

**Department of
English**

Graduate Handbook

2023-2024

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QUICK REFERENCE

PERSONNEL

DIRECTOR OF GRADUATE STUDIES (DGS)

Stacy Alaimo, 205 PLC, appointments and messages, salaimo@uoregon.edu
Graduate Program and Individual Advising

GRADUATE SUPPORT SPECIALIST

Kathy Furrer, 118 PLC, appointments and messages, kfurrer@uoregon.edu

ASSISTANT DIRECTOR OF GRADUATE STUDIES (ADGS)

Sabrina Sherman, appointments and messages, ssherma2@uoregon.edu,
Advanced graduate student, offering resource navigation, event planning, advocacy, and support.

GRADUATE COMMITTEE

Consists of the Director of Graduate Studies, three faculty members appointed by the Department Council, and two graduate students voted onto the committee by their peers. Academic Policy and Administration, Petitions, Grievances, and Recommendations regarding the Graduate Programs

DIRECTOR OF GRADUATE ADMISSIONS (DGA)

Sarah Wald, 443 PLC, appointments and messages, sdwald@uoregon.edu
Admissions Process (technical questions go to Kathy Furrer, see above)

GRADUATE ADMISSIONS COMMITTEE

Consists of the Director of Graduate Admissions and five faculty members appointed by the Department Council.

GRADUATE APPOINTMENTS COMMITTEE

Consists of the Department Head, Associate Department Head, Director of Composition, Associate Director of Composition, Director of Graduate Studies, and two faculty members appointed by the Department Council. Criteria for Appointment and Reappointment and Reviewing Petitions

INTERIM DIRECTOR OF COMPOSITION

Emily Simnitt, 301E TYKE, appointments and messages, esimnitt@uoregon.edu
Composition Program and Composition Teacher-Training Program

DEPARTMENT HEAD

Mark Whalan, 118 PLC, appointments and messages, engl@uoregon.edu

ASSOCIATE DEPARTMENT HEAD

Liz Bohls, 263 PLC, appointments and messages, ebohls@uoregon.edu
Literature Teacher-Training Program

GRADUATE JOB PLACEMENT ADVISOR

Mark Quigley, 324 PLC, appointments and messages, mquigley@uoregon.edu
Job Market Job Materials and Job Search and Interview Strategies

RELEVANT DOCUMENTS, POLICIES, MANUALS, ETC.

COMPOSITION POLICIES AND PROCEDURES: *Teaching Written Reasoning* at the University of Oregon

Policies and Procedures is the composition program handbook, providing information about the guidelines of the university, the English department, and the composition program. It outlines university and English Department resources and offers practical information and advice to teachers.

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT (GDRS)

The “General Duties and Responsibilities Statement: Graduate Employees, Department of English” contains the policies and procedures concerning Graduate Employees (GEs) offered by the Department of English. All GEs should be familiar with this document, which is available on the Division of Graduate Studies website, [here](#).

DIVISION OF GRADUATE STUDIES

The Division of Graduate Studies website is the place to find detail information regarding many aspects of your graduate degree including but not limited to policies and procedures, scholarships and awards, and resources. [Grad One Stop](#) is an amazing resource.

DEAN OF STUDENTS

This office provides information and support for: 24-hour safe hotline, reporting a concern, student conduct, food security, online prevention course, parent and family programs, drop-in crisis support, diversity and community, sexual violence prevention, alcohol and other drugs, and rehearsals for life. A vital part of building a better community is leadership and involvement: fraternity and sorority life, IMPACT mentor, CommUniversity, Dean of Students Advisory Board, bridges panel, and student employment.

EQUITY, INCLUSION, AND FREEDOM FROM DISCRIMINATION

As members of the University of Oregon community, graduate students have the right to learn, work, and live in an environment free of discrimination and hate. We all have a responsibility to maintain an environment free of prohibited harassment and discrimination. Equity and Inclusion Resources are readily available here on campus for all students, faculty, and staff.

POLICY FOR GRADUATE STUDENTS WITH DISABILITIES

A set of policies to help faculty, students, and the department address the needs of graduate students with disabilities. Students should also consult the [Accessible Education Center](#)

UNIVERSITY OF OREGON THESIS AND DISSERTATION STYLE MANUAL

This manual outlines the university policies regarding thesis and dissertation style and form. The Graduate School only accepts Thesis/Dissertations meeting the standard of style and form discussed in this manual.

DEPARTMENT OF ENGLISH GRADUATE PROGRAM REPORTING LINES AND OPTIONS: whom to contact in brief*(A-S) from the Head of English

GRADUATE EMPLOYEE (GE) LITERATURE ASSIGNMENT PROCESS: Process for application and assignment of English literature courses from the Associate Head.

WELCOME: STARTING YOUR MA OR PhD

Welcome to the graduate program at the University of Oregon's Department of English!

INCOMING GRADUATE STUDENT ORIENTATION

Prior to arriving on campus, important information from the Graduate Support Specialist and the Director of Graduate Studies will have already been sent. The English incoming graduate student orientation is held on the Friday morning before Week of Welcome from 9-Noon and will provide more context, information, and advice. Week of Welcome is the university week of orientations before the first week of classes.

INDIVIDUAL MEETING WITH DIRECTOR OF GRADUATE STUDIES

New graduate students consult with the Director of Graduate Studies during the first few weeks of the fall term to plan an initial program of coursework that will meet the program requirements and build specific areas of expertise. Discussion includes how to fulfill the language requirement (for the PhD), transfer credits, distribution requirements, and whether various concentrations or certificate programs would be beneficial.

ENG 690: INTRODUCTION TO GRADUATE STUDIES

The required ENG 690: Introduction to Graduate Studies course is taken in your first term. ENG 690 provides a solid foundation for your graduate work, along with the initial planning for your professional goals. During the Fall and Winter terms of the first year in the MA or PhD program, the Director of Graduate Studies advises all incoming graduate students. By the end of the Winter term of the first year in the program, students are assigned Faculty Advisors by the Director of Graduate Studies with input from the graduate student.

TRANSFER COURSES

Completed graduate coursework prior to entry may be considered for transfer by the Director of Graduate Studies. Discussion of how many and which graduate courses to transfer, if eligible, will be with the Director of Graduate Studies. For transfer consideration, transcripts and syllabi need to be available for the Director of Graduate Studies to review. MA/PhD transfer courses must have received a grade of "B" or better. This process requires approval by the Director of Graduate Studies, who assesses the appropriateness and level of the course. The number and appropriateness of courses transferred, as well as the particular distribution and coursework requirements they fulfill, are determined by the Director of Graduate Studies in consultation with each student at the beginning of the first term of study. Department approved transfer courses will not appear on your University of Oregon transcript.

MA Students: Students in the MA program may transfer up to 3 courses (15 credits) that are within the field of English. Transfer courses for the MA must be completed no more than 7 years before the MA is completed at the University of Oregon.

PhD Students: Students in the PhD program may transfer up to 9 courses (45 credits) in the field of English, American literature, or related areas. The English Department accepts transfer coursework toward the language requirement, with the proper documentation. Please note that the number of courses transferred affects the years of funding and the pace of the PhD requirements.

GENERAL REQUIREMENTS AND POLICIES

RESIDENCY REQUIREMENTS

The departmental residency requirement for MA and PhD students is 6 graduate seminars taken at the University of Oregon. **Department residency refers to courses taken at the University of Oregon; this does not refer to where a graduate student lives.**

The Division of Graduate Studies states that graduate students enrolled in advanced degree programs are required to be continuously enrolled at the University of Oregon, except for summers, until all program requirements have been completed, unless on-leave status (maximum of 6 academic terms for PhD and maximum of 3 academic terms for MA) has been approved. The final term of registration (term of Advanced Degree application) the graduate student must register for at least 3 degree satisfying graduate credits. Any term, including summer, in which the graduate student is using university facilities or faculty or staff support, the student must be enrolled for a minimum of 3 degree satisfying credits. Normal full-time enrollment in the English Department is 16 credits.

During the year of residency, the student is expected to make progress toward degree by completing course credit and satisfying doctoral degree requirements. The residency year consists of 3 consecutive terms (typically the first year on campus) of full-time registration, with a minimum of 9 completed graduate credits toward degree each term. (A doctoral candidate may fulfill the residency requirement during the period in which they work toward a master's degree on the university campus if the student has been officially awarded the master's degree and the doctoral degree program immediately follows the master's degree program, and both the master's degree and the doctoral degree are in the same discipline.)

TIME LIMIT

MASTER OF ARTS

Students must complete all work for the master's degree within 7 years, including transferred credits, thesis, and language requirement.

DOCTOR OF PHILOSOPHY

The required year of residency spent on the Eugene campus, all required UO coursework, passing the milestone examination required for advancement to candidacy, and completion of the doctoral dissertation must all be accomplished within a 7-year period.

ON-LEAVE STATUS

Masters students and doctoral students may take a leave of absence, subject to the approval of Director of Graduate Studies, Department Head, and the Division of Graduate Studies, by applying for on-leave status through [GradWeb](#). Only graduate students in good standing are eligible. MA students are eligible for up to 3 terms of leave; PhD students, for up to 6 terms of leave. Summer session does not count toward the number of terms of leave.

Students apply for on-leave status via [GradWeb](#); the Director of Graduate Studies and Department Head will sign the on-leave request form generated by GradWeb and the Graduate Support Specialist will process the department approved request through GradWeb. Students with on-leave status are not required to pay fees; however, they must register and pay fees if they will be using university facilities, faculty, or staff support during that term. See the [Division of Graduate Studies On-Leave Status](#) for more information, including more information about leave that qualifies to extend the 7-year time limit and leave that does not extend the 7-year time limit. Note that remote library access is restricted to current UO employees and enrolled UO students, although summer enrollment is not required. Contact the Director of Access Services in the U of O library for more information.

POLICY FOR GRADUATE STUDENTS WITH DISABILITIES

The Department of English supports the rights of students with disabilities to accommodations that help give them equal access to a graduate education, including coursework, examinations, and other elements of the MA and PhD programs. Students will not be penalized in any way for requesting and using accommodation.

Students with disabilities are encouraged to contact the [Accessible Education Center](#) (AEC) to make an appointment with an advisor in that office. As you begin the process of requesting accommodation, please get started well ahead of time so that you have time to collect documentation for the disability and create a plan. **It is the graduate student's responsibility to initiate this process with the AEC.**

Students are welcome to consult with course instructors, their Advisor, and the Director of Graduate Studies about how best to craft reasonable accommodations for particular elements of the graduate program given that the AEC advisors may not be informed about the specific requirements of each graduate program across campus. The Director of Graduate Studies will work with the student and the AEC, at the student's request, to make sure that the student's rights are respected (including rights of confidentiality) and that a plan for reasonable accommodations is created that enables the student to participate fully in the graduate program. However, consulting with the Director of Graduate Studies or other faculty members is purely voluntary. **The student has the right to work with the AEC without informing the Director of Graduate Studies or other faculty members about the specific nature of their disability.** The student should review the [AEC](#) website and consult early on with the AEC to learn their rights and responsibilities. Please note that according to the AEC, **"A reasonable accommodation should not result in the lowering of academic standards or an alteration of the fundamental nature of a course or program."**

The AEC advisor, in consultation with the student, will draw up and send out a notification letter to relevant course instructors or exam or dissertation committee members outlining the plan for accommodations.

Accommodations may be requested by the student in any aspect of the graduate program, including, but not limited to:

- Access to classrooms
- Access to classroom activities (including lectures, group work and discussions, presentations, visual aids, video, and audio materials)

- Access to preferred modes of communication (email, meetings, etc.)
- Access to Department business (includes department memos, email lists, meetings with Faculty Advisor and Director of Graduate Studies)
- Access to reading materials (including course texts, texts on reserve at libraries, syllabi and other handouts, online materials)
- Access to assignments (including tests, out-of-class written work, in-class written work, presentations)
- Comprehensive Exam for the PhD
- MA thesis defense
- PhD dissertation defense

Incompletes: The English Department has created an approach to Incompletes that may be of use to students who need time flexibility as part of their accommodation plan. Students are strongly advised to discuss Incompletes as accommodation with AEC advisors before taking this step, as taking an Incomplete could lead to an increased workload in the future. The student should devise a clear plan for when the work on the Incomplete would be done in relation to future requirements in the student's program. Please read the section under Incompletes below. This is NOT a required policy but a set of guidelines to aid AEC advisors and students with disabilities as they create plans for seminar coursework completion:

Incompletes may be used as part of an accommodation plan in the following way:

1. The timeline (not to exceed double time) for completing the course will offer the student both more time for research and writing and a set time for completion of coursework. Under this plan, the student is expected to complete the work within the stipulated period with the faculty member continuing as instructor and mentor throughout the agreed-upon period. If the student does not finish the work for the course within the agreed upon time period, the course will then be treated as a conventional Incomplete.
2. The grade of Incomplete will be used in these cases; however, the written agreement will be filed with the Director of Graduate Studies, who will assure that the grade is not treated as a conventional Incomplete in the following ways:
 - a) The Division of Graduate Studies, upon notification by the Director of Graduate Studies, will not send a letter of warning regarding Incomplete grades during the agreed upon period for completion of the course.
 - b) The Appointments Committee, upon notification by the Director of Graduate Studies, will not penalize the student for accommodation-based Incompletes during the agreed upon time period.

ENROLLMENT, COURSEWORK, GRADING, AND INCOMPLETES

ENROLLMENT AND REQUIRED CREDITS

The Division of Graduate Studies requires that full-time graduate students enroll for 9-16 credits per quarter (F/W/S), English requires a full-time graduate students enroll for 16 credits per quarter (F/W/S). The typical course load per quarter for English graduate students is 2 seminars (5-credits each), but students are often enrolled in pedagogy teacher-training courses and/or language courses, giving them more credits. In addition, graduate students are expected to enroll for a number of ENG 601: Supplemental Reading and Research credits each term, which reflect the unofficial work they do pertaining to their studies (reading groups, study groups, writing projects, research, etc.).

To enroll for ENG 601, use the [Permission to Register for Individualized Study form](#). Sign up for the appropriate number of credits, P/N, and have your Advisor (Instructor of Record) sign the form. Submit the signed form to the Graduate Support Specialist for processing. You will receive an email confirming that the system has been updated to allow your registration (authorizations are processed in batches, typically on Fridays). **All full-time graduate students in the English program must enroll for 16 credits each term during the academic year: their regular academic credits toward degree plus enough ENG 601: Supplemental Reading and Research credits to equal 16 credits in total.**

Once a graduate student Advances to Candidacy (all coursework, exams, and benchmarks complete) they register for ENG 603 Dissertation rather than ENG 601. The process is the same as described in the paragraph above.

COURSEWORK

MA coursework includes 3 required seminars:

- ENG 690: Introduction to Graduate Studies
- 1 seminar in areas A, B, or C (before 1800)
- 1 seminar in areas D, E, or F (after 1800 or rhetoric or advanced theory)

Along with the 3 seminars above, 9 additional seminars in any area are required, for a total of 12 seminars. However, if an MA student chooses to write a master's thesis, which is optional, the thesis may substitute for 1 seminar.

The PhD requires 7 seminars:

- ENG 690: Introduction to Graduate Studies
- ENG 614: Introduction to Literary and Cultural Theory
- 2 seminars in areas A, B, or C (before 1800)
- 2 seminars in areas D, E, or F (after 1800 or rhetoric or advanced theory)

Along with the 6 seminars, the PhD requires 12 additional seminars in any area, for a total of 18 seminars. In addition, ENG 608, Publication a one-credit workshop is required.

Note: Pedagogy teacher-training courses and workshops are required for GE teaching appointments in the English Department, but do not count as seminars toward degree.

(See “Transfer Credit” for information on transferring graduate coursework.)

SEMINARS

Graduate coursework must be taken at the 600 (seminar) level, and enrollment in these courses will be limited to 15 students. See below for exceptions.

500-LEVEL COURSES

It is important for graduate students to take actual graduate level seminars--which are 600 level courses--for their scholarly depth and intellectual challenge. 400/500 level courses consist, for the most part, of undergraduate students and are thus geared toward undergraduates. Such courses are not ideal for graduate level education. Exceptions to the 600-level requirement must be approved in advance by the Director of Graduate Studies. English graduate students are blocked from enrolling in 500-level English courses (except for the Old English sequence, ENG 528/529/530) until the Graduate Support Specialist receives approval from the Director of Graduate Studies.

Faculty teaching 400/500-level courses must provide an adequate graduate ‘differential’ for permission to be granted. The “differential” is a description of the additional readings; additional meetings; and additional research, writing, and other assignments for the graduate students in the course. For a 500-level course to be approved as counting as a 600-level graduate seminar, the differential must raise the content and requirements of the course to be equivalent to a 600-level seminar. Students should email professors of 500-level courses they would like to take, well in advance, asking them to clarify what the additional readings, research, and other assignments for graduate students would be to bring the course up to the 600-level, perhaps suggesting additional readings, research, and assignments themselves. This information must be sent to the Director of Graduate Studies, on the appropriate form, so the Director of Graduate Studies can determine whether the 400/500-level course can count as equivalent to a 600-level graduate seminar. Please note that faculty, especially faculty in other departments, may not be willing to construct this list of additional requirements or to take on the work of additional meetings with graduate students. An approved request to [Count 500-level Course Toward Degree](#) form must be on record with the Graduate Support Specialist.

READING-AND-CONFERENCE COURSES (ENG 605)

Students are discouraged from taking individual reading-and-conference courses, since they do not provide the same in-depth experience as a 600-level graduate seminar. However, in special circumstances, doctoral students may substitute 1 reading-and-conference course (ENG 605) for one of the required 18 seminars, with the advance approval of the student’s Faculty Advisor and the Director of Graduate Studies, in consideration of the student’s curricular and professional needs. A [Request for ENG 605: Reading to Count as a Seminar](#) form must be on record with the Graduate Support Specialist.

INTERNSHIP COURSES

Students may enroll in Internship courses (ENG 604) in conjunction with ENG 513: Theories of Literacy. The Internship course and accompanying course taken together are

comparable to a seminar and may be counted as a seminar toward degree with Director of Graduate Studies advance approval.

COURSES OUTSIDE ENGLISH

Doctoral students may take seminars outside the English department with the approval in advance of the student's Faculty Advisor and Director of Graduate Studies. (Courses not designated "ENG" but taught by English department faculty are not counted as "outside" courses.) Typically, no more than 2 outside courses will be approved. Additional coursework outside the department may be approved when necessary and appropriate to the student's individual plan of study.

ESSP graduate students have different rules and requirements for courses outside of English.

The [Request to Count Non-English Course toward Degree](#) is available on the English Department Resource page.

GRADING

- All graduate coursework counting toward degree must be taken for a grade, with the exception of ENG 503 (Master's Thesis), ENG 603 (Dissertation), and ENG 601 (Research).
- Division of Graduate Studies regulations require that both ENG 503 (Master's Thesis) and ENG 603 (Dissertation) be evaluated P/N.
- Courses "counting toward degree" are those used to fulfill the 12- (MA) or 18- (PhD) course requirements, along with language courses that fulfill the language requirement as opposed to language courses used to prepare for the requirement (e.g., earlier courses in a sequence), which may be taken P/N.
- Reading-and-conference hours, language classes, internships, workshops, and interdisciplinary courses may be taken P/N **if they are not fulfilling degree requirements.**
- ENG 612 is a required pedagogy teacher-training course designed to prepare graduate students for GE eligibility and is graded; ENG 610 and ENG 613 are P/N. These courses are required for GE preparation and eligibility but do not count toward the MA or PhD.

The decision to take courses that do not fulfill degree requirements should be made by the student in consultation with their Faculty Advisor and/or the Director of Graduate Studies.

Students are encouraged to take Physical Education courses, craft workshops, and other non-degree credit courses that contribute to physical and mental health. Any fees with these courses may or may not be covered by tuition remission. These courses do not count as degree satisfying courses.

A grade of B- is the lowest grade acceptable in graduate coursework (this does not apply to language courses). Courses in which a student receives a grade of C+ or below will not count toward fulfilling degree requirements. **Masters and Doctoral students must maintain a minimum 3.50 cumulative grade point average in graduate courses.** Dropping below a 3.50

grade point average could result in departmental academic probation and could make a graduate student ineligible for a GE appointment in English.

INCOMPLETES

The graduate program in English strongly discourages students from taking Incompletes.

During the regular school year, the time pressures of the quarter system make it difficult for students to complete coursework from previous terms while also doing their best work in current courses and, typically, teaching a course of their own. Unresolved Incompletes may place you on Academic Probation and/or delay or even cancel a GE appointment. Students must be in good standing, fulfill all GE progress requirements, including finishing Incompletes, to receive their GE appointments for the upcoming academic year. The deadline for GE progress is June 15. (See “Timetables for Yearly Progress Toward the PhD”)

Incompletes held over the summer pose problems as well. Most faculty are not on contract during summer term and many faculty members are away from campus when the deadline for summer extensions occurs at the end of the eight-week summer session (early August). When it is necessary for a student to finish an Incomplete over the summer, the student and faculty member must submit an [English Department Summer Extension Agreement Form](#), where a due date is specified for clearing the Incomplete before the end of summer session. If the Incomplete is not cleared before the end of summer session, a student is likely to lose their GE appointment.

PLAN OF STUDY AND FACULTY ADVISORS

At the start of the first year in the MA or PhD program, the Director of Graduate Studies advises all incoming graduate students. At the initial meeting with the Director of Graduate Studies early in the Fall term, the Director of Graduate Studies and the student complete an initial Individual Plan of Study, which may include transfer courses, language requirements, and plans for other coursework for the year.

ESSP graduate students will also have a scheduled group planning meeting with the Director of Graduate Studies from both English and Environmental Studies, Graduate Support staff from both English and Environmental Studies, as well as Faculty Advisors. This meeting is held in the first Fall term of the program.

FACULTY ADVISOR

During the winter quarter of the first year in the program, students are assigned **Faculty Advisors** by the Director of Graduate Studies, with input from the graduate student. The Faculty Advisor is usually a faculty member within one of the student's areas of focus. The Faculty Advisor will assist the graduate student with planning their coursework, defining their fields of focus, and other academic matters. The initial Faculty Advisor will most likely also continue to serve as the chair of the exam committee and dissertation committee for the PhD student. It is important to foster a good working relationship with your Advisor. Note that it is the graduate student's responsibility to keep track of the requirements and the timelines of the graduate program, consulting with the DGS and the Graduate Support Specialist as needed. The Faculty Advisors are not responsible for the students' navigation of the requirements, rules, and timelines, but instead, provide expertise, support, and mentoring in specific scholarly fields as well as broader intellectual and professional development. It is the graduate student's responsibility to schedule meetings with their Advisor and to keep the Advisor updated on their progress.

MA Faculty Advisors may be general Advisors or from specialized areas, if the MA student declares an area of specialization.

PLAN OF STUDY

MA students will complete the "Plan of Study" 2 times (Item #1 & #2).

PhD students will complete the "Plan of Study" 3 times (Items #1, #2, #3).

1. Plan of Study: Transfer Courses, Fall of First Year

Early in Fall term after arriving, graduate students meet with the Director of Graduate Studies to discuss which (if any) previous graduate courses are eligible for transfer, plan how the language requirement will be filled, and fill in coursework for the rest of that academic year.

2. Plan of Study: Spring First Year

In the first Spring term, graduate students will meet with their new Faculty Advisor, bringing a copy of “Plan of Study: Transfer Courses” for reference in completing the “Plan of Study: First Year.” “Plan of Study: First Year” will include previously approved transfer credits, coursework from the first year, and the language plan. In consultation with their Faculty Advisor, additional planned coursework for the following academic year and beyond, will be added. PhD students will include the term in which the Comprehensive exam will be taken, and MA students may add information about the thesis, if that route is chosen. The submitted plan may be changed later, subject to the same approval process. Projected seminar lists can be found on the [English Department Resource Page](#).

The student and Faculty Advisor develop an individual plan of study and submit it to the Director of Graduate Studies for approval by May 1 of the first year. (The Director of Graduate Studies approved “[Plan of Study: First Year](#)” needs to be submitted to the Graduate Support Specialist by May 15.)

It is important to formulate a solid plan of study for the MA and PhD, to ensure that all requirements will be fulfilled and to enable the graduate student to have clarity, focus, and a sense of direction and momentum for the degree. Conversations between the graduate student and their Faculty Advisor as they craft the plan of study together enable the student to clarify their fields of focus, to envision their coursework in a coherent manner, and to learn strategies for defining areas of expertise. It is also beneficial for the student and their Faculty Advisor to build their working relationship.

The “[Plan of Study: First Year](#)” includes 2 documents:

1. A 250-word statement identifying at least 2 career goals, clarifying the areas of focus and their relation to each other, and presenting a rationale for the Plan of Study. This must be signed, by hand or electronically, by the Faculty Advisor and the student. The statement enables the student to formulate a cohesive plan for their MA or PhD work.
2. The MA or PhD Plan of Study with itemized completed and anticipated coursework that will meet departmental distribution requirements; fulfill all other course requirements, including the language requirement for the PhD; prepare the student in their areas of interest; and, perhaps, include courses for an optional certificate program, or “alt-ac” career path. (For example, non-degree courses in Non-Profit Management or Python.) PhD students must also include a projected term for taking the Comprehensive Exam, to clarify the timeline and give a sense of the workload. The student includes this information on the “Plan of Study: MA” or “Plan of Study: First Year” which is signed by the student, the Faculty Advisor, and the Director of Graduate Studies.

The Director of Graduate Studies evaluates the plan and, if there are any questions or suggestions, consults with the student and Faculty Advisor. Once the Director of Graduate Studies approves the plan, they will send a copy to the Graduate Support Specialist, the Faculty Advisor, and the student.

3. [Plan of Study: Comprehensive Exam](#)

When requesting the scheduling of the Comprehensive Exam, PhD students are required to submit the “Plan of Study: Comprehensive Exam” form. The “Plan of Study: Comprehensive Exam” form will include all successfully completed coursework required for degree completion, including language requirements, so the exam can be scheduled.

At this point any incompletes must be resolved and the documentation for the language requirements must be submitted. If any 500-level courses have been taken for a seminar credit, and/or any courses taken outside of English, and/or any ENG 605 credits, copies of prior approval from the Director of Graduate must be submitted along with the “Plan of Study: Comprehensive Exam”. The form must be completed in full, including grades, course numbers, course titles, and date/evidence of article submission (ENG 608 Publication should have a “P” grade at this point). **The “[Plan of Study: Comprehensive Exam](#)” form and all supporting documents must be attached to the Comprehensive Exam scheduling email request.** The request for the scheduling of the Comprehensive Exam must be emailed to the Director of Graduate Studies and Graduate Support Specialist at least 3 weeks before the time of the exam. This will allow time to make sure that all requirements prior to the exam have been met, clearing the way for the exam scheduling.

CHANGING FACULTY ADVISORS, AREAS OF FOCUS, OR COMMITTEE STRUCTURE

After being assigned a Faculty Advisor in their first year, MA and PhD students may choose a new Faculty Advisor at any point if they identify a faculty member who is a better fit for their interests and professional needs and who agrees to advise the student. Once the new Faculty Advisor has agreed to advise the student, the student must let the prior advisor know (thanking them for their service) and **must notify the Director of Graduate Studies and the Graduate Support Specialist of the change. It is important—for many reasons—that the Director of Graduate Studies and the Graduate Support Specialist be updated if you change Faculty Advisors, if your area(s) of focus change, or if your committee structure changes. The graduate administrative team needs accurate information to make various decisions.**

GRADUATE MENTORS

Your Faculty Advisor serves as your primary graduate mentor. Students should consult their Faculty Advisor on all aspects of their graduate careers: strategies for coursework, examinations, language requirements, degree progress, interdisciplinary opportunities, reading groups, teaching strategies, conferences, publication, research, writing and oral communication skills, professionalism, and career planning. All students are also welcome to consult the Director of Graduate Studies at any time on any matter. In general, students should consult various faculty members broadly to gain multiple perspectives on academic projects, intellectual and scholarly questions, research methods, career development, publishing, the job market, and all other matters. While the Faculty Advisor has a special role to play formally and in other ways in academic and professional mentorship, students benefit from assembling an advising network or team, rather than relying solely on the Faculty Advisor. Faculty Advisors (and other committee members) routinely write letters of recommendation for graduate student fellowships, awards, academic and nonacademic positions, and applications for PhD programs, so it is important to

communicate with your Faculty Advisor, members of your committee, and other faculty, updating everyone on your progress, your interests, your plans, and your accomplishments.

While Faculty Advisors may have limited knowledge of careers apart from academic teaching and research positions, students should nevertheless talk over such career goals with their Faculty Advisors, who may be able to brainstorm with them about preparation and strategies. Students should also take advantage of other resources on campus, such as the Career Center and the Division of Graduate Studies, both of which offer workshops, training sessions, and other support. Students are encouraged to pursue informational interviews with individuals both on and off campus who have non-academic or academic-adjacent careers.

MASTER OF ARTS DEGREE

The following information about the MA applies only to students admitted to the MA program. For information on the “Masters in Passing,” awarded to some PhD students, see the section on the PhD.

COURSEWORK-MA

The MA requires 12 seminars in total following the pattern below.

- ☐ ENG 690: Introduction to Graduate Studies (taken first Fall)
- ☐ 1 seminar in A, B, or C (see Distribution Requirement, below)
- ☐ 1 seminar in D, E, or F (see Distribution Requirement, below)
- ☐ 9 seminars chosen according to the graduate student’s interests, in consultation with the Faculty Advisor and approved by the Director of Graduate Studies. MA students may wish to develop an area of focus, but they may also choose to take courses in many different areas.

Note that during the first year on campus MA graduate students may take the Composition Pedagogy Teacher-Training courses to become eligible to apply for a teaching Graduate Employee (GE) appointment in their second year on campus. The Composition Pedagogy Teacher-Training courses do not count toward degree and are typically taken as follows: ENG 613 (first Fall), ENG 612 (first Spring), and ENG 610 (second Fall, 1st term teaching).

Distribution Requirement

Each student will take at least 1 seminar from area A, B, or C and at least 1 seminar from area D, E, or F below, for a total of 2 seminars. (Film and folklore seminars count toward an appropriate time period based on course content.)

- A. Pre-1500
- B. Renaissance
- C. 1660-1800
-
- D. 19th Century
- E. 20th and/or 21st Century
- F. Rhetoric or advanced theory

To fulfill a distribution requirement, a seminar must expose students to a significant variety of texts and cultural contexts relevant to the time period; that material must amount to > 50% of class content. The Director of Graduate Studies will assist MA students to select appropriate coursework for sufficient background in theory, depending on their undergraduate preparation. 500-level theory courses may be approved when appropriate for this purpose. (Refer to Courses Section)

Plan of Study: First Year

Each student submits the “[Plan of Study: First Year](#)”, created in consultation with their Faculty Advisor, to the Director of Graduate Studies before May 1st of the first year. (For more detailed information, see Individual Plan of Study, above.)

MASTER'S THESIS OPTION

An MA thesis may substitute for one of the 12 courses with prior approval from the Director of Graduate Studies. A student wishing to write a master's thesis asks a faculty member to act as thesis advisor and 2 other faculty members to act as readers; the 3 faculty members who agree constitute the MA thesis committee. Over the course of 2 terms the thesis is written and defended: the student registers for a total of 9 credits of ENG 503: Thesis. After the thesis committee approves the written text, an oral defense is scheduled with the help of the Graduate Support Specialist.

The [MA Thesis Option Form](#) can be found on the [English Department Resources page](#). The timeline for the Thesis Oral Defense follows the timeline provided on the Division of Graduate Studies website and coincides with the Dissertation Oral Defense timeline. Because the end of the spring term can be extremely busy with PhD and MA defenses, and faculty schedules can become full, be sure to schedule your defense well in advance, and, if possible, defend earlier rather than later in the term.

The thesis is an article-length essay (25-30 pages), typically developing work begun in a seminar. The article should be submitted to a journal after the thesis is defended. The thesis advisor and the rest of the thesis committee should offer concrete advice for revising the thesis into a publishable article, as well as providing advice about which journals would be appropriate. In addition, MA students who plan to write a thesis may consider taking ENG 608: Publication to learn more about the process of and strategies for scholarly publication.

Formatting of the MA thesis should follow guidelines set by the Division of Graduate Studies in the [University of Oregon Style and Policy Manual for Theses and Dissertations](#). The number of credits (9) is a Division of Graduate Studies requirement; **the English department allows ENG 503 to substitute for only 1 of the 12 seminars, which means that electing the thesis option adds 4 credits to the requirement for the degree.** ENG 503: Thesis credits are typically taken the term before and the term of thesis defense, for a total of 9 credits. In some situations, the first term of ENG 503 may need to be taken 2 terms before the final term of coursework. Timing should be arranged in consultation with the thesis advisor and Director of Graduate Studies. The Thesis defense is scheduled for the final term of coursework.

GRADE POINT AVERAGE

A cumulative minimum GPA of 3.50 in all graduate coursework is required by the English Department to receive the MA degree. If the GPA drops below 3.50, the student may be put on academic probation.

LANGUAGE REQUIREMENT

There is currently no University/Division of Graduate Studies language requirement for the MA degree. MA students who plan to pursue a PhD should check the language requirements for PhD programs they would like to apply to and plan, accordingly, developing proficiency or reading competence as needed. Also, different areas of focus in English studies require different sets of language skills—medieval studies, Latinx studies, continental theory, disability studies, digital humanities, and media studies, for example, demand different languages, including computer

languages, for full participation in those fields. Ask faculty in the areas of focus that interest you for advice. It may be best to begin languages for your PhD while you are an MA student. Also, if you plan to pursue an alternative to an academic career, you may wish to learn another language or computer language relevant to that pursuit.

RESIDENCY

The departmental residency requirement is 6 graduate seminars taken at the University of Oregon. This residency requirement equals half of the total 12 seminars required for the MA. **Department residency refers to courses taken on campus. This does not refer to where a graduate student lives.**

FILING FOR ADVANCED DEGREE

The [Application for Advanced Degree](#) must be completed through GradWeb and submitted to the Division of Graduate Studies **by the 2nd Friday of the term of anticipated graduation.** When the department receives notice that a student has filed for Advanced Degree, the Graduate Support Specialist prepares the file for the Director of Graduate Studies to verify eligibility and that all departmental degree requirements have been met. The Graduate Support Specialist submits a Statement of Completion to the Director of Graduate Studies and the Department Head for final approval. With Department Head approval the Graduate Support Specialist files an online MA Statement of Completion with the Division of Graduate Studies. All grade changes and removals of incompletes must be filed with the Division of Graduate Studies the term prior to the term of Advanced Degree application.

Graduate students who plan to participate in graduation ceremonies and wish to be hooded by their dissertation director or another faculty member, should ask them in advance so that they can reserve the date and time for the event.

PURSUING A PHD AFTER THE MASTER'S DEGREE

Students enrolled in the English MA program do not automatically proceed into the English PhD program at UO. They must apply for admission to the PhD program, competing for limited spaces. Students are encouraged to apply to many different PhD programs to increase their odds of being accepted and being awarded funding. MA students who are interested in pursuing a PhD, here or somewhere else, should consider the thesis option and work closely with their thesis committee to revise the thesis into a potential publication.

DOCTOR OF PHILOSOPHY DEGREE

COURSEWORK-PHD

The PhD requires 18 seminars and 1 workshop in total following the pattern below.

- ☐ ENG 690: Introduction to Graduate Studies (taken first Fall)
- ☐ ENG 614: Intro to Literary & Cultural Theory (Winter or Spring of first year)
- ☐ ENG 608: Publication Workshop (Required workshop, does not count as a seminar)
- ☐ 2 seminars in A, B, or C (see Distribution Requirement, below)
- ☐ 2 seminars in D, E, or F (see Distribution Requirement, below)
- ☐ 12 seminars chosen according to the graduate student's interests, in consultation with the Faculty Advisor and approved by the Director of Graduate Studies.

Note that during the first year on campus PhD graduate students may take the Composition Pedagogy Teacher-Training courses to become eligible to apply for a teaching Graduate Employee (GE) appointment in their second year on campus. The Composition Pedagogy Teacher-Training courses do not count toward degree and are typically taken as follows: ENG 613 (first Fall), ENG 612 (first Spring), and ENG 610 (second Fall, 1st term teaching).

Distribution Requirement

Each student will take at least 2 seminars from area A, B, or C and at least 2 seminars from area D, E, or F below, for a total of 4 seminars. (Film and folklore seminars count toward an appropriate time period based on course content.)

- A. Pre-1500
- B. Renaissance
- C. 1660-1800
-
- D. 19th Century
- E. 20th and/or 21st Century
- F. Rhetoric or advanced theory

To fulfill a distribution requirement, a seminar must expose students to a significant variety of texts and cultural contexts relevant to the time period; that material must amount to > 50% of class content. The Director of Graduate Studies will assist PhD students to select appropriate coursework for sufficient background in theory, depending on their undergraduate preparation. 500-level theory courses may be approved when appropriate for this purpose. (Refer to Courses Section)

Please note that only 1 ENG 605: Reading and Conference course will be allowed toward degree.

Plan of Study: First Year

Each PhD student submits the “[Plan of Study: First Year](#)”, created in consultation with their Faculty Advisor to the Director of Graduate Studies before May 1st of the first year. See “Plan of Study” above, for a description of the 2 parts and more information.

GRADE POINT AVERAGE

A cumulative minimum GPA of 3.50 in all graduate coursework is required to receive a PhD in English. Falling below a 3.50 GPA could result in academic probation.

ESSP (ENVIRONMENTAL SCIENCES, STUDIES, AND POLICY)

ESSP graduate students with English as their Focal Department should consult with the Director of Graduate Studies from either ENVS or ENG or can reach out to the Graduate Support staff from either ENVS or ENG for requirement details. Below is a short summary.

Courses

ESSP students are required to complete ENG 690 and ENG 614. 12 additional seminars are required, and up to 6 of these may be taken outside of English. ESSP students are required to take 2 English seminars in the categories A, B, C, or D, and 1 from E or F. ESSP student's seminars may include courses taken for the student's ESSP secondary concentration. Non-English courses must be approved by the English Director of Graduate Studies. The English Director of Graduate Studies will approve non-English courses as long as they fit with the student's approved ESSP plan of study. Note that ESSP students are required to complete the English Journal Article Requirement, consisting of a 1-credit workshop (ENG 608: Publication Workshop) in writing for journal submission and the logistics of journal submission process. They are also encouraged, but not required, to participate in the 1 credit 608 Job Placement workshop, in the spring of their penultimate year. They must also meet the language requirement for English.

Teaching

ESSP students are required to teach for at least 1 year (3 terms). To be eligible for a GE appointment in the English Department, ESSP graduate students must complete the sequence in composition teacher-training. ESSP students may also wish to take the 608: Teaching Literature workshop.

Comprehensive Exam

The exam committee for ESSP must include at least one member who is not a member of the English Department, and one member who is a member of the Environmental Studies Program. The exam is scheduled by the ENG Graduate Support staff. The format for the exam and the exam lists must be approved by the committee. The amount of material on the exam lists should be roughly equivalent to the amount typically determined in the English doctoral program, although the format may differ.

JOURNAL ARTICLE REQUIREMENT

PhD students are required to take ENG 608: Publication Workshop in the final year of coursework, offered in either Fall or Winter term. The student will revise and expand a seminar paper into a publishable article. In this 1 credit P/NP Workshop, the graduate student will learn about academic writing conventions, submission procedures, journal selection, and writing strategies. They will identify an appropriate academic journal and send the article out for publication. Graduate students will receive an initial grade of Incomplete for this workshop, if they have not submitted the revised essay to a journal before the end of the term. Only after the

graduate student has submitted the essay for publication in an academic journal and has emailed proof of that submission to the faculty member who taught the 608 workshop, will the student receive a Passing grade for the course. Importantly, to pass this milestone, the student must email the faculty member, the Director of Graduate Studies, and the Graduate Support Specialist proof of having submitted the essay for publication. Proof could consist of emailing a screen shot from the electronic portal of the journal and/or forwarding an email from the journal that notes the submission. **The article does not have to be accepted by the publisher for the student to pass the milestone; the article needs to be submitted and evidence of submission forwarded to the instructor of 608, the Graduate Support Specialist, and the Director of Graduate Studies.**

MASTERS IN PASSING

Those entering the PhD program with a bachelor's degree may be awarded an "MA in passing" to the PhD when they have successfully completed all requirements for the MA. Please check with the Graduate Support Specialist for more information and complete all materials well in advance.

LANGUAGE REQUIREMENT

PhD candidates must consult with the Director of Graduate Studies in their first term on campus about how they plan to fulfill the language requirements.

PhD candidates must demonstrate either #1 or #2 below.

1. **High proficiency in 1 non-English language.** Students who choose to satisfy the PhD language requirement by demonstrating high proficiency in 1 language must complete the requirement by the end of the final year of coursework.

High proficiency demonstrated by:

- Being a native speaker of any non-English language.
- A grade of A- or better in an approved 500- or 600-level literature course, with readings in the target language.
- Passing the Toronto Medieval Latin exam, PhD level.

OR

2. **Reading competence in 2 non-English languages.** Competence in American Sign Language (ASL) or a computer language can fulfill one language requirement at the reading competence level. ASL courses are offered in the College of Education, 2 full years of ASL language are required.

Competence in a language not available or tested at the University of Oregon will be determined by the Director of Graduate Studies in consultation with the appropriate department or experts in that language.

Those demonstrating reading competence in 2 languages ideally will complete the 1st language during the 1st year of progress and the 2nd language during the 2nd year of progress. All courses necessary for fulfillment of the language requirement must be completed by the end of coursework.

Reading competence may be demonstrated by:

- An average grade of B+ or better for the first 2 terms in the **Old English sequence** (ENG 528, 529). The Old English sequence fulfills several requirements at once: in addition to fulfilling the reading competence language requirement, the sequence courses count as “approved seminars,” and one of those courses may fulfill the pre-1500 distribution requirement.
- A grade of B or better in the last term of a 2-year language course or a grade of B or better in an approved 300-, 500-, or 600-level literature course with readings in the target language.
- A grade of B or better in SPAN 228, a course for heritage learners of Spanish.
- Scoring at the specified percentile or better on the College Level Examination Program (CLEP) Foreign Language Test. CLEP is administered by the Testing Center. The minimum scores are 59 for French, 60 for German, and 63 for Spanish, on a scale of 20-80.
- Passing the Toronto Medieval Latin exam, MA level.
- Passing the University of Wisconsin-Madison Continuing Studies Reading and Translation Course, taught online during the summer. These courses start in May and are fee based. Courses must be passed with a B or better.
- Computer Languages: If you are interested in a computer language option, it is best to discuss this with a digital humanities specialist before proposing the option to the Director of Graduate Studies.
 - A computer programming language could count as a 2nd language for a PhD student completing “reading competency” of 2 non-English languages, not as a “high proficiency”. If you are interested in using a computer language to meet the reading competence requirement, consult the Director of Graduate Studies. The availability of computer languages is perpetually in flux. The student may need to do some research to determine the options that best fit their interests and are available at the time.
 - Taking 2 of the 3 following computer science courses at UO with a grade of B or better would constitute reading competence: CS110, CS 111, CS 122. Or these 2 computer science courses at UO with a grade of C or better: CS 210 + 211.
 - A digital humanities option would be to take a combination of DHSI and/or HILT through Programming 4 Humanists. This would be excellent training for the digital humanities, but it may be expensive.

TEACHING REQUIREMENT

Students earning the English PhD are required to teach for at least one year (3 terms). To apply for a GE appointment in the English department:

- Graduate students must enroll in and successfully complete the department’s Composition Pedagogy Teacher Training courses (ENG 610, 612, 613).

- Graduate students typically complete ENG 613 in the Fall (Winter if necessary) and ENG 612 in Spring of their 1st year of coursework to qualify for eligibility for GE support in the following years.
- Graduate students must be making satisfactory progress toward their degree.
- Graduate students must be in good academic standing.

Appointments and reappointments are determined by policies outlined in the [General Duties and Responsibilities Statement \(GDRS\)](#). Questions about GE appointments should be directed to:

- Associate Head, currently Professor Bohls, regarding literature courses
- Directors of Composition at uocompdirectors@uoregon.edu regarding writing courses
- Graduate Support Specialist regarding the GE appointment process.

Please note that the Director of Graduate Studies directs the graduate program but does not supervise or manage graduate employment.

COMPREHENSIVE EXAM (CE)

Note: ESSP graduate students should consult with either of the Directors of Graduate Studies for ENVS or ENG and/or the Graduate Support staff for ENVS or ENG as their guidelines are different from those of English.

The Comprehensive Exam is designed to enable PhD students to develop knowledge and understanding of works in 2-3 areas of scholarship, demonstrating expertise in those particular fields of focus. It is important to consider that most graduate students will list these 2-3 areas of focus on their cv thus signaling their expertise in these fields. Thinking strategically about what the fields will be and how they will be titled, in terms of how they might play out in the academic (or even the nonacademic) job market is important.

The Comprehensive Exam which has a written and an oral component, should enable doctoral students to deepen reading and thinking begun in their seminars, to become acquainted with wider conversations among scholars in their areas of interest, and to discover what ideas emerge when they juxtapose readings from different theoretical schools, historical periods, literary movements, genres, forms of media, or other areas of focus. As they build reading lists with the help of their Advisor and committee members, students should balance major readings in their fields of focus with texts that reflect their particular interests. In other words, the Comprehensive Exam list should both reflect a recognizable, substantial sense of a particular field as it is understood by experts in that field and, it should also veer toward the student's particular interests and potential dissertation topics. The lists must be broad enough to be representative of the field (including both foundational and recent scholarship) but can also be slanted toward particular topics within that field.

PRELIMINARY LIST AND COMMITTEE SELECTION:

The student's current Faculty Advisor will serve as the advisor, chair, and director for the Comprehensive Exam. The Faculty Advisor should have expertise in at least one of the student's fields of focus. If the student's focus has shifted, they should consult with the Director of Graduate Studies to discuss changing their Advisor. Even though the Faculty Advisor will be the first person to weigh in on the lists, the doctoral student must consult with all members of their committee when forming the lists. Depending on the nature of the committee and the nature of the topics, it may be the case that one particular faculty member would be in charge of helping to

create one of the lists, but it could also be the case that 2 or more faculty initially weigh in on that list. The final Comprehensive Exam list must be approved and signed by all committee members before it is sent to the Director of Graduate Studies for approval.

COMPREHENSIVE EXAM (CE) READING LIST

The Comprehensive Exam will be based on a finalized bibliographic list of 130-150 works in total, divided among 2-3 areas.

The Comprehensive Exam Reading list should have a title that includes and connects the 2-3 areas of focus. Each area should also have a title. These can be genres, historical periods, theoretical approaches, or other areas of the student's choice.

Example: Affect Theory, 20th-21st Century Speculative Fiction, Memoir, the American Novel, British Romanticism, Queer Theory, Medieval Studies, etc. The 2-3 area list should include both primary and theoretical/critical texts. The total number of entries will vary based on the length of individual entries.

The Comprehensive Exam Reading list should begin with a 500-600 word justification for the list, including an explanation of how the 3 areas relate to one another and including 2-3 research questions that bring the areas into conversation with one another.

ESSAY RESPONSES TO QUESTIONS (WRITTEN BEFORE THE EXAM AND DISCUSSED IN ORAL EXAM):

The student submits written essay answers to TWO questions developed by committee members based on the Comprehensive Exam list. See Timetable below for timing of the submission of questions by committee members and completion of the two essays. Each committee member will submit ONE question to the advisor. The examinee will choose TWO out of the three questions and write a 10-page essay response to each one. The essay responses will be due a week before the oral exam takes place (see schedule below). See below under Retake for information on what happens if the examinee does not pass the written portion of the exam.

COMPREHENSIVE (CE) ORAL EXAM

The Comprehensive Oral Exam will be scheduled for 2 ½ hours.

1. In the first 10 minutes of the exam, the student will explain the rationale for the areas of focus and how they relate to one another.
2. For the next 40-45 minutes, the Advisor and committee members will one by one take turns asking questions about the written essay responses. Conversation among the whole committee may happen during this part of the exam.
3. The student should be offered a 5-10 minute break.
4. For the next 40-45 minutes, the Advisor and committee members take turns asking questions about the works on the list and the fields of study of which they form a part. Conversation among the whole committee may happen during this part of the exam.
5. After the questioning concludes, the student should leave the room while the Advisor and committee members evaluate the exam, considering both written and oral components. The student should be invited back in to receive the results of the examiners' evaluation, either PASS or NO PASS. At this point examiners can discuss the students' performance on the written and

oral part of the exam; examiners will also email comments on the written and oral portions of the exam to the students and the rest of the committee within 24 hours of the oral exam.

RETAKE

If the student does not pass the written essay portion of the Comprehensive Exam, they may retake the written portion of the exam the following term. If one or both essays of the written portion of the exam do not pass, the oral portion of the exam will not be held that term. The Advisor and other committee members must specify exactly which written essay did not pass. The exam will be rescheduled for the following term. If only one essay did not pass, the student only needs to write one essay in the retake, in the same area as the non-passing essay. The student may write on the same question or may request another question. Once the written portion has been retaken, successfully, then the oral exam will be held. Students may request replacement of one committee member. Usually, the exam committee remains the same. If students do not pass a retake, they are disqualified from continuing in the PhD program. Students who do not pass a retake may finish the term in which the retake was administered and then must withdraw from the PhD program for lack of successful completion of the Comprehensive Exam.

TIMETABLES FOR COMPREHENSIVE EXAM (CE) (TRACK A, B, OR C)

Track A: Student enters graduate program with 3 transfer courses or fewer:

- Submit areas of focus to Advisor by Week 8, Winter of Year 2
- Submit to DGS possible committee member choices by Week 4, Spring of Year 2
- DGS assigns committee members during Spring of Year 2
- Submit preliminary CE list to Advisor Week 5, Fall of Year 3
- Submit final CE list to DGS for approval Week 2, Spring of Year 3
- Comprehensive Exam Fall of year 4

Track B: Student enters graduate program with 4 or 5 transfer courses:

- Submit areas of focus to Advisor Week 8, Winter of Year 1
- Submit to DGS possible committee member choices by Week 4, Spring of Year 1
- DGS assigns committee members during Spring of Year 1
- Submit preliminary CE list to Advisor Week 5, Fall of Year 2
- Submit final CE list to DGS for approval, Week 3, Spring of Year 2
- Comprehensive Exam Winter of Year 3

Track C: Student enters graduate program with 6-9 transfer courses:

- Submit areas of focus to Advisor Week 8, Winter of Year 1
- Submit to DGS possible committee member choices by Week 4, Spring of Year 1
- DGS assigns committee members during Spring of Year 1
- Submit preliminary CE list to Advisor Week 5, Fall of Year 2
- Submit final CE list to DGS for approval, Week 2, Spring of Year 2
- Comprehensive Exam Fall of Year 3

TIMETABLE OF COMPREHENSIVE EXAM (CE) TERM

Week 2: Student schedules oral component of Comprehensive Exam with Graduate Support Specialist (for Week 8 or 9). Student resends the approved exam list to their Advisor, copying the Director of Graduate Studies.

NOTE: When requesting the scheduling of the Comprehensive Exam, PhD students will need to fill out the Plan of Study: Comprehensive Exam with all information about completed coursework and language requirement, demonstrating that all requirements have been successfully met prior to exam scheduling. The request for the scheduling of the Comprehensive Exam must include the completed Plan of Study: Comprehensive Exam with all supporting documentation attached such as email course approvals, signed forms, etc. The request email should be emailed to the Director of Graduate Studies and the Graduate Support Specialist at least 3 weeks before the time of the exam. This will allow time to verify that all requirements have been met prior to exam scheduling.

Week 2: Faculty Advisor contacts committee members, sending them the exam list, requesting that they submit one written exam question each. Advisor reviews questions and asks for revisions if needed, providing a clear deadline for receipt of the questions in week 3.

Week 4: The Advisor sends 3 questions to the Graduate Support Specialist, by Friday, to be relayed to examinee.

Week 6: Graduate Support Specialist sends examinee 3 questions Monday morning at 10 am. Examinee chooses 2 questions and sends both essay responses to the Graduate Support Specialist by Friday, 5 pm.

Week 7: Monday: Graduate Support Specialist sends essay responses to Advisor and committee members for review. Results of the essay responses need to be submitted to the Graduate Support Specialist by 5pm on Thursday of week 7.

Weeks 8-9: Oral portion of Comprehensive exam takes place.

THE DISSERTATION

DISSERTATION CHAIR AND COMMITTEE

The student asks an appropriate faculty member, who is an expert in the student's special field and ideally in the dissertation topic, to serve as Dissertation Chair. Once a faculty member agrees to chair the dissertation, the student and chair consult about other faculty members to ask to serve on the committee. The Dissertation Chair will usually be the same faculty member as the Faculty Advisor, who has chaired the Comprehensive Exam committee, unless the dissertation topics have veered away from the exam lists or unless there is another faculty member who is willing to serve as chair and would be a better fit. Once you have a Dissertation Chair in place, they will also be your Faculty Advisor. Please keep all committee members, the Director of Graduate Studies, and the Graduate Support Specialist informed as to any changes in committee structure. Ensuring this information is accurate is important for everyone involved. Dissertation Chairs and committee members need to be approved by the Division of Graduate Studies as well as any changes to the committee structure.

The Dissertation Committee includes at least 4 tenure-track faculty members holding PhDs, usually with the rank of Assistant Professor or higher.

- Dissertation Chair
- 2 “Core Members” - at least one is a member of the department awarding the degree
- “Institutional Representative” – represents the university’s intellectual community and participates on the committee to ensure that the student is treated fairly, and that the dissertation meets university standards. Ideally, the institutional representative possesses relevant expertise, which will help assure that the dissertation is in dialogue with a wider academic community, giving students the benefit of an informed, outside perspective. We recommend that students and Dissertation Chairs consult the [Division of Graduate Studies Dissertation Committee Policy](#) page governing committee membership.

SPECIAL COMMITTEE CIRCUMSTANCES:

Additional member may be appointed to the Dissertation Committee at the discretion of the student’s degree-granting unit.

Additional core member may be:

- Member of the [graduate faculty](#) from the student’s degree-granting department
- Member of the [graduate faculty](#) from another UO department
- [Non-tenure-track faculty member](#) who is not a member of the graduate faculty
- [Faculty member from another college or university](#)
- [Qualified practicing professional or community member](#)

The Graduate Support Specialist will oversee the process for appointing the above to the Dissertation Committee.

Each Dissertation Committee functions in different ways, and students should clarify, during the process of forming the committee, what role each committee member wishes to play in the writing and revision of the dissertation. Students should be especially aware of the status and plans of their Institutional Representatives, who may go on sabbatical or leave the university without notifying students in other departments. The Department of English requires the institutional representative’s signature on the prospectus within 6 months of Prospectus approval. Failure to have a Division of Graduate Studies approved Dissertation committee 6 months before the Oral Defense may significantly delay the defense.

DISSERTATION PROSPECTUS

The prospectus, 20 pages in length including a selected bibliography (approximately 10 pages of text and 10 pages of bibliography), should contain:

- a [prospectus cover sheet](#);
- a prospectus;
- a selected bibliography of critical and scholarly studies related to the topic.

The prospectus, though brief, should state the dissertation topic and initial argument, summarizing the context for the topic, and explaining its significance for the relevant field(s). What contribution do you expect this dissertation to make? What questions will it answer, what gaps will it fill, what interventions will it make? The prospectus should also demonstrate

knowledge of the fields it will be contributing to, and a precise sense of relevant terminology and methods appropriate for the topics and research questions. The prospectus should include research questions, key terms, and a description of the theory and methods that will be used. The prospectus should conclude with provisional chapter summaries, followed by the initial bibliography. The prospectus should be revised and refined in collaboration with the Dissertation Chair and Dissertation Committee before being submitted to the Director of Graduate Studies.

The final document must be technically correct (both the prose and the bibliographic citations) and signed by all committee members, including the Institutional Representative. Students will not be eligible to Advance to Candidacy until all members of the committee have approved and signed the prospectus. Signatures may be affixed electronically.

PROSPECTUS MEETING:

Students are required to hold a one-hour Prospectus Meeting with the Dissertation Chair and at least 2 other committee members before submitting the prospectus to the Director of Graduate Studies for approval. Ideally the Prospectus Meeting would include the chair and all core members of the committee. The Prospectus Meeting enables all members of the committee to weigh in on how promising, significant, and feasible the dissertation topic is, while offering suggestions for texts, scholarship, archives, methodology, and research. The Prospectus Meeting can help clarify the doctoral student's dissertation plan, enhancing the scholarly contexts, sharpening the research questions, and providing constructive critiques and suggestions. It may also illuminate the distinct roles committee members may play regarding various chapters or aspects of the dissertation.

At the conclusion of the Prospectus Meeting, the committee may discuss working procedures for submitting chapter drafts and revisions throughout the dissertation writing process. Committee members may differ in their approaches, so it is best to clarify how everyone wishes to proceed. The chair of the committee and all committee members must sign the prospectus (electronic signature accepted) to indicate that the student has passed the Prospectus Meeting. The chair of the committee should email this signed, final document (prospectus signed cover page and prospectus) to the Director of Graduate Studies once the prospectus has been approved and the defense has been passed.

It is not uncommon for the Prospectus Meeting to reveal some major gaps or problems with the plan for the dissertation. If that happens, it may be best to hold another Prospectus Meeting after the graduate student has revised their prospectus, in consultation with their committee. It is also possible for the committee members to approve a substantially revised version of the prospectus, via email, if a second defense cannot be scheduled. Since the prospectus provides the initial roadmap for the dissertation itself--providing a sense of direction, organization, and significance, as well as securing the committee's support--it is an important part of earning the PhD. Once the Director of Graduate Studies has approved the prospectus, they will send the copy back to the graduate student, the chair, along with the Graduate Support Specialist.

Students should be aware that the dissertation prospectus is used as the basis of nomination for both university-wide and departmental fellowships and awards.

The prospectus is due the last day of week 7 of winter term (or of the term following successful completion of the Comprehensive Exam). Requests for exceptions to this timeline must be made by the student and the Dissertation Chair to the Director of Graduate Studies well in advance of

this deadline. Late submission of the prospectus could result in delay of Advancement to Candidacy and the level increase (pay raise) for GE appointments.

The Director of Graduate Studies will check the prospectus to ensure that the proposal for the dissertation meets basic standards in the field, follows departmental and Division of Graduate Studies requirements, and is a feasible project. In rare cases, the Director of Graduate Studies will have to inform the Advisor that the prospectus does not meet these basic requirements. The Director of Graduate Studies also checks for fulfillment of technical formalities and either approves the prospectus or consults with the student should any changes be necessary. When submitting written work to the Director of Graduate Studies, please use Times New Roman 12 font (not smaller), with page numbers, and with one-inch margins all around.

ADVANCEMENT TO CANDIDACY

A PhD student is Advanced to Candidacy after the following steps.

1. Dissertation prospectus is approved and signed by the entire Dissertation Committee.
2. Director of Graduate Studies had approved the dissertation prospectus.
3. Graduate Support Specialist compiles benchmark dates and verifies requirement completion.
4. Graduate Support Specialist submits to the Division of Graduate Studies for final approval of advancement. (This approval assumes and requires successful prior completion of all degree requirements.)
5. The Graduate Support Specialist, the student, and the student's Dissertation Chair may each be asked to provide information, in response to email prompts from the Division of Graduate Studies, at various stages in this process.
6. Final approval for Advancement to Candidacy comes from the Division of Graduate Studies. The Division of Graduate Studies requires that the dissertation be completed within 3 years of the student's advancement to candidacy.
7. Advancement to Candidacy will be effective the term it is turned in, if turned in on time. GEs are eligible for pay level III, the term after Advancement (not including summer).

NOTE: the 3-year rule does not supersede the department's timeline for completion of the dissertation: typically, students are required by the department to complete the dissertation by the end of Spring term 2 years from the Spring term of the year during which the student is Advanced to Candidacy.

DISSERTATION WRITING

The PhD dissertation is a substantial work of scholarship on a single subject. Length and style vary, but all dissertations must be based on independent and original research, contribute significantly to knowledge in the field, demonstrate expertise in the subject and its critical literature, be written in correct prose and an acceptable literary style, and conform to the standards outlined in the University of Oregon Thesis and Dissertation Style and Policy Manual and either the MLA Style Manual or the Chicago Manual of Style (for film and media students). Students should consult these manuals early in the writing process. Where these two style manuals disagree (regarding, for instance, the spacing of block quotations and formatting chapter titles), the dissertation must follow the University of Oregon style policy. In some cases, the written dissertation may include an additional digital, archival, or mixed media component. In

some cases, with the advance approval of the dissertation committee, a dissertation may be a collection of 3 substantial essays exhibiting internal coherence but not necessarily treating a single precisely defined subject.

ADVISING AT THE DISSERTATION STAGE

All students are expected to meet at least 3 times per term with their Dissertation Chair. These meetings help build and maintain research and writing momentum. They offer many opportunities for feedback from the Dissertation Chair, troubleshooting problems as they arise, and consultation about appropriate conferences and publications at the dissertation stage.

Ideally, meetings will take place in person; if the student or Dissertation Chair is out of town, they may take place over the phone, by email, Zoom, or by another medium. Immediately after each meeting, the student will turn in to the Graduate Support Specialist the [Dissertation Term by Term Check-In Form](#).

DISSERTATION PROGRESS MEETING

In fall term (or early winter for PhD students who entered with an MA and have 6 years of funding) of the first full academic year of dissertation writing, the student meets with the Dissertation Chair and one other member of the dissertation committee to discuss the progress, status, and trajectory of the dissertation, potential publications associated with it, and any factors impeding the work or troubling the student. The student will submit all drafted work to the Dissertation Chair and second committee member at least 2 weeks before the meeting takes place. After this meeting, the Dissertation Chair will submit a brief description of the student's qualitative and quantitative progress to the Director of Graduate Studies and copy the Graduate Support Specialist. Please use the [First Year Dissertation Status Meeting form](#) to document the meeting.

Students may find it useful to have a Fall term progress meeting during the final year of dissertation writing. This meeting is optional; if it occurs, Advisors should submit a [Progress Meeting form](#) to the Director of Graduate Studies.

CHAPTER REQUIREMENT

By the last day of classes of Winter term of the first full year of dissertation writing (Spring term for PhD students who began the program with an MA and on 6-year plan), the student must submit a fully drafted chapter of the dissertation to the Dissertation Chair and the Graduate Support Specialist. "Fully drafted" implies a chapter whose argumentative structure is complete, and which has been proofread and includes references, but which might not be considered "polished" or final text. Students who do not meet this milestone work with the Director of Graduate Studies to discuss available resources and strategies to support their progress and to craft and execute a writing plan. (Such meetings are available to all students at any point of the degree.)

Meeting writing goals each term is indicated by a grade of “P” for ENG 603 Dissertation. Earning the “P” grade reflects satisfactory progress toward degree. Satisfactory progress toward degree is a GE requirement per the GDRS.

Note: It is worth emphasizing that the first fully drafted chapter may be submitted as part of the dissertation progress meeting during the fall term and that, ideally, students will have progressed well beyond a single chapter draft at the end of the first full year of dissertation writing. At the same time, individual paths and timelines to a complete and successful dissertation vary widely among students.

DISSERTATION ORAL DEFENSE

The Oral Defense date must be approved by the Division of Graduate Studies. Once the student has confirmed a date and time with their Dissertation Committee, they inform the Graduate Support Specialist so that a room for the public oral defense can be scheduled on campus. This information will also be needed for the Oral Defense application.

Dissertation Oral Defense requirements / process is listed below.

- Graduate students must be enrolled for a minimum of 3 ENG 603 Dissertation credits (9 ENG 603 Dissertation credits for GEs) during the term of the defense as stated in the Final Term Registration Requirements on the Division of Graduate Studies website.
- Graduate students must provide their Dissertation Committee members with a final copy of the dissertation manuscript at least 6 weeks prior to the Oral Defense (please check with committee members as to their preferred format). University-wide policy is 4 weeks before the defense, committee members must sign a document indicating that they have read the dissertation; they will need at least 2 weeks to read it.
- Graduate students must fill out the Application for Oral Defense in GradWeb with the time and place of the Oral Defense. A completed application is due a minimum of 3 weeks before the defense or by the deadline found on the Degree Completion Deadlines page, whichever comes first. The Division of Graduate Studies recommends completing the application 4-5 weeks before the defense.
- A completed application includes 4 steps (allow 3 weeks for processing from step #1 to step #4):
 1. Student fills out the on-line Oral Defense application through GradWeb.
 2. Committee members must respond to automatically generated emails from GradWeb confirming attendance. Faculty should agree ONLY if they have read the completed dissertation and find it acceptable. (“Acceptable” means that they anticipate that any revisions still required can be completed by the student in the 2 weeks between the defense and the deadline for uploading the dissertation to ETS through the Division of Graduate Studies).
 3. Graduate Support Specialist gathers approval signatures of the Director of Graduate Studies and Department Head.
 4. Graduate Support Specialist indicates department approvals in GradWeb.

The dissertation defense is an oral examination; the candidate passes or fails based not just on the written dissertation (again, if a defense is held, the committee members have indicated their anticipation that the written document will require only minor revisions) but chiefly on their

ability to discuss the subject, research findings, and methodology and to field questions about the written text and the field.

The oral defense is a formal, public examination and should be conducted professionally. Protocols for the oral defense should be established by the Dissertation Chair and communicated to the committee and candidate at the beginning of the oral defense. Guests may be invited to the oral defense but may not be present during the committee's deliberations. Decorations and refreshments are inappropriate at the defense itself.

Most dissertation oral defenses begin with the doctoral candidate presenting for 15-20 minutes on the origins, central arguments, and significance of the dissertation, followed by questions from the committee members, and, if the committee and student allow it and time permits, questions from the audience. Near the end of the defense the candidate and all audience members will be asked to leave the room while the committee deliberates. If doctoral candidates would like to have their defense on Zoom, as well as in person, they will need to book an appropriate room with the necessary equipment and manage the Zoom call during the defense.

RESIDENCY

The Division of Graduate Studies requires at least 3 years of full-time work beyond the bachelor's degree for the doctorate, with at least 1 year (3 terms: fall/winter/spring) spent in continuous course registration residence on the Eugene campus. For doctoral students in English this means enrollment in at least 2 formal English graduate seminars (excluding independent study courses ENG 601, 603, 605, and teacher-training courses per term for 1 academic year. This on-campus requirement is typically satisfied during the first full year for which the student has been admitted. The Division of Graduate Studies regulations specify a minimum of 9 degree satisfying credits a term for 3 consecutive terms (Fall/Winter/Spring) to fulfill the doctoral year of residency requirement, and the English department specifies that those consecutive terms run Fall through Spring and that the student carry 16 credits a term.

Residency refers to courses taken at UO. This does not refer to where a graduate student lives.

FILING FOR ADVANCED DEGREE

The [Application for Advanced Degree](#) must be completed through GradWeb and submitted to the Division of Graduate Studies **by the 2nd Friday of the term of anticipated degree completion**. When the department receives notice that a student has filed for Advanced Degree, the Graduate Support Specialist prepares the file for the Director of Graduate Studies to verify eligibility and that all departmental degree requirements have been met. The Graduate Support Specialist submits a Statement of Completion to the Director of Graduate Studies and the Department Head for final approval. With Department Head approval the Graduate Support Specialist files an online Statement of Completion with the Division of Graduate Studies. All grade changes and removals of incompletes must be filed with the Division of Graduate Studies the term prior to the term of Advanced Degree application.

Students must enroll in a minimum of 3 ENG 603 Dissertation credits during the term of graduation. If your oral defense does not meet the deadline guidelines provided by the Division

of Graduate Studies, reach out to the Graduate Support Specialist to discuss your options and requirements for registration.

All grade changes and removals of incompletes necessary to complete the degree requirements must be filed with the Division of Graduate Studies the term prior to the term of degree completion. Highly recommended to check in with the Graduate Support Specialist the term before graduation to be sure the [Graduation Checklist](#) found on the [Division of Graduate Studies](#) website is complete.

Note: If you plan to participate in graduation ceremonies and wish to be hooded by your Dissertation Chair or someone else, be sure to ask them in advance so that they can reserve the date and time for the event.

The Department of English does not “Hood” MA graduates as the MA is not a terminal degree in English.

TIMETABLES FOR YEARLY PROGRESS TOWARD THE PHD

GRAD TRACK A - Entering PhD students holding BAs or MAs in cognate field who transfer 3 or fewer degree-satisfying courses: (6 years of support)

1st year:

- ENG 690, Introduction to Graduate Studies in English, Fall Term
- ENG 614, Introduction to Literary and Cultural Theory
- Completes 4 additional seminars or equivalents, for a total of 6 at UO
- Ideally completes first language of language requirement (if pursuing 2)
- Submit Plan of Study: First Year, Spring Term (May 1)
- ENG 613, Composition GE Apprenticeship (fall term, does not count toward seminar requirement)
- ENG 612, Composition GE Seminar (spring term, does not count toward seminar requirement)

2nd year:

- 6 degree-satisfying seminars (for a cumulative total of 12 seminars at UO)
- Submit Comprehensive Exam areas of focus to for the Comprehensive Exam to Faculty Advisor, Week 8, Winter Term
- Submit Comprehensive Exam committee member choices to Director of Graduate Studies by Week 4, Spring Term
- Director of Graduate Studies assigns Comprehensive Exam committee members in Spring Term

3rd year:

- Completes remaining seminars or equivalents, for a cumulative total of 18 seminars, completing all coursework requirements*
- Complete PhD language requirement
- Submit preliminary Comprehensive Exam list to Faculty Advisor Week 5, Fall
- Submit final Comprehensive Exam list to Director of Graduate Studies for approval Week 2, Spring Term
- Complete ENG 608: Publication as related to journal article requirement

4th year:

- Comprehensive Exam in Fall Term
- Prospectus Meeting and approval in Winter Term
- Advancement to Candidacy approved by the Division of Graduate Studies, Spring Term

5th year:

- Dissertation Progress Meeting in Fall Term
- Dissertation writing
- Submission of fully drafted dissertation chapter by end of Winter Term

6th year:

- Dissertation writing
- Dissertation defense in Spring Term

*Note: all Director of Graduate Studies approved transfer courses count toward this total of 18 seminars (or equivalents).

Map of degree milestones for GRAD TRACK A - Entering PhD students holding BAs or MAs in cognatefield who transfer 3 or fewer degree-satisfying courses: (6 years of support)

	Fall term	Winter term	Spring term
Year 1	ENG 690 ENG 613		Submit Plan of Study: First Year by May 1 ENG 614 & ENG 612
Year 2	ENG 610	W8: submit areas of focus for CE to Faculty Advisor	W4: Submit CE committee member choices to DGS DGS assigns CE committee members
Year 3	ENG 608: Publication for Journal Article requirement W5: Submit preliminary CE list to Faculty Advisor		Coursework complete W2: Send final CE list, signed by committee, to DGS for approval
Year 4	Comprehensive Exam	Prospectus Meeting	Advance to Candidacy
Year 5	Dissertation _____ Dissertation progress meeting	Chapter requirement	Take 608: Job Placement Workshop (not required)
Year 6	Dissertation _____		Dissertation Oral Defense

GRAD TRACK B - Entering PhD students holding MAs in English or cognate field who transfer 4 or 5 degree-satisfying courses: (6 years of support)

1st year:

- ENG 690, Introduction to Graduate Studies in English, Fall Term
- ENG 614, Introduction to Literary and Cultural Theory
- Completes 4 additional seminars or equivalents, for a total of 6 at UO
- Ideally completes first language of language requirement (if pursuing 2)
- Submit Plan of Study: First Year, Spring Term (May 1)
- ENG 613, Composition GE Apprenticeship (Fall Term: does not count toward seminar requirement)
- ENG 612, Composition GE Seminar (Spring Term: does not count toward seminar requirement)
- Submit areas of focus to for the Comprehensive Exam to Faculty Advisor, Week 8, Winter Term
- Submit Comprehensive Exam committee member choices to Director of Graduate Studies by Week 4, Spring Term
- Director of Graduate Studies assigns Comprehensive Exam committee members during Spring Term

2nd year:

- Complete additional degree-satisfying seminars for a cumulative total of 18 completing all coursework requirements*
- ENG 610, Composition GE Workshop (Fall Term: does not count toward seminar requirement)
- Submit preliminary Comprehensive Exam list to Faculty Advisor Week 5, Fall Term
- Submit final Comprehensive Exam list to Director of Graduate Studies for approval, Week 2, Spring Term

3rd year:

- Complete seminar requirements in Fall Term
- Complete ENG 608: Publication related to journal article requirement
- Completes PhD language requirement
- Comprehensive Exam Winter Term
- Prospectus Meeting and approval in Spring Term

4th year:

- Advancement to Candidacy approved by the Division of Graduate Studies, Spring Term
- Dissertation Progress Meeting in Fall Term
- Dissertation writing
- Submission of fully drafted dissertation chapter by end of Spring Term

5th year:

- Dissertation writing

6th year:

- Dissertation writing
- Dissertation Oral Defense in spring term

*Note: all Director of Graduate Studies approved transfer courses count toward the cumulative total of 18 seminars (or equivalents)

Map of degree milestones for GRAD TRACK B - Entering PhD students holding MAs in English or cognate field who transfer 4 or 5 degree-satisfying courses: (6 years of support)

	Fall term	Winter term	Spring term
Year 1	ENG 690 ENG 613	W8: Submit areas of focus for CE to Faculty Advisor	ENG 614 & ENG 612 Submit Plan of Study by May 1 W4: Submit CE committee member choices to DGS DGS assigns CE committee members
Year 2	ENG 610 W5: Submit preliminary CE list to Faculty Advisor		W2: Send final CE list, signed by committee, to DGS for approval
Year 3	Coursework complete ENG 608: Publication Journal Article requirement	Comprehensive Exam	Prospectus Meeting
Year 4	Advance to Candidacy Dissertation progress meeting	Dissertation	Chapter requirement
Year 5	Dissertation		Take 608: Job Placement Workshop (not required)
Year 6	Dissertation		Dissertation Oral Defense

GRAD TRACK C - Entering PhD students holding MAs in English or cognate field who transfer 6 to 9 degree-satisfying courses: (5 years of support)

1st year:

- ENG 690, Introduction to Graduate Studies in English, Fall Term
- ENG 614, Introduction to Literary and Cultural Theory
- Complete 4 additional seminars or equivalents, for a total of 6 at UO
- Ideally completes first language of language requirement (if pursuing 2)
- Submit Plan of Study: First Year, Spring Term (May 1)
- ENG 612, Composition GE Seminar (Spring Term; does not count toward seminar requirement)
- ENG 613, Composition GE Apprenticeship (Fall Term; does not count toward seminar requirement)
- Submit areas of focus for the Comprehensive Exam to Faculty Advisor by Week 8, Winter Term
- Submit Comprehensive Exam committee member choices to Director of Graduate Studies by Week 4, Spring Term
- Director of Graduate Studies assigns Comprehensive Exam committee members during Spring Term

2nd year:

- Submit preliminary Comprehensive Exam list to Faculty Advisor Week 5, Fall Term
- Submit final Comprehensive Exam list to Director of Graduate Studies for approval, Week 2, Spring Term
- Completes PhD language requirement
- Completes seminars for a cumulative total of 18, counting transfers *
- ENG 610, Composition GE Workshop (Spring Term, does not count toward seminar requirement)
- Completes ENG 608: Publication related to journal article requirement

3rd year:

- Comprehensive Exam Fall Term
- Prospectus Meeting and approval in Winter Term
- Advancement to Candidacy approved by the Division of Graduate Studies, Spring Term

4th year:

- Dissertation Progress Meeting in Fall Term
- Dissertation writing
- Submission of fully drafted dissertation chapter by end of Winter Term

5th year:

- Dissertation writing
- Dissertation Oral Defense in Spring Term

*Note: all Director of Graduate Studies approved transfer courses count toward the cumulative total of 18 seminars (or equivalents)

Map of degree milestones for GRAD TRACK C - Entering PhD students holding MAs in English or cognate field who transfer 6 to 9 degree-satisfying courses:(5 years of support)

	Fall term	Winter term	Spring term
Year 1	ENG 690 ENG 613	W8: Submit areas of focus for CE to Faculty Advisor	ENG 614 & ENG 612 Submit Plan of Study by May 1 W4: Submit CE committee member choices to DGS DGS assigns CE committee members
Year 2	Submit preliminary CE list to Faculty Advisor Coursework complete ENG 608: Publication Journal Article requirement		W2: Submit final CE list, signed by committee, to DGS for approval
Year 3	Comprehensive Exam	Prospectus Meeting	Advance to Candidacy
Year 4	Dissertation _____ Dissertation progress meeting	Chapter requirement	Take 608: Job Placement Workshop (not required)
Year 5	Dissertation _____		Dissertation Oral Defense

SPECIALIZATIONS AND CERTIFICATES

SPECIALIZATION IN POLITICS, CULTURE, IDENTITY (PCI)

(Offered in conjunction with Political Science Department)

This specialization is a collaboration between the Departments of English and Political Science, building on existing courses, faculty expertise, and student interest in the interdisciplinary study of politics through theories and methods that attend to interpretation, identity, and discourse. It is grounded in a particular intellectual framework often institutionalized through American Studies, Ethnic Studies, and Post-Colonial Studies programs. Three criteria define its methodological and theoretical concerns:

1. **Interdisciplinary:** The incorporation of research methods, theories, and forms of evidence from multiple disciplines within the humanities and social sciences
2. **Identity and difference:** Examining race, gender, sexuality, disability, indigeneity, colonialism and other forms of difference as foundational and constitutive themes
3. **Power, domination and justice:** An emphasis on forms of exploitation, domination, and resistance

Contact: Lara Bovilsky (bovilsky@uoregon.edu) For more information see:

<https://socialsciences.uoregon.edu/political-science/graduate-programs/specialization-requirements>

Requirements

- **Required Coursework:** 16 credits of approved specialization-related curriculum offered at the 600 level. At least 4 of those credits must come from the Department of English and at least 4 credits must come from the Department of Political Science. The Coordinating Committee will issue a list of approved courses each year. In addition, students must complete a 1-credit P/NP colloquia course and 2 terms of a 1-credit P/NP dissertation writing course.
- **Dissertation:** The student's dissertation must have a substantive focus on themes of culture, identity, and politics, as defined by the criteria above. At least one member of the student's dissertation committee must be a PCI participating faculty member.

For a list of [Graduate Specializations](#) offered, see the Division of Graduate Studies specializations page, [here](#).

CONCENTRATION IN FOLKLORE

Folklore may be selected as an area of concentration in the MA or PhD program in English. The Folklore and Public Culture Program also offers its own Master of Arts degree. For information on the Folklore and Public Culture Program and degree, contact:

- Folklore and Public Culture Program Director Martha Bayless, mjbayles@uoregon.edu. Or check out the [Folklore and Public Culture website](#)

CERTIFICATES

Adding a certificate to your MA or PhD may enhance both your academic and “alt-ac” professional credentials. Certificates are usually cross-disciplinary. Note that Certificates have their own requirements and involve planning and scheduling. For a list of [Graduate Certificates](#) offered, see the Division of Graduate Studies certificates page, [here](#). Some certificates that may be of special interest to English graduate students include:

- New Media and Culture: <https://newmediaculture.uoregon.edu>
- Graduate Certificate in Indigenous, Race, and Ethnic Studies: <https://ethnicstudies.uoregon.edu/graduate-certificate>
- Graduate Certificate in Women’s Gender, and Sexuality Studies: <https://wgs.uoregon.edu/graduate-studies/graduate-certificate/>
- Graduate Certificate in Museum Studies: <https://design.uoregon.edu/arhistory/grad/certificates/museum-studies#:~:text=The%20Museum%20Studies%20Certificate%20Program,skills%20pertinent%20to%20museum%20professionals.>
- Graduate Teaching Initiative: <https://teaching.uoregon.edu/graduate-teaching-initiative>

FELLOWSHIPS AND AWARDS

ENGLISH DEPARTMENT FELLOWSHIPS AND AWARDS

NOTE: If you receive federal financial aid, any award may affect your financial aid eligibility. Students who receive federal aid have a responsibility to report all awards earned to the [UO Office of Financial Aid and Scholarships](#).

The following awards come with a stipend based on current available funds for the current academic year.

RUDOLF ERNST DISSERTATION FELLOWSHIP AWARD

This dissertation fellowship summer stipend is awarded to a student with an exemplary graduate record whose dissertation is considered to be especially promising. All students who have had their dissertation prospectuses approved on schedule are automatically made eligible for this fellowship. The award is typically \$3000.

SARAH HARKNESS KIRBY ESSAY AWARD

This prize is awarded to the English graduate student who writes the best English Department seminar paper each term (Fall, Winter, Spring). Student papers are nominated by faculty teaching graduate seminars. The award is typically \$150.

JANE CAMPBELL KROHN ESSAY AWARD IN LITERATURE AND ENVIRONMENT

The annual Jane Campbell Krohn Prize is given for the best coursework essay by a graduate student in English on the theme of literature and the environment each academic year. The award is typically \$300.

JANINE THORNTON ESSAY AWARD IN AFRICAN AMERICAN STUDIES

The Janine Thornton Essay Award in African American Studies is given for the best essay by a graduate student in English on topic each academic year. English graduate students can submit any work completed while at the University of Oregon, including work drawn from dissertations. The award is typically \$300.

TRAVEL AWARDS

NOTE: If you receive federal financial aid, any award may affect your financial aid eligibility. Students who receive federal aid have a responsibility to report all awards earned to the [UO Office of Financial Aid and Scholarships](#).

DEPARTMENT OF ENGLISH TRAVEL AWARD

The Department of English is pleased to provide a travel award for English graduate students who present papers at professional, academic conferences. The current award supports up to 2 conferences per year (July through June) for a maximum of \$700. Department of English Travel Awards are approved by the Department Head. University of Oregon travel policies apply. [Travel Authorization Form](#) and [Policy](#) found on the [English Resource Page](#).

Eligibility

1. Applicants must be current English graduate students in good standing, enrolled for a

minimum of 3 degree satisfying credits during the term of conference travel (excluding Summer Session).

2. To be eligible for the Department of English Travel Award, the [Travel Authorization Form](#) must be fully filled out and submitted at least 4 weeks prior to the departure date of your trip. Travel Authorization form must be submitted and approved in advance of travel per University of Oregon travel policy. Forms are submitted to the Graduate Support Specialist.
3. Other travel awards (i.e., Sherwood, CSWS, Humanities) have policies, procedures, and applications specific to the award, to follow guidelines set by specific funding sources.

Application for one award does not automatically transfer to another award. Each award will need to be applied for individually.

SHERWOOD TRAVEL AWARD

The Department offers 6-10 Sherwood Travel Awards of up to \$700 each year to support graduate travel to conferences, research archives, and towards expenses of professional development opportunities away from UO (e.g., courses in Digital Humanities or paleography at research libraries or universities). Availability of funds may vary and are based on current year funding. These awards are competitive and may be combined with the Department of English Travel Award.

Awards are offered in both fall (October 15) and spring (March 15) terms. Approved [Travel Authorization Form](#) is required for application to the Sherwood Travel Award. University of Oregon travel policies apply.

UNIVERSITY FELLOWSHIPS AND AWARDS

NOTE: If you receive federal financial aid, any award may affect your financial aid eligibility. Students who receive federal aid have a responsibility to report all awards earned to the [UO Office of Financial Aid and Scholarships](#).

Questions about general scholarships, loans, and financial aid information should be addressed to the [Office of Financial Aid](#). Information about Financial Aid for graduate students is also available on the Division of Graduate Studies website, under “[Funding and Awards](#)”. For information on funding opportunities for international students, contact the [Office of International Affairs](#).

UNIVERSITY OF OREGON DOCTORAL RESEARCH FELLOWSHIPS

This fellowship offers support (currently \$18,000 stipend plus tuition waiver) for a student in the final year of doctoral work; 2 students per year will be nominated by the department based on the prospectus and other materials.

TARGET OF OPPORTUNITY LAUREL AWARDS

The TOLA offers tuition waivers for students of color with strong academic records (U.S. Citizens/Permanent Residents only). Contact the [Division of Graduate Studies Funding Opportunities](#) for current information.

MARGARET MCBRIDE LEHRMAN AWARD

The McBride Lehrman Awards (available in alternate years) support graduate students who have extreme financial need in fields emphasizing communication, especially writing (\$9,000 stipend plus tuition waiver). Departments nominate candidates. Check the Division of Graduate Studies [Awards and Fellowships](#) webpage for current information.

CENTER FOR THE STUDY OF WOMEN IN SOCIETY GRADUATE AWARDS

Awards for graduate students whose area of specialization involves research or creative work on gender, feminist theory, or aspects of women's experiences; travel grants, \$100-\$400; research grants, \$100-\$2,000; Jane Grant Dissertation Fellowship, \$10,000; International Laurel Research Award, \$2,500; Laurel Research Award, \$2,500. Contact [CSWS](#) or the [CSWS Funding](#) page for current information.

HUMANITIES CENTER FELLOWSHIPS

The Oregon Humanities Center offers support for advanced dissertation research and for research travel with humanistic emphasis. Contact the [Humanities Center](#) for current information.

COLLEGE OF ARTS & SCIENCES (CAS) SCHOLARSHIPS

The Everett D. Monte Scholarship (\$1,000) goes to one graduate student in the dissertation year; the Mary Chambers Brockelbank Endowed Assistance Fund (\$500-\$1,000) is available to students of limited means; the Risa Palm Graduate Fellowship (\$1,000) goes to one or more graduate students. Contact [CAS Department Scholarships](#) for current information.

CENTER FOR ENVIRONMENTAL FUTURES/JUST FUTURES INSTITUTE

The Center for Environmental Futures/Just Futures Institute offers a dissertation fellowship, a postdoctoral position, and other funding, support, and opportunities. See [Just Futures Institute](#) for more information.

For information on these and other internal and external funding opportunities (such as Ford Foundation Fellowships, Fulbright Fellowships, NSF Fellowships, Woodrow Wilson Grants in Women's Studies, etc.) students may visit the [Division of Graduate Studies Awards and Fellowships](#) webpage.

EXTRA-CURRICULAR OPPORTUNITIES

ENGLISH GRADUATE ORGANIZATION (EGO)

The English Graduate Organization (EGO) welcomes all graduate students in the department who wish to participate in discussions on a variety of professional and scholarly topics twice a term at casual “wine and cheese” meetings or brown bag lunches. Faculty members are often invited to participate in the discussions and answer questions regarding graduate student concerns and issues of the discipline. EGO also hosts an annual fall picnic to welcome new graduate students and faculty to the English department and a spring party to congratulate recent graduates, polls graduate students regarding student membership on departmental committees, and runs an annual book sale. Contact Travis Heeren, EGO President AY 23-24 (theeren@uoregon.edu).

STUDENT/FACULTY READING GROUPS

MESA VERDE READING GROUP

Mesa Verde is a group of graduate students and faculty, both within the English department and from other departments, who are interested in the study of literature and the environment. The group participates in several different activities. Mesa Verde sponsors an ongoing colloquium series, which provides an opportunity for graduate students and faculty to present their current work in the field. Members also meet regularly to discuss ecocritical texts and related works in environmental philosophy, public policy, and film. In addition, they occasionally go camping. There is no need to define yourself as an ecocritic to attend meetings. Mesa Verde has a full range of specialists—medievalists to Americanists—in their ranks. If you are interested in the topic and in good company, you are welcome to subscribe to their email list and join them. Contact Genevieve Pfeiffer (gfeiffe@uoregon.edu).

MODERNISM READING GROUP

The Modernism Reading Group meets monthly to read and discuss modernist literature and criticism. Readings include primary works, critical works from the period, and recent critical and theoretical works on modernism and modernity. A memo announces the first meeting and lists the readings for the year. Contact Paul Peppis (ppeppis@uoregon.edu).

Other reading groups from that may be active or could be revived include, Multiethnic Futurisms, “Others,” Queer Studies, Theory, Trauma Studies, Oregon Rhetoric Society, Jewish Studies, Ellenweorcas (Medieval Lit), Contemporary Poetry, Comics Studies, and Children’s Literature. Most reading groups are transitory, depending on graduate students’ interests. Feel free to start or restart a reading group!

APPENDICES:

LINKS TO GRADUATE STUDENT FORMS

[Graduate Student Forms](#) can be found [here](#), on the English Department Resource Page. You can also click on individual forms listed below.

APPENDIX A - [PERMISSION TO REGISTER: INDIVIDUALIZED STUDY](#)

APPENDIX B - [PERMISSION TO REGISTER: ENG 605: READING TO COUNT AS SEMINAR](#)

APPENDIX C - [PERMISSION TO COUNT NON-ENGLISH COURSE AS SEMINAR](#)

APPENDIX D - [PERMISSION TO COUNT 500-LEVEL COURSE AS SEMINAR](#)

APPENDIX E - [PLAN OF STUDY: MA FIRST YEAR](#)

APPENDIX F - [PLAN OF STUDY: PHD FIRST YEAR](#)

APPENDIX G – [PLAN OF STUDY: COMPREHENSIVE EXAM](#)

APPENDIX H - [MA THESIS OPTION APPROVAL](#)

APPENDIX I - [ENGLISH DEPARTMENT SUMMER EXTENSION AGREEMENT](#)

APPENDIX J - [PROSPECTUS COVER SHEET: REQUIRED COMMITTEE SIGNATURES](#)

APPENDIX K – [FIRST-YEAR DISSERTATION STATUS MEETING](#)

APPENDIX L - [DISSERTATION TERM BY TERM CHECK-IN](#)

APPENDIX M - [TRAVEL AUTHORIZATION FORM & POLICY](#)