areas of strength and weakness in the project are discussed, and specific recommendations about structure, bibliography, and method are presented. After successful completion of this conversation, and with approval of the director of graduate studies and the graduate committee, the student advances to candidacy.

Typically, all members of the committee must be physically present at the conversation. In exceptional circumstances, if a committee member is unable to attend in person, then the examinee must submit a petition for remote participation in advance to the graduate committee for approval.

Dissertation

The dissertation, which is defended in a final oral presentation, is typically completed within two years of advancement to candidacy. Dissertations in a discipline such as comparative literature can hardly be said to follow exact specifications, but as a general principle any such project should involve at least two authors, works, and national literatures, and an explicit methodological orientation.

Doctoral defense dates must be established no later than week 8 of the term preceding the proposed defense. The complete dissertation must be submitted to all committee members and the department three weeks prior to the defense date.

A three-year period for completion of the dissertation begins when the Graduate School approves the advancement to candidacy.

Policies

Role of the Director of Graduate Studies and Graduate Committee

Given the small size of our program, as well as the interdisciplinary and flexible nature of our degree, advising is essential at every point of a student's doctoral career. The director of graduate studies (DGS) will oversee and help coordinate this advising throughout a student's course of study and will typically need to sign off on any major advising decision along the way. Whenever substantive questions arise concerning those decisions – e.g. when a student has requested that requirements be waived, transfer credits approved, extensions granted (etc.) – the DGS consults with the graduate committee: a group of 3 or 4 faculty members drawn from the department faculty. Students may also at any time appeal a DGS decision by petitioning the graduate committee directly on their own behalf; these petitions should be submitted to the graduate coordinator. Finally, the DGS consults on a routine basis with the graduate committee about each doctoral student's progress in general, and graduate committee approval is required for most of the major review moments in a student's career (e.g. Second Year Review, Exam Statement and Reading List, Dissertation Prospectus.)

Enrollment and COLT 601, 603

As a graduate student, your training is not confined solely to formal, graded coursework. Students are expected to develop a coherent plan of study that will likely include language and/or pedagogy study and independent research. Expect to advance your degree not only through graduate seminars, but also by auditing courses and conducting independent research -- as well as participating in reading groups, public lecture and conference attendance, workshops and countless other venues. Regular enrollment in COLT 601 ("Research") allows students to receive credit for these essential, self-motivated research activities. In our department we expect all students with tuition waivers (e.g. GEs or those on full fellowships) to enroll in a full 16 credits per term.

In contrast to COLT 601, COLT 603 ("Dissertation") is reserved for students who have advanced to candidacy only. Dissertation students should sign up for the maximum number of COLT 603 credits allowed: i.e. 16 credits. For all other self-directed research, students should enroll in COLT 601 "Supplemental Reading and Research." For 603 credits, the form must be approved by the student's advisor. Please note: the enrollment authorization form for 601 includes a field designated "Specific description of independent research goals and projects for the term." Although 601 credits are neither graded nor supervised, the director of graduate studies (DGS) serves as the official instructor of record for these credits and is an essential advising resource for a student's research activities, projects and plans.

To encourage self-directed, self-motivated research activities, the Department requires all students with tuition waivers to enroll for 16 credits each quarter. These 16 credits will

comprise a student's regular academic credits -- typically two graduate-level courses (e.g. 8-10 credits) -- along with any required pedagogy courses and/or language courses, plus as many 601 or 603 credits needed to equal 16 credits total.

Reading and Conference Courses (e.g. COLT 605)

If necessary, as many as four independent study (i.e. "reading and conference") comparative literature courses maybe counted toward a student's required coursework -- although in general no more than one 605 can be taken in any one of a student's research fields. All such courses must first be approved by the director of graduate studies. To sign up for such degree-satisfying COLT 605 credits, a basic syllabus (outlining meeting dates, reading assignments and graded work due) must be submitted along with the "Enrollment Authorization" form by the end of exam week of the previous term (the deadline for fall term is Friday of Orientation Week). 605 credits earned in other departments may also be counted toward a comparative literature doctoral degree, but only when a basic syllabus for the course, signed by the professor of record, is submitted to the graduate coordinator at least one week prior to the registration deadline and approved by the director of graduate studies. In general, to be approved for degree credit such courses must be taken for at least four credits, must be taken for a grade, and must include at least five hours of face-to-face contact with the instructor of record. (Opportunities for substantive discussion with the instructor are essential, since the course will count for as much as a third of a student's coursework within a given research area.) Additionally, reading expectations should match those of a typical 500 or 600-level seminar course, and students must complete a substantial written assignment (e.g. at least a 15-pp research paper or its equivalent). Any students hoping to use 605 courses to satisfy their requirements should review their options as soon as possible with the director of graduate studies.

COLT 605: Scholarly Article

Students may enroll in COLT 605 one time during the second or third year in order to facilitate preparation of the scholarly article. In this case, COLT 605 may serve as a substitute for a seminar that is applied toward a student's electives. When enrolling in COLT 605, an abstract of the proposed article should be included along with a syllabus outlining the student's plan for work undertaken. The instructor of record will be the director of graduate studies, though it is recommended that students consult with a faculty member or members best able to advise them on their particular project.

Transfer Credits

Graduate students admitted to the Program with an MA in a field relevant to their projected UO course of study, and current doctoral students with previous study at another institution, may receive transfer credit for as many as nine of their previous graduate courses. In order to

determine transfer credit, relevant syllabi and other supporting materials as needed (e.g. seminar papers) from previous coursework must be submitted to the graduate coordinator. These documents are then reviewed by the director of graduate studies and graduate committee and may be reviewed as well by the first-year conversation committee. In general, transfer credits may **not** be used to satisfy the COLT 613/614/615/616 sequence.

Enrollment Requirements and On-Leave Status

The department's residency requirement for both MA and PhD students is 9 graduate courses taken at the University of Oregon.

Maintaining one's status as a full-time student is essential for smooth progress toward one's degree and is required for any university graduate employment (GE) appointment. To qualify as full-time, until the point of advancement, students must complete at least 9 graduate credits per quarter, excluding summer session. In addition, according to Graduate School policy, students must attend the university continuously, except for summers, until all program requirements have been completed, unless on-leave status has been approved. During terms of approved on-leave status, graduate students do not register and are not allowed to make use of university services, faculty or staff time. (Graduate students must register for at least 3 graduate credits and pay fees if they plan to use university facilities or faculty or staff services during any term.) Nonetheless, terms spent on-leave, with certain exceptions, do count toward the Graduate School's time limit of 7 years for completion of a doctoral or master's degree.

Please note: Without prior planning and departmental support, these policies regarding On-Leave status can prove problematic for students planning extended research trips away from the UO campus. For this reason, students envisioning such an extended absence are advised to consult the director of graduate studies as soon as possible.

Students are advised to refer to the Graduate School web site for current doctoral degree policies and requirements, especially with regard to minimum enrollment, continuous enrollment, the doctoral residency requirement, and minimum credits required for the degree.

Incompletes

The quarter system imposes special difficulties on graduate work. With only ten weeks at one's disposal, time-management can be a challenge, and developing two or more final projects can prove especially daunting for beginning students. Students are thus often tempted to request incomplete grades in their courses; however, the quarter system also makes it extremely difficult to finish incomplete courses once they have accumulated. Furthermore, incomplete grades may jeopardize a student's full-time status, since such status is determined by number of credits *completed* in any given quarter. For these reasons,

comparative literature students are strongly advised to avoid incomplete grades; where an incomplete does, however, prove necessary, the grade should be resolved within three months. Failure to resolve incompletes within a timely manner or accumulation of more than one incomplete at any given time, is likely to preclude a graduate employment (GE) appointment. In any event, by Graduate School policy, a student must convert a course grade of incomplete ("I") into a passing grade within one calendar year; however, especially given the vagaries of professors' availability from one academic year to the next, incomplete grades should never be carried over from one academic year to the next.

In situations where an incomplete cannot be avoided, students *must* submit a "Permission for Graduate Student Incomplete Grade" form, to be signed by the instructor of record and approved by the director of graduate studies by the end of finals week of the quarter in question. Without such a form on file, the course will not ultimately be counted for degree credit.

Unsatisfactory Progress

Progress toward one's degree is primarily tracked via the "Doctoral Progress Summary." It is the students' responsibility to keep this form up-to-date. An updated copy of this form must be submitted at the beginning of each term.

Students who fail to complete the program's requirements in a timely manner, whose grades fall below the required GPA of 3.50 in all graduate coursework, who accumulate incomplete grades, or who fail to identify appropriate advisors, risk losing certification of satisfactory progress. Such certification is necessary for the continuation of GE appointments as well as for good standing in the program itself.

Dissertators applying for a GE position are required to submit a statement indicating their dissertation progress. As a follow-up to this statement, the director of graduate studies may contact the student's advisor for further clarification. (GE applications are typically due on Friday, week 3 of winter term.)

If a student fails to maintain satisfactory progress, the student receives a warning, and conditions are set for a return to satisfactory progress. A student who does not meet the terms is put on departmental probation, and again given conditions. If the student fails to overcome probation, the student is disqualified from continuing within the program.

Going on the Job Market

The pursuit of an academic job is, as we all know, a time-consuming and potentially frustrating process, requiring hours of labor, clarity of purpose, strong communication with one's mentors, and, at times, a very thick skin. With proper planning and organization, however, the process will run smoothly. It can even be deeply rewarding and even empowering, since the process provides a chance not only to take stock of one's career

aspirations and research contributions, but also to share one's work broadly. In other words, the job search provides the opportunity to transform mentors into colleagues.

In order to support the experience as a rewarding and professionalizing one, the program has established a few deadlines that all advanced graduate students should keep in mind.

Students planning to go on the market in any given academic year should notify the graduate coordinator by **Friday, week 6** of the preceding spring term. This notification should include the following items of information:
- ❑ a brief progress report on the dissertation
    - ▪ how much has been written
    - ▪ what remains to be written
    - ▪ what major research still needs to be undertaken
    - ▪ projected defense date
- ❑ list of recommenders (five or more)
- ❑ type of job being sought -- please indicate (where relevant):
- ❑ national literature(s) in which you're seeking jobs (e.g. "English departments")
- ❑ relevant specializations (e.g. "postcolonial lit and theory")
- ❑ any other pertinent considerations (e.g. "also applying in Luxembourg")

Terminal M.A. Degree in Comparative Literature

At present, the department of Comparative Literature does not offer a program of study for students pursuing a terminal Master of Arts (M.A.) degree. Nonetheless, upon occasion and at the discretion of the director of graduate studies, students may be approved to pursue an individualized course of study toward a terminal M.A. degree.

Upon matriculation, such students will designate a primary and a secondary field of research. The primary field represents either a single national literature, or a single linguistic/cultural tradition that crosses national boundaries. The secondary field may represent any one of the following: a secondary national literature (or linguistic/cultural tradition); a comparative literary field grounded in two or more national literatures or linguistic/cultural traditions; a non-literary discipline; or, finally, a specific methodology suitable to literary analysis. As early as possible in the course of their studies, and in consultation with the director of graduate studies, master's students will identify two advisors who will aid in their ongoing course selection process, and who will also serve as readers for the master's thesis. Master's students must complete a minimum of nine graduate seminars at the University of Oregon: four seminars should be taken in their primary field, three seminars in their secondary field, and an additional two seminars must include COLT 613, 614, 615, or 616.

The master's thesis is a substantial scholarly essay, 40-60 pp in length. The subject matter for the thesis must be approved by both advisors, in writing, by the start of the term preceding completion. A polished draft of the thesis will be turned in to both advisors by the end of

week 2 of the completion term. After incorporating feedback from both advisors, the thesis is revised, formatted, and reviewed by both advisors and by the director of graduate studies. The final draft, signed by both advisors and the director of graduate studies, must be submitted to the department by Tuesday of week 10 of the graduation term. Finally, master's students must be sure to meet all the Graduate School's requirements for master's degrees, including the language requirement. Students who elect to leave the program after completion of their Ph.D. qualifying exams are also eligible for a terminal master's degree. Similarly, continuing Ph.D. students who would like to acquire a master's degree en route to their doctoral degree may do so upon completion of their qualifying exams. In both cases, interested students should see the graduate coordinator at the beginning of the term in which they seek to receive the degree to learn about the paperwork and procedures involved in this process. Additionally, students will need to apply for the degree through the Graduate School (see web site for procedure and deadlines).

Doctoral Program of Study at a Glance

Required courses (=18 graduate-level courses)

- COLT 613, Graduate Studies in Translation
- COLT 614, Graduate Studies in Comparative Literature
- COLT 615, Graduate Studies in Theory
- COLT 616, Transmedial Aesthetics (Media)
- Two graduate-level COLT Courses
- Five courses in primary field*
- Four courses in secondary field**
- Three electives, chosen in consultation with advisor**

  *   At least 3 courses in the primary field must share the same departmental subject code.

  ** At least 3 courses in the secondary field must share the same department subject code. At the discretion of the director of graduate studies, the three courses with shared subject code may be spread out over the secondary, foundation, and elective fields.

Timetable

YEAR ONE
- COLT 613 or 616
- COLT 614 or 615
- 4 additional courses toward requirements
- Complete language requirement in first language other than English
- By Monday, week 2, spring term: choose interim advisor
- By Friday, week 4, spring term: submit first-year statement
- By Friday, week 7, spring term: first-year conversation
- By Wednesday, week 8, spring term: submit first-year conversation summary memo

YEAR TWO
- COLT 613 or 616
- COLT 614 or 615
- Complete second language requirement (must be completed by the end of year 3)
- 4 additional courses toward requirements
- By Monday, week 2, spring term: choose advisor of record
- By Monday, week 8, spring term: submit approved second-year review

YEAR THREE

- Completion of all coursework
- Completion of all language requirements
- By Monday, week 2, spring term: exam committee selected and approved
- By Friday, week 5, spring term: scholarly article and cover letter submitted
- By Friday, week 9, spring term: exam statement and reading list approved

YEAR FOUR

- Week 4, fall term: written qualifying exam
- Week 7 or 8, fall term: oral qualifying exam
- By Friday, week 5, winter term: identify members of dissertation committee
- By Friday, week 10, winter term: submit first draft of dissertation prospectus
- By Friday, week 5, spring term: submit final approved draft of prospectus
- Weeks 7-9, spring term: prospectus conversation

YEAR FIVE

- Dissertation

YEAR SIX

- Dissertation

First Year Deadlines

Week	Day	Item	Notes	Instructions
Fall				
1	F	COLT 601 Registration	Authorization submitted, approved; student registered	**E, D**
1	F	Registration Complete	Register for a total of 16 credits	
Exam	**F**	Language Requirement	Submit any seminar paper written this term which will be used to fulfill language requirement	**E**
Exam	F	Permission for Incomplete	Submit "Permission for Graduate Student Incomplete Grade" form if taking an incomplete	**A, B**
Exam	F	COLT 605 Authorization	Applies to students taking an independent reading course (COLT 605) winter term	**E, F, D**
Winter				
1	F	COLT 601 Registration	Authorization submitted, approved; student registered	**E, D**
1	F	Registration Complete	Register for a total of 16 credits	
1	F	Doctoral Progress Summary	Submit updated Doctoral Progress Summary	**A, C**
Exam	**F**	Language Requirement	Submit any seminar paper written this term which will be used to fulfill language requirement	**E**
Exam	F	Permission for Incomplete	Submit "Permission for Graduate Student Incomplete Grade" form if taking an incomplete	**A, B**
Exam	F	COLT 605 Authorization	Applies to students taking an independent reading course (COLT 605) spring term	**E, F, D**
Spring				
1	F	COLT 601 Registration	Authorization submitted, approved; student registered	**E, D**
1	F	Registration Complete	Register for a total of 16 credits	
1	F	Doctoral Progress Summary	Submit updated Doctoral Progress Summary	**C**
2	M	Interim Advisor	Choose interim advisor	**H**
4	F	First Year Statement		**C**
6-7	F	First Year Conversation	Scheduled by Graduate Support Specialist	
8	W	First Year Conversation Memo		**C**
Exam	**F**	Language Requirement	Submit any seminar paper written this term which will be used to fulfill language requirement	**E**
Exam	F	Permission for Incomplete	Submit "Permission for Graduate Student Incomplete Grade" form if taking an incomplete	**A, B**

Second Year Deadlines

Week	Day	Item	Notes	How To
Fall				
Orient.	F	COLT 605 Authorization	Applies to students taking an independent reading course (COLT 605) fall term	**E, F, D**
1	F	COLT 601 Registration	Authorization submitted, approved; student registered	**E, D**
1	F	Registration Complete	Register for a total of 16 credits	
1	F	Doctoral Progress Summary	Submit updated Doctoral Progress Summary	**C**
Exam	**F**	Language Requirement	Submit any seminar paper written this term which will be used to fulfill language requirement	**E**
Exam	F	Permission for Incomplete	Submit "Permission for Graduate Student Incomplete Grade" form if taking an incomplete	**A, B**
Exam	F	COLT 605 Authorization	Applies to students taking an independent reading course (COLT 605) winter term	**E, F, D**
Winter				
1	F	COLT 601 Registration	Authorization submitted, approved; student registered	**E, D**
1	F	Registration Complete	Register for a total of 16 credits	
1	F	Doctoral Progress Summary	Submit updated Doctoral Progress Summary	**C**
Exam	**F**	Language Requirement	Submit any seminar paper written this term which will be used to fulfill language requirement	**E**
Exam	F	Permission for Incomplete	Submit "Permission for Graduate Student Incomplete Grade" form if taking an incomplete	**A, B**
Exam	F	COLT 605 Authorization	Applies to students taking an independent reading course (COLT 605) spring term	**E, F, D**
Spring				
1	F	COLT 601 Registration	Authorization submitted, approved; student registered	**E, D**
1	F	Registration Complete	Register for a total of 16 credits	
1	F	Doctoral Progress Summary	Submit updated Doctoral Progress Summary	**C**
2	M	Advisor of Record	Choose advisor of record	**H**
8	M	Second Year Review	Approved second-year review due	**E, F**
Exam	**F**	Language Requirement	Submit any seminar paper written this term which will be used to fulfill language requirement	**E**
Exam	F	Permission for Incomplete	Submit "Permission for Graduate Student Incomplete Grade" form if taking an incomplete	**A, B**

Third Year Deadlines

Week	Day	Item	Notes	How To
Fall				
Orient.	**F**	COLT 605 Authorization	Students taking an independent reading course fall term (COLT 605), submit authorization	**E, F, D**
1	**F**	COLT 601 Registration	Authorization submitted, approved; student registered	**E, D**
1	**F**	Registration Complete	Register for a total of 16 credits	
1	**F**	Doctoral Progress Summary	Submit updated Doctoral Progress Summary	**C**
Exam	**F**	Language Requirement	Submit any seminar paper written this term which will be used to fulfill language requirement	**E**
Exam	**F**	Permission for Incomplete	Submit "Permission for Graduate Student Incomplete Grade" form if taking an incomplete	**A, B**
Exam	**F**	COLT 605 Authorization	Applies to students taking an independent reading course winter term (COLT 605)	**E, F, D**
Winter				
1	**F**	COLT 601 Registration	Authorization submitted, approved; student registered	**E, D**
1	**F**	Registration Complete	Register for a total of 16 credits	
1	**F**	Doctoral Progress Summary	Submit updated Doctoral Progress Summary	**C**
Exam	**F**	Language Requirement	Submit any seminar paper written this term which will be used to fulfill language requirement	**E**
Exam	**F**	Permission for Incomplete	Submit "Permission for Graduate Student Incomplete Grade" form if taking an incomplete	**A, B**
Exam	**F**	COLT 605 Authorization	Students taking an independent reading course spring term (COLT 605), submit authorization	**E, F, D**
Spring				
1	**F**	COLT 601 Registration	Authorization submitted, approved; student registered	**E, D**
1	**F**	Registration Complete	Register for a total of 16 credits	
1	**F**	Doctoral Progress Summary	Submit updated Doctoral Progress Summary	**C**
2	**M**	Exam Committee	Designate exam committee	**E, F**
5	**F**	Scholarly Article	Submit scholarly article and cover letter	**E**
9	**F**	Exam Statement and Reading Lists	Submit approved exam statement and reading lists	**E, F**
9	**F**	Coursework and Language Requirements Completed	Submit "Coursework and Language Requirement Completion Form"	**E, F**

Fourth Year Deadlines

Week	Day	Item	Notes	How To
Fall				
1	F	COLT 601 Registration	Authorization submitted, approved; student registered for 16 credits of COLT 601	**E, D**
1	F	Doctoral Progress Summary	Submit updated Doctoral Progress Summary; enter exam committee, reading & exam statement approval date	**C**
1	F	Exam Statement & Reading List	Any changes to the exam statement/reading list must be approved at least 4 weeks prior to the written exam.	**E, F**
1	F	Schedule Written Exam	Notify Graduate Support Specialist of your choice of written exam start day and time (M-F, between 8 and 5). Notify exam committee of exam date.	**I, J**
4		Written Exam	Written exam taken and submitted	**I**
10-11		Oral Exam	Scheduled by the Graduate Support Specialist	
Winter				
1	F	COLT 601 Registration	Authorization submitted, approved; student registered for 16 credits of COLT 601	**E, D**
1	F	Doctoral Progress Summary	Submit updated Doctoral Progress Summary; enter dates of written and oral exams	**C**
5	F	Dissertation Committee	Identify members of dissertation committee, including chair and institutional representative	**E, F**
10	F	Dissertation Prospectus	First draft of dissertation prospectus submitted to dissertation committee and graduate coordinator	**C**
Spring				
1	F	COLT 601 Registration	Authorization submitted, approved; student registered for 16 credits of COLT 601	**E, D**
1	F	Doctoral Progress Summary	Submit updated Doctoral Progress Summary with dissertation committee	**C**
5	F	Dissertation Prospectus Approved	Submit final draft of approved dissertation prospectus	**E, F**
7-9		Prospectus Conversation	Scheduled by the Graduate Support Specialist	

Fifth Year Deadlines

Week	Day	Item	Notes	How To
			Fall	
1	**F**	COLT 603 Registration	Authorization submitted, approved; student registered for 16 credits of COLT 603	**E, D**
1	**F**	Doctoral Progress Summary	Submit updated Doctoral Progress Summary; check accuracy of dissertation committee; enter any missing advancement information	**C**
			Winter	
1	**F**	COLT 603 Registration	Authorization submitted, approved; student registered for 16 credits of COLT 603	**E, D**
1	**F**	Doctoral Progress Summary	Submit updated Doctoral Progress Summary; check accuracy of dissertation committee	**C**
			Spring	
1	**F**	COLT 603 Registration	Authorization submitted, approved; student registered for 16 credits of COLT 603	**E, D**
1	**F**	Doctoral Progress Summary	Submit updated Doctoral Progress Summary; check accuracy of dissertation committee	**C**
6	**F**	Job Market Intention	Deadline for notifying the department of intent to pursue the academic job market the following year. Notification includes documentation (see "Going on the Job Market" in Graduate Handbook).	**C**

Sixth Year Deadlines

Week	Day	Item	Notes	How To
Fall				
1	**F**	COLT 603 Registration	Authorization submitted, approved; student registered for 16 credits COLT 603	**E, D**
1	**F**	Doctoral Progress Summary	Submit updated Doctoral Progress Summary; check accuracy of dissertation committee; enter title of dissertation when known	**C**
Winter				
1	**F**	COLT 603 Registration	Authorization submitted, approved; student registered for 16 credits COLT 603	**E, D**
1	**F**	Doctoral Progress Summary	Submit updated Doctoral Progress Summary; check accuracy of dissertation committee	**C**
Spring				
1	**F**	COLT 603 Registration	Authorization submitted, approved, student registered for 16 credits COLT 603	**E, D**
1	**F**	Doctoral Progress Summary	Submit updated Doctoral Progress Summary; check accuracy of dissertation committee	**C**
Dissertation Defense Schedule				
Term prior to defense	Week 8	Schedule Dissertation Oral Defense	Date to notify department of intended oral defense date next term	C
Term of defense	4 weeks prior to defense	Initiate Application for Oral Defense	Sign in to GradWeb for access to the electronic Application for Oral Defense form	
Term of defense	3 weeks prior to defense	Application for Oral Defense is complete	All required signatures obtained for Oral Defense Application	**C**
Term of defense	3 weeks prior to defense	Complete Dissertation	Copy of complete dissertation provided to all committee members and Comparative Literature	

	Procedures
A	Locate form on website: https://complitgrads.uoregon.edu
B	Submit hard copy to Graduate Support Specialist
C	Submit by e-mail to Graduate Support Specialist
D	Registration for independent study courses (COLT 601, 603, 605) involves these steps: 1) Course authorization submitted & approved via COLT Courses website Graduate Form 2) DuckWeb registration authorized by Graduate Support Specialist 3) Student registers for course In DuckWeb by entering CRN 4) Change number of credits using option "change variable credit" in DuckWeb
E	Submit using "Graduate Form" located on the COLT Courses web site: casitweb.uoregon.edu/coltcourses/ Log in with Duck ID and password; Graduate Forms are listed on left menu NOTE: You cannot save a form in progress. When you click "SAVE," the form is submitted, and automatic e-mails are sent to faculty for approval.
F	Monitor form after submission until approved; if faculty member(s) does/do not respond to automatic e-mail, return to the form, click "Edit", scroll down and check the box "Resend to faculty who did not respond," and then click "Save." The automatic e-mail message will be resent to the faculty member. Notify faculty member that you have resent the e-mail with a link to their approval form.
G	Student should be registered for 16 credits (total of ALL courses)
H	E-mail director of graduate studies, cc to Graduate Support Specialist, with notification of faculty member who has agreed to serve as advisor
I	Exams are e-mailed to the student on the designated day and time. The exam is due in 36 hours. To submit the exam, convert the exam to a PDF file, then e-mail both the Word and PDF files as e-mail attachments to the graduate coordinator.
J	Notify exam committee members of intent to take written exams during week 4. Notify the Graduate Support Specialist by e-mail with choice of date and time for the exam.

NAME: DATE:

COMPARATIVE LITERATURE DOCTORAL PROGRESS SUMMARY
BENCHMARKS

ACADEMIC HISTORY

Prior Degrees earned

Degree	Year	Institution	Major

UO Comparative Literature Doctoral Program

Matriculated (term/year)	
Term(s) on leave (term/year)	

INITIAL PROGRESS

Year 1

Interim Advisor	
First Year Statement (date)	
First Year Conversation (date)	
First Year Memo (date)	

Year 2

Advisor of Record	
Second Year Review (date)	

QUALIFYING BENCHMARKS

Scholarly Article

Title	
Advisor	
Approved (date)	

Exam Committee

Primary Field	
Examiner	
Secondary Field	
Examiner	
Foundation Field	
Examiner	
Approved (date)	

Exam Statement and Reading List

Approved (date)	

Coursework and Language Completion

Approved (date)	

Written Exam

Date of exam	
Grade	

Oral Exam

Date of exam	
Grade	
Proceed to prospectus? Y/N	

Dissertation Committee

Chair	
Institutional Representative	
Core Member	
Core Member	
Core Member (optional)	
Approved (date)	

Prospectus

Approved (date)	
Conversation (date)	

Advancement to Candidacy

Approved by department (date)	
Approved by Graduate School (date)	
Term advanced to candidacy	

DISSERTATION

Dissertation

Title	
Defended (date)	

NAME:_____   DATE:_____

COMPARATIVE LITERATURE DOCTORAL PROGRESS
Coursework and Language Requirements

Foundation Courses

#	SUBJECT	NUMB	COURSE TITLE	PROFESSOR	TERM	GRADE
1	COLT	613	Graduate Studies in Translation (Translation)			
2	COLT	614	Graduate Studies in Comparative Literature (History)			
3	COLT	615	Graduate Studies in Comparative Literature (Theory)			
4	COLT	616	Graduate Studies in Transmedial Aesthetics (Media)			
5	COLT					
6	COLT					

Primary Field: _____

#	SUBJECT	NUMB	COURSE TITLE	PROFESSOR	TERM	GRADE
1						
2						
3						
4						
5						

Secondary Field: _____

#	SUBJECT	NUMB	COURSE TITLE	PROFESSOR	TERM	GRADE
1						
2						
3						
4						

Electives   (If third research field, indicate field:_____)

#	SUBJECT	NUMB	COURSE TITLE	PROFESSOR	TERM	GRADE
1						
2						
3						

Course Papers for Non-English Language #1: _____

#	SUBJECT	NUMB	COURSE TITLE	PROFESSOR	TERM	PAPER APPROVED
1						
2						

Course Papers for Non-English Language #2: _____

#	SUBJECT	NUMB	COURSE TITLE	PROFESSOR	TERM	PAPER APPROVED
1						
2						