

Graduate Handbook

**Department of English
Michigan State University**

<http://www.english.msu.edu>

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Table of Contents

	Page
Program Overview	3
M.A. Literature in English Degree Requirements	9
Ph.D. Overview of the Degree Stages	14
Ph.D. Degree Requirements	17
Quick Guide to Degree Stages for the Ph.D. in English	22
Ph.D. Comprehensive Examination	23
Doctoral Dissertation	28
Advising for Doctoral Students	31
University, College and Department Policies	33
Student Associations	41
Facilities	43
Graduate Assistantships	46
Fellowships and Awards	50
Travel for Research	52
Travel for Study	53
Certification for Teaching College English	55
University Resources	57
Services for Graduate Students	59

Graduate Handbook

Department of English

Michigan State University

PROGRAM OVERVIEW

The Department of English at Michigan State University (MSU) offers M.A. and Ph.D. degrees in literary studies. Our programs seek to promote innovative approaches to the study of literature and culture that cut across traditional periods and national and disciplinary boundaries. Comprised of a diverse faculty who publish in literary, cultural, visual, and ethnic studies, the Department of English fosters rigorous intellectual exchange in and out of the classroom, as well as with scholars from other universities through our speaker series and annual Critical Institutions symposium. English graduate studies also allows for productive interaction with a variety of other graduate programs at MSU, including American Studies, African and African American Studies, Caribbean and Latin American Studies, and Women, Gender, and Social Justice. The Department of English is the editorial home of *CR: The New Centennial Review* and *Postmodern Culture*. A strong supporter of affirmative action, the Department of English considers racial and gender diversity central to a vibrant and competitive graduate program.

The graduate program in English at MSU educates students for successful careers in English Studies, particularly as active scholars in institutions of higher learning. The MA degree provides advanced general training in English literature, theory and criticism. The Ph.D. enables students to focus on an area of expertise, culminating in the writing of the doctoral dissertation. Doctoral education in English aims at training scholar/teachers who have both the breadth of knowledge necessary to the basic programmatic needs of most English departments as well as the focused expertise necessary to make a significant scholarly contribution. The diversity of the discipline requires that English graduate programs focus on providing students with:

- A critical understanding of the various methods and theoretical approaches to the field as well as thorough knowledge of literary canons and traditions;
- Ample opportunity to engage in processes of interpretation and analysis;
- Training and experience writing for expert audiences;
- Attention to issues of the pedagogies of college literature and critical thinking.

The Department provides graduate students with opportunities to acquire a wide range of academic experiences in order to prepare them for professional careers

as scholars and educators in universities and colleges in the US and beyond. In addition to completing the program requirements to receive a PhD in English and gaining classroom experience as teaching assistants, graduate students participate in the professional life of the department by attending lectures, organizing conferences, and presenting their work to peers. There are a number of opportunities for students to engage in departmental activities; for example, they can serve as graduate student representatives on standing committees, such as the Policy Committee, the Graduate Committee, and the Undergraduate Programs Committee. There is also a graduate student representative on all faculty search committees. Students are encouraged to join in graduate student associations inside and outside of the department such as the Association of English Graduate Students (AEGS), the Council of Graduate Students, the Black Graduate Student Association, and the Multicultural Women's Association. Through such activities students experience more fully the professional expectations of an academic career.

The Master's Degree

The M.A. Program gives students a comprehensive grounding in literature, critical theory, and a variety of research methodologies. Designed to develop the skills associated with literary and cultural criticism, the M.A. degree prepares students for doctoral studies as well as careers in other fields that require highly developed critical, editorial, writing, and teaching skills. Master's students may choose Plan A (thesis option) or Plan B (portfolio option). Master's students may continue on to the PhD in the department, applying either during the final year of the program, or at the end of the first year, under the process for accelerated admission. At the end of the course work (see description below), students should be able to recognize the characteristics of professional discourse in the field, define specific areas of study, and produce a paper for suitable for publication. The portfolio is designed to help synthesize course work and to show the student's ability to engage a specific critical problem within the field. The thesis is a practicum in producing a professional publication under the guidance of a faculty member.

Faculty expect that master's candidates in English will learn to:

- Know the broader context of English studies
- Employ and interrogate the theories, philosophies, and assumptions of critical, cultural and textual analysis and interpretation
- Develop an area of expertise appropriate to their long-term objectives
- Produce publishable work for an academic journal in the field
- Practice professional pedagogical methods for teaching at the college level

The Doctoral Degree

The Ph.D. program is flexible and responsive to students' research interests. Students have the freedom to organize a course of study oriented toward completing the degree requirements efficiently and maximizing their professional training. To assist students, the Department of English has established several unique doctoral emphasis areas: Literature of the Americas, Medieval and Early Modern Studies, Narrative Theory, Postcolonial and Diaspora Studies, and Transatlantic Modernities. The Ph.D. emphasis areas help students to conceptualize their research projects within larger rubrics. Students may also, with the approval of an advisor, create a specialized emphasis that bridges interdisciplinary areas of interest, or that carves out areas of research not represented by existing emphases. The PhD requirements allow students to develop a research area and to use this area as the basis for their doctoral examinations and dissertation work

Doctoral work in English prepares students to engage as scholars and teachers in the professional environment of the university and as contributors to on-going debates surrounding textual representation, discursive fields, interpretative approaches, cultural practices and histories, and pedagogies. Faculty expect that candidates in English will learn to:

- Know their areas of expertise as well as the broader context of English studies
- Employ and interrogate the theories, philosophies, and assumptions of critical, cultural and textual analysis and interpretation
- Contribute to the production of knowledge a continuing understanding of literature and culture through research and publication
- Perform as expert writers
- Perform as expert teachers

Stages of Professional Training

1. Coursework: Master's and Doctoral Students

Through an intense program of course work, oriented toward the most recent developments in literary critical studies, graduate students are expected to attain the fundamental skills to conduct advanced original research in their fields of expertise. In all stages of course work, students are encouraged to develop the habit of academic research and writing. Thus seminars have the goal of both helping students to read critically within a particular genre or theoretical problem and to write an original seminar paper that is of (or is close to becoming) publishable quality. Recognizing that the presentation of work is an important component of academic professionalization, students are encouraged to attend conferences in order to establish contacts outside of the department and to get

feedback on their work from other perspectives. It is expected that students will actively seek forums for presenting and publishing their scholarship even as they complete the formative period of training in literary studies. The Department, College and Graduate School offer financial support for professional presentations.

As PhD students move through the program, they are expected not only to become experts in their fields of study, but also to be able to describe in a concise and clear manner their research methodologies and objectives. Learning to write proposals and abstracts is crucial to rounding students' professional training. To this end, coursework often includes writing abstracts and proposals.

2. Doctoral Comprehensive Exams

Doctoral education in the humanities belongs to a long tradition of demonstrating the acquisition of knowledge and skills through the comprehensive examinations and the writing and defense of dissertations. These instruments, as they are defined and practiced in the Department of English, are designed to set more independent and individualized tasks for doctoral candidates as a gradual segue from student to expert.

The process of the comprehensive examination occurs in two parts. The first part sets students the task of defining, formulating and defending both a field of study and a critical problem. The resulting proposal is read by both the student's Guidance Committee and the Department's Graduate Committee. The second part is the performance of expertise in both written and oral examinations based on the materials defined in the proposal. The oral component prepares students to discuss and defend their work with faculty in a manner similar to that of an MLA job interview.

This examination process reveals the following:

- The extent of field knowledge
- The ability to synthesize materials, employ theories, and perform critical and interpretive tasks
- Facility in forging and writing compelling arguments
- Readiness to engage in critical conversations as an expert

Success in the comprehensive exam is gauged by the student's Guidance Committee.

3. The Dissertation

The dissertation is a written exercise engaging all of the skills required in the professional practices of research, argumentation, interpretation and writing. Like the comprehensive exams, the process of the dissertation occurs in two parts. The first part is the production of a dissertation proposal that sets out a hypothesis, background and method for an original research project, as well as a statement of its potential significance in the field. At the oral defense of the dissertation proposal, which is preparatory to the oral defense of the PhD dissertation itself, students must show a mature knowledge of their project's historical parameters, theoretical investments, and critical contributions. Acquiring verbal facility, especially the ability to summarize arguments confidently, explain their intellectual significance, and defend their claims is fundamental to the successful preparation of all students. The pre-dissertation proposal and oral examination are reviewed by the student's Guidance Committee.

The second part is the research, writing, revision and oral defense of the dissertation. The project demonstrates the ability to forge an original argument and perform expertly the tasks of writer and critic. An outstanding dissertation will be a thoroughly researched, convincingly argued, and carefully written manuscript that makes an original and authoritative intervention in a specialized field of literary critical studies. Success in the dissertation is tested both in the dissertation itself and in the student's oral defense of the project. The dissertation defense is a public occasion, open to the department. The student's Guidance Committee evaluates the dissertation and the defense. The successful completion and defense of the dissertation marks the passage of graduate students into the profession.

4. Teaching

As part of their broader professional training, our students teach in a wide array of courses in literature, writing, film, and culture. Typically students will apprentice as assistants with faculty before commanding their own sections. In all configurations, graduate students receive annual assessments of their teaching from a faculty member based on classroom observation. Thus students are encouraged to reflect on and improve the effectiveness of their teaching methods. That most students teach and take course work simultaneously means that they must develop a balance between these demands in graduate school just as they will as professors at research institutions. Students have the opportunity to complete a Certification for College Teaching, which helps them to pull together their various teaching materials into a coherent reflection on their teaching experiences in preparation for the job market.

5. The Job Market

The department has a placement director, who will run job market workshops in the fall, help candidates who are on the job market prepare job letters, curriculum vitae and supporting materials, and run mock interviews to prepare for MLA. In addition, the department holds other informal seminars on preparing for the job market, including workshops on writing for publication, interpreting job advertisements, creating teaching portfolios, and preparing for the MLA interview.

Graduate Handbook Department of English Michigan State University

M.A.: Literature in English Degree Requirements

Although requirements for the master's degree are designed to be completed within two years, qualified students may apply for accelerated admission to the Ph.D program at the end of their second full term of coursework (procedures for accelerated admission are detailed below). The time limit for the completion of requirements for the master's degree is six calendar years from the date of enrollment in the first course included for degree certification. In addition to meeting the requirements of the University and the College of Arts and Letters, students must meet the Department requirements specified below. The graduate chairperson acts as primary adviser to MA students.

1. Complete all of the following courses within the first two semesters of enrollment in the program (6 credits):

ENG 871: Introduction to Critical Methodology and Research
ENG 885: History of Literary Criticism

Any substitution for these requirements must be approved by the graduate chairperson.

2. Complete of an additional 21 credits of graduate course work in English or related fields with attention to issues of criticism and theory, literary and cultural history, and multi-national or global literary traditions. No more than 6 hours of course work outside the department (excluding cross-listed courses) may count towards the degree. Of these courses, students must complete 2 courses in English literatures before 1800 and two courses in English literatures after 1800.

3. Demonstrate second-year proficiency at the college level in a language other than English within the first year of enrollment in the program. This may be done by completing coursework through the 200-level, passing an examination of reading comprehension, or completing a 400-level reading course for graduate students in a language other than English.

4. Complete requirements for **Plan A** (thesis and four credits of English 899 Master's thesis research) or **Plan B** (one additional graduate course and final certifying exam in the form of a portfolio), as described below.

Plan A: a total of 31 credits is required

Plan B: a total of 30 credits is required

NOTE: Not more than 4 credits of ENG 890 Independent Study may be counted toward the requirements for the Master of Arts degree in Literature in English. English 890 may not be substituted for any required course. More than half of the credits of the total required for a master's degree must be taken in courses at the 800 and 900 levels.

Graduation and Final Certification of the Degree

Students must be registered in the term in which they plan to graduate.

Applications for graduation can be obtained at the Office of the Registrar. See list of important dates for the deadline for application to graduate; generally, this falls on the first week of the term. Students who have not met the language requirement will not be certified for the degree. The thesis (**Plan A**) or exam (**Plan B**) must be completed no later than the term in which the student plans to graduate.

Plan A: Master's Thesis

The purpose of the M.A. thesis is to demonstrate the student's ability to write a scholarly, publishable article (approximately 30 pages in length).

In consultation with a thesis director, the student will produce either an original thesis or a substantial revision of an earlier paper written for an M.A. course. The goal will be to produce a publishable article that, as part of the thesis writing process, will be submitted to a journal. This exercise will help students to learn to identify audiences for journals, to think about situating their arguments within existing conversations, to produce papers in a required format (MLA or Chicago Style), and to go through the process of submission. In consultation with the graduate chairperson, students will choose a faculty member to direct the project.

Before the student begins work on the project, he or she must complete a thesis proposal form and have it signed by the thesis director and the graduate chairperson. The thesis must be approved in writing by the thesis director before the degree will be certified.

University requirements: A minimum of four credits in master's thesis research (course number 899) is required. ENG 899 is offered only on a pass/fail basis. The thesis must be prepared in accordance with the specifications in The Graduate School Guide to the Preparation of Master's Theses and Doctoral Dissertations, a handbook that is available, along with a packet of required forms relating to the thesis, from the Office of The Graduate School. An abstract of the thesis not exceeding 150 words must also be prepared as specified in the handbook.

After the thesis advisor has reviewed and approved the thesis, the student must incorporate into the thesis any recommended change(s) and corrections before presenting it to the thesis adviser for final review and signature of the bookplate. By the deadline date indicated in the schedule of courses for the semester in which graduation is expected, the student must submit to the Office of The Graduate School a final unbound copy of the thesis and abstract, an additional copy of the abstract, the signed bookplate, the microfilming and binding contract and other forms required by and available from The Graduate School.

All master's theses submitted to the Office of The Graduate School must be microfilmed. Michigan State University subscribes to the service offered by University Microfilms International. One microfilm copy will be deposited in the University Library and will be available for interlibrary loan. The abstract will be published in Master's Abstracts, which will announce the availability of the thesis in film form. The microfilming and binding fee (refer to costs in the general information section of Academic Programs) required of all master's students submitting theses will cover the cost of the library microfilm copy, binding, and the publication and distribution of the abstract. The student may order additional bound copies for the department, the thesis director, or others through University Microfilms International, or may make other arrangements for obtaining additional bound copies; a bound copy must be prepared for the department. The microfilming and binding contract, a list of local binderies and further information may be obtained from the Office of The Graduate School. An extra fee is charged if the thesis is to be copyrighted. Information about the amount of this fee and method of payment may be obtained from the Office of The Graduate School. Microfilming is considered by the University to be a form of publication. Publication by microfilm, however, does not preclude the printing of the thesis in whole or in part in a journal or monograph.

Grading: The thesis will be graded as pass/fail.

Plan B: M.A. Certifying Examination

The purpose of the M.A. certifying exam is to demonstrate the student's ability to reflect on and synthesize his or her graduate-level coursework.

Within the first two weeks of the (fall or spring) semester in which the candidate will submit the certifying portfolio, she must notify the graduate chairperson in writing of her intent to take the M.A. Certifying Examination. She will do so on a form that will be distributed in the first week of classes; it must be returned by the deadline indicated. The student must be registered for the semester in which the portfolio will be completed. M.A. certifying exams may not be taken during the summer session.

Portfolios are due no later than the 10th week of the term in which the student intends to graduate. The deadline will be announced by the graduate chairperson at the beginning the academic year.

Format: The basis of the Certifying Examination will be a portfolio collected from the student in her last semester of study. The portfolio must contain five representative papers drawn from course work in the master's program. At least one paper must be from the core masters courses (871 and 885); also, at least 1 paper must be from a course in pre-1800 literatures and at least 1 paper must be from a course in post-1800 literatures. The final 2 may be from any area covered during the program. On the basis of the five papers selected for the portfolio, the student will write an integrative, reflective essay of a minimum of 10 pages. The essay must demonstrate a comprehension and synthesis of course work in a range of periods and nationalities, and an ability to identify and apply a theoretical argument or perspective. The student should identify a central theoretical problem or a coherent set of issues or questions that run through or help to synthesize the papers she has chosen to include. The essay should talk about ways in which the problem, issues or questions have been addressed in the student's work to date, about the assumptions the student has relied on in her own attempts to address these issues, about how she might revise her earlier assumptions, and about what kinds of future research might help her to address the issues she has identified. The essay should include a works cited list in MLA bibliographic style.

Examination Committee: The Examination Committee will consist of 3 faculty members, drawn from a range of period, theoretical and national specializations. The committee will be appointed by the graduate chairperson after consultation with the Graduate Committee. At least one faculty member serving on the Examination Committee will serve a 2-year term, staggered so as to provide continuity from year to year. No one shall serve successive two-year terms.

Grading: The candidate's reflective essay will be evaluated by the entire examination committee, according to the purpose listed above ("the student's ability to reflect on and synthesize his or her coursework"). The results will be reported to the graduate chairperson and the candidate within 3 weeks after the portfolio is completed. The grades used are as follows: High Pass, Pass, Fail. A candidate who receives a failing grade may revise and resubmit the essay to the exam committee one time only.

Accelerated Admission to the Ph.D. program

A student who feels ready to begin doctoral work after one year of work in the master's program may wish to apply for accelerated admission. This is a decision that should be discussed with the graduate chairperson before the application is made.

Students applying for accelerated admission into the Ph.D. program (admission after 1 year of MA course work instead of 2) must have:

- completed a minimum of 5 courses, including the required core courses and two seminars in literature from different periods
- completed the coursework with a minimum of a 3.8 GPA

Students must apply for accelerated admission no later than the last week of classes in their second full term of coursework. The application, to be submitted to the graduate chairperson, will include:

- a statement of purpose of 750-1000 words describing the student's specific area of interest(s) and desired area(s) of emphasis
- 2 letters from faculty in the department of English who support the student's application for accelerated admission

Requests for accelerated admission will be reviewed by the graduate committee the first week after the completion of spring term (when grades for the spring term are available). Students will be notified shortly thereafter whether they have received accelerated admission. Students who are denied accelerated admission can apply for regular admission after completion of the MA. Courses completed during the first year of the MA cannot be used to satisfy the 24 credits of required doctoral course work.

Students who decide after completing three years of course work not to pursue the Ph.D. may be awarded an M.A. The graduate chairperson will review their files and decide which courses will be used to meet the M.A. requirements.

**Graduate Handbook
Department of English
Michigan State University**

PhD

Overview of the Degree Stages

The doctoral degree involves several stages: completing coursework and language requirements, forming a guidance committee, taking comprehensive exams, designing a dissertation project and refining it through a pre-dissertation examination, and completing and defending the dissertation. At some point in the writing of the dissertation, you will start the job search process. Because each stage of the degree is related to the next, you will need to be thinking ahead, and considering how your course work, comprehensive exams and dissertation will relate to your ultimate career path. From the beginning of your course work you should be talking with advisors about job possibilities. The department holds some workshops that will help you in thinking through these issues, but nothing can replace one-on-one conversations with those who have been through the process.

The stages of the degree break down roughly as follows (detailed information on italicized items can be found below):

Stage one: Course work and language requirements. During this initial stage in your degree, you will be advised by the graduate chairperson. You should decide in your first year whether you will fulfill your language requirement by pursuing one language or two. You should also be thinking about your guidance committee. Your committee members should be chosen no later than your last semester of course work. Talk with the graduate chairperson about the composition of your committee.

Stage two: Guidance committee and comprehensive exam. Your guidance committee must be in place before you begin exams; its members will work with you to decide on exam areas, and they will be involved in grading and composing exams. As soon as the committee is set, and **no later than the final term of course work, you should have a meeting of the guidance committee** at which you and your committee will agree on which exams you will sit, whether you need to complete additional course work based on your project or special area, and whether you have completed the language requirement. **At that meeting, your committee members will sign a guidance committee report form. This form represents an important agreement between you and the**

committee about what will be expected for completion of the degree. (For additional information about the guidance committee and report, refer to Academic Programs at <http://www.reg.msu.edu/read/UCC/Updated/04graded.pdf>). At this stage, you should also have a general idea of your dissertation topic. This will determine the composition of your guidance committee and also your exam areas. Students complete a written comprehensive exam based on a list divided into two categories (historical period, genre, or field; and critical problem) followed by an oral defense of the exam.

Stage three: Dissertation proposal and pre-dissertation exam. Having finished the comprehensive examination, you should move quickly to prepare a dissertation proposal (abstract, introduction, prospectus, or sample chapter, a chapter outline and a bibliography). This is an important stage in the dissertation writing process, but remember that it is not the dissertation itself, so don't spend an inordinate amount of time completing it. Work out your prospectus with the director of your guidance committee. At the pre-dissertation exam you will receive feedback from all members of your guidance committee about your project. You and your committee will decide together what you need to do to complete your project, what changes you might need to make in your direction, how your topic will relate to your area of specialization on the job market. You should also come to an agreement about the dissertation writing process. Will all of your committee members read each chapter as you write? Will they look at larger portions of the project, after they have been revised in consultation with your director?

Stage four: Writing the dissertation, the dissertation defense and completing your degree. Make sure that you are in frequent communication with your dissertation director as you write. You should also make sure that members of your committee have seen a full draft of the dissertation before you schedule a defense. It often helps to make deadlines for finishing chapters and also for receiving feedback. Take advantage of dissertation writing groups and seminars. All members of your committee should receive a copy of the final draft of your dissertation no less than 3 weeks before the defense. You should apply for graduation at the beginning of the term in which you expect to defend (you must be enrolled during that term). Be sure to check deadlines for submitting your thesis to the Graduate School. For additional information on requirements for graduation, pick up a completion checklist from the graduate secretary.

Stage five: Job search. This is, of course, not really a separate phase. You should be thinking about jobs from the beginning of your doctoral program. The department has a placement director, who will run job market workshops in the fall, help candidates who are on the job market prepare job letters, curriculum vitae and supporting materials, and run mock interviews to prepare for MLA. It is important that you take advantage of these opportunities. The department has both an on-line and a hard copy subscription to the MLA job list. It is useful to

look at the list well before you intend to go on the market, so that you have a good sense of how jobs are defined.

Typical program schedule:

Years 1 and 2: course work; completion of language requirements

Year 3: comprehensive exams; between year 3 and 4, dissertation prospectus

Years 4 and 5: dissertation

Graduate Handbook

Department of English

Michigan State University

PhD Degree Requirements

NOTE FOR ALL PhD EMPHASES: Comprehensive examinations must be passed within five years and all remaining requirements for the degree must be completed within eight years from the date of enrollment in the first course included for degree certification. Should the degree requirements not be completed within the eight year period, both of the doctoral comprehensive examinations must be passed again, and the course work must be recertified.

In addition to meeting the requirements of the University and the College of Arts and Letters, students must meet the Department requirements specified below.

1. Complete at least 24 credits of graduate-level course work (18 for students starting before Fall, 1999) of which at least 12 credits must be at the 900 level, with a grade-point average of at least 3.5. Not more than 3 credits of independent study may be used to satisfy this requirement. All required course work must be completed before students may enroll in dissertation research credits; any exceptions to this rule must be approved by the graduate chairperson.

Note: Students may select one of five emphases available within the doctoral degree program in English, or design an individualized course of study in consultation with an advisor. Descriptions of emphasis areas and specific requirements for each follow this list of general degree requirements.

2. Complete a language requirement at the college level. The language requirement for the Ph.D. is intended to provide students with the tools they need to conduct research in languages other than English. Each student should work in consultation with the Guidance Committee (or with the Director of Graduate Studies) to determine which language or languages is/are most appropriate for the student's research topic, and which one of the following two options, will best fulfill this objective in light of the student's chosen area of study:

Option A

Demonstrate advanced reading proficiency at the college level in any language other than English. This may be done by taking course work in the language at the 400 level or above (excluding GRM 400, FRN 400, SPN 400, RUS 410), or

by passing an advanced reading comprehension and translation exam.

Option B

Demonstrate second-year proficiency at the college level in two languages other than English. This may be done by completing course work through the 200 level, passing an examination of reading comprehension, or completing a 400-level reading course for graduate students (e.g., GRM 400, FRN 400, SPN 400, RUS 410).

3. Pass the Ph.D. comprehensive examination.

4. Complete requirements 1 through 3 above and have a grade point average of at least 3.5 in all graduate course work before beginning work on the dissertation. For information on the dissertation, see below. All doctoral students must register for a minimum of 24 credits of dissertation research (ENG 999) during their tenure in the program.

5. Pass a pre-dissertation examination that consists of an oral presentation based on a written proposal of the dissertation (see under Examinations below).

6. Pass a final oral examination in defense of the dissertation (see under Examinations below)

Doctoral Emphasis Area Descriptions and Requirements

- **Medieval and Early Modern Studies:** British and American literature and culture before 1800. This emphasis addresses period-specific tensions that are also germane to contemporary conditions; it invites theoretical and historical engagements with issues of genre and language, early mass culture, imperialism and slavery, social and sexual identities, and political transformations (both local and global).

Requirements: Twenty-four completed hours of credit work, consisting of courses in the following areas:

1. ENG 992I
2. Two of the following three courses: ENG 992C, Seminar in Earlier English Literature*; ENG 992D, Seminar in Later English

Literature*; ENG 992F, Seminar in American Literature to 1900* (*provided that the material covered falls under the emphasis period designation)

3. One of the following courses: ENG 810, Medieval Literature; ENG 811, Renaissance Literature; ENG 812, Early English Drama; ENG 815, English Literature Studies 1660-1800; ENG 824, Topics in 17th-century Literature; ENG 828, Colonial and Revolutionary American Literature; ENG 855, Shakespeare; ENG 955, Shakespeare; or a course approved by the emphasis coordinator.
4. Electives, worked out in consultation with the emphasis coordinator

- **Literature of the Americas (LOTA)** : Critical engagement with U.S. literature in relation to the Americas (U.S. borderlands, Latin America, the Caribbean, and Canada), global literary production, as well as the diversity of U.S. expression. Students take coursework in both classic and contemporary theoretical models appropriate for such work.

Requirements: Twenty-four completed hours of credit work, consisting of courses in the following areas (specific course numbers to be approved by the student's guidance committee):

1. Theory of the Literature of the Americas (3 credits)
2. Topics in Cultural Theory (culture, ethnicity, "race," nation and state, borders, globalization and identity, etc.) (3 credits)
3. Topics in Literatures of the United States (3 credits)
4. Topics in the Literatures of the Americas (single Area, exclusive of the U.S., or cross-area study) (3 credits)
5. Additional course work will consist of electives. Students are strongly encouraged, depending on area of specialization and interest, to take a portion of these elective hours outside the department in areas such as Romance Languages, History, American Studies, Anthropology.

- **Narrative:** The history, theory, and poetics of narrative, including the development of the novel and the evolution cinema. This area engages psychoanalytic, feminist, Marxist, deconstructive, political, and postmodern critiques of narrative and representation.

Requirements: Twenty-four completed hours of credit work, consisting of courses in the following areas (specific course numbers to be approved by the student's guidance committee):

1. Narrative Theory (3 credits)
2. A second theory course in poetics, form and methods, cultural studies, etc. (3 credits)
3. Narrative/the novel in a comparative context (3 credits)

4. History of the novel (can be taken as a period course focusing on the novel or as a history of the novel course, broken into 2 semesters (3-6 credits)
 5. One course focusing on a specific novelist or group of novelists (3 credits)
- Electives may be used to develop a period specialty, or a focus in film, narrative poetry or nonfiction narrative.

- **Postcolonial and Diaspora Studies:** Postcolonial and Diaspora Studies: Comparative, interdisciplinary, and internationalist. Courses emphasize theoretical approaches to the geopolitics of empire, colonial discourse, anti-colonial resistance, race and nation, subaltern subjectivities, non-western and Diaspora literatures, and globalization.

Requirements: Twenty-four completed hours of credit work, consisting of courses in the following areas (specific course numbers to be approved by the student's guidance committee):

1. Postcolonial Theory (3 credits)
2. Topics in Postcolonial Theory (identity, nation and state, language, borders, globalization, culture, ethnicity, etc.) (3 credits)
3. Topics in Postcolonial Literature (broadly conceived, and cutting across regional lines) (3 credits)
4. Topics in a specific postcolonial literature (narrowly defined, either by region, or by nation or state, or by a narrow literary scope) (3 credits)
5. Additional course work will consist of electives. Some students, depending on area of specialization and interest, may be advised that a portion of these elective hours should or could be taken outside the department.

- **Transatlantic Modernities:** Focus on the formation of modern literature and culture from the eighteenth century forward. Students may develop a specific theoretical, transnational, period, or genre specialty within the emphasis, highlighting such problems as the history of the aesthetic, history of the novel, visual studies, the rise of nationalism.

Requirements: Twenty-four completed hours of credit work, consisting of courses in the following areas (specific course numbers to be approved by the student's guidance committee):

1. Cultural Theory (3 credits)
2. A course in a theoretical area appropriate to the student's particular interests (e.g, gender studies, postcolonial theory,

marxist theory, postmodernism, border theory, narrative theory, poetics) (3 credits)

3. One course in comparative transatlantic studies in any period covered within the emphasis (18th, 19th, 20th, 21st century) (3 credits)
4. One course in American literature after 1750 (3 credits)
5. One course in British literature after 1750 (3 credits)
6. Additional course work will consist of electives.

Quick Guide to Degree Stages for the Ph.D. in English

(This list is simplified for handy reference. For important additional details about each stage, please consult The English Department Graduate Handbook)

Stage One: Years 1 and 2

- Course work; completion of language requirements.
- Guidance Committee should be established no later than your last semester of course work.
- **The Guidance Committee meets and files a Guidance Committee Report** either at the end of the semester when coursework is completed or at the beginning of the following semester.
- After the Guidance Committee has met and the Guidance Committee Report has been filed, the student begins working in consultation with the Guidance Committee on the Comprehensive Exam Proposal and Reading Lists.

Stage Two: Year 3

- After the Guidance Committee has signed off on the Comprehensive Exam Proposal and Reading Lists, and **within six months after the completion of course work**, the student submits the Proposal and Lists to the Graduate Committee for approval. **The Graduate Committee will not consider the materials of any student whose Guidance Committee has not yet met and filed the required Guidance Committee Report with the College.**
- After the Proposal and Lists are approved by the Graduate Committee and the Associate Chairperson for Graduate Study, the student may schedule an exam date with the Graduate Secretary. **Students may not schedule the exam prior to this point.** At this time, the oral component of the exam should be scheduled for a date two weeks after the written exam. Exams may not be scheduled during the last two weeks of the semester or during the summer except under extenuating circumstances and with the agreement of the Guidance Committee and the Director of Graduate Studies.

Stage Three: Years 4 through 5

- Having finished the Comprehensive Examination, the student should move quickly to prepare the dissertation prospectus in preparation for the Pre-Dissertation exam, which should take place within one semester of completion of the comprehensive exam.
- While writing the dissertation, the student should remain in regular contact with the dissertation director and other guidance committee members.
- The student must apply for graduation at the beginning of the semester during which s/he plans to defend the dissertation (the student must be enrolled during that semester).
- During the academic year in which the student expects to complete the degree, s/he should be actively engaged in preparing for the job search.

Graduate Handbook Department of English Michigan State University

PhD Comprehensive Examination

The Exam

The purpose of the PhD Comprehensive Examination is to demonstrate mastery of a field of study and analytical acumen by approaching that field through the lens of a critical problem. The exam lists and the exam itself are intended to give the student the grounding and expertise necessary to produce new knowledge in their field of inquiry.

The PhD Examination consists of:

- 1) A written exam based on two reading lists that have been generated by the student in consultation with her Guidance Committee. The lists, as defined below, will provide both breadth and depth, field expertise and critical focus. The rationale for the lists will be provided by the student through an exam proposal.
- 2) An oral defense of the written exam.

The Process

1. Working in close consultation with the Guidance Committee, the student will develop an exam proposal, which will be submitted along with two exam reading lists for the Guidance Committee's approval within four (4) months of the student's completion of course work. After the Guidance Committee has signed off on them, the proposal and reading lists must be submitted to the Graduate Committee for departmental approval. The process of developing and submitting these documents for Graduate Committee approval should take no more than six (6) months from the completion of doctoral course work.

2. Once the lists and exam proposal have been approved by the Graduate Committee, the student, in consultation with the Guidance Committee, sets an exam date with the Graduate Secretary. If the lists and/or proposal are not approved, the student will have no more than one month's extension to revise the proposal and/or lists and resubmit them to the Graduate Committee. **Students may not schedule the exam date until after the proposal and lists have been approved by the Graduate Committee.**

3. Within one calendar year of completing doctoral course work, the student takes a written exam in which s/he responds in essay form to three out of five questions devised by the Guidance Committee on the basis of the lists and proposal.
4. Within two weeks of having taken and passed the written exam, the student takes an oral exam based on the written exam, the proposal, and the lists.
5. Students who fail the written exam will not take the oral portion until after they have retaken and passed the written exam. They may retake the written exam only once.
6. Aside from special extenuating circumstances, candidates will not be allowed to take the exam during the summer, or during the last two weeks of either the Fall or Spring Semester.

Exam Lists and Proposals

Examination Reading Lists:

The two lists will include a comprehensive selection of texts relating to 1) a field of specialization and 2) a critical problem:

- I. Field of Specialization (approximately 75 items): an historical period (e.g. Victorian Literature), genre (e.g. drama), or other field recognizable in the discipline (e.g. Literary Theory).
- II. Critical Problem (approximately 50 items): a specific area of theoretical and methodological inquiry that focuses the larger area of inquiry represented by list I (e.g. Representations of History in the Victorian Novel; City Comedy and Early Modern Cosmopolitanism), and which will lead, at a later stage, to the framing of the dissertation project. By separating the exam list into two distinct but mutually engaged categories, we hope to structure into the process a productive dialogue between coverage and specific expertise, so that the student's critical focus takes place against the backdrop of a broad familiarity with her field. In constructing their lists in consultation with the Guidance Committee and chair, candidates should avoid overlap as much as possible. The stated numerical requirements for the breadth of each category represents an approximate number of book-length items; if the student's list includes a number of articles or book chapters, the number of titles would rise proportionately.

On both lists, all primary texts should include the earliest publication date; all secondary texts should include full bibliographical information following MLA format.

Copies of all reading lists will be kept on file in the Graduate Office and will be made available to other students as possible models for future lists.

I. Field of Specialization (75 items):

Students may choose to be examined in any field or historical period recognized in the discipline. The period or field need not be limited to one national tradition (British or American, for example), and students may be examined in work coming from more than one historical period. The majority of texts chosen for this category should be primary texts. Because the majority of academic jobs are still articulated according to field, genre and/or historical period, the purpose of Category I is to ensure that students understand individual works within a larger social, intellectual, political, theoretical, or artistic context; that students develop mastery of their field; and that students consider their dissertation projects in light of, though not in subservience to, traditionally defined areas in the professional study of English.

II. Critical Problem (50 items):

List II includes a selection of items that establish the basis for developing a specific critical problem, and which unite and illuminate the field/genre/period-related focus defined by the texts in Category I. The critical problem, in an ideal scenario, is the germinal form of the ideas/interventions that might form the basis of a dissertation. The critical problem list indicates an area and mode of inquiry rather than a formulated thesis; in a sense it remains an open question for the student to explore while preparing for the examination.

The purpose of Category II, and of the exam proposal, is to require students to begin the process of synthesizing and concentrating their field of study as quickly as possible following the completion of their course work. Taken together, Category II and the Exam Proposal will guide and direct the process of studying for the qualifying exams, and should not in any way restrict or inhibit it. Both the written and oral examinations will provide the student with an opportunity to sharpen, confirm, or complicate their critical problem and thus prepare the student to write a focused dissertation prospectus. Again, the goal of this category is to put the student's general study of her field and the specific nature of her interests into dialogue as early and forcefully as possible.

Exam Proposal

The exam proposal should provide a clear and focused rationale for the student's two reading lists. This document, 6-10 double-spaced pages in length, should describe the parameters of the literary field and briefly explain the importance of the critical problem, both generally and with respect to the student's particular field of specialization. The primary purpose of the proposal is to justify the selection of the texts on the exam lists and to explain their particular conjunction;

it should not be conceived as a preliminary version of the dissertation prospectus.

The proposal should include the following: an overview of the field of specialization, including a description of the parameters of the field, and a summary of areas of research encompassed by the field list; an overview of the critical problem, including a summary of the key issues/questions guiding the selection of texts, specific examples of works that offer occasions to consider the issues/question, and the critical methods to be engaged in investigating the critical problem.

The Exam

Written Exam

Drawing from the exam proposal and the lists, the guidance committee will formulate questions for the written portion of the exam. The written exam will typically give the student five questions and ask for essay-length responses to three. Students may also be encouraged to formulate a few questions beforehand, with the understanding that the final form of the questions will ultimately be determined by the chair and the committee. The written exam questions should cover each of the two list categories in some fashion, and include at least one "synthetic" question that asks students to put material from Category II (critical problem) into dialogue with material from Category I.

The exam will be administered according to the take-home format currently in place: a student will pick up the exam on Friday at noon from the Graduate Secretary and return it to the Secretary by noon Monday. The Exam Committee will grade the written exam pass/fail by evaluating whether or not the student effectively demonstrates mastery of the field and a nuanced comprehension of the critical problem; only if a majority assigns a grade of pass will the exam proceed to the oral component. Readers should report their grade to the chair of the committee no later than four days after receiving the exam. There should be a one to two week delay between the written and oral portions of the exam. If the committee gives the exam a failing grade, the readers will explain their reasons for doing so in a memo to the chair of the exam, and the chair will convey this information, with appropriate commentary, to the student, as well as to the Director of Graduate Studies. A student who fails the written portion must retake the exam within six months, and must pass it the second time in order to remain in the program. Once a student has passed the written exam, she will not have to retake it in the event that s/he fails the oral examination, provided the oral exam is retaken and passed within six months.

Oral Exam

The student should discuss the nature of the oral exam with her chair after passing the written examination. Discussion about the oral exam should be kept to a minimum, and may address perceived weaknesses in the written examination that may form a significant portion of the oral exam. In no way should any discussion between student and chair function as a means of preparation for the oral.

At the beginning of the oral exam, the student will be asked to present an opening statement that may elaborate on the nature of her research interests and/or address the nature of her written responses (10-15 minutes). The student should address the significance of her work, the evolution of the critical problem over the course of exam preparation, and the current state of her thinking about the problem. Subsequent questions may follow this presentation or return to the written exam, but in general the oral examination should be focused on the implications of the student's critical problem and related issues. The exam should take no more than two hours.

The grade on the oral exam should be reported to the student promptly, ideally within an hour after the exam. Typically, the student will be excused from the room following the exam, and the committee will deliberate over her performance. The exam may be retaken only once. Students can petition the Director of Graduate Studies to retake the examination after a second failure, but given the structure of the exam process, these petitions should be infrequently granted.

Graduate Handbook Department of English Michigan State University

DOCTORAL DISSERTATION

A doctoral dissertation is an original scholarly project based on original research which makes a significant contribution to knowledge. The dissertation will be directed by the chair of the student's guidance committee with the assistance of the whole committee (see under Advising), to be chosen by the student and approved by the graduate chairperson. All doctoral students must register for and successfully complete a minimum of 24 credits of doctoral dissertation research (ENG 999).

University requirements: The dissertation must be prepared in accordance with the specifications in *The Graduate School Guide to the Preparation of Master's Theses and Doctoral Dissertations*, a handbook that is available, along with a packet of required forms relating to the dissertation, from the Office of The Graduate School. An abstract of the dissertation not exceeding 350 words must also be prepared as specified in the handbook.

After the guidance committee chairperson and other members of the guidance committee indicate that the dissertation is acceptable for examination and not later than the date determined by the department in the semester in which graduation is anticipated, the student must submit copies of the dissertation and abstract for distribution to the guidance committee chairperson, other guidance committee members and, if necessary, to any appointed examiner. The dissertation must be in completed form, with finished diagrams, etc. It must not, however, be bound.

After the guidance committee and any appointed examiner have reviewed and approved the dissertation and after the student has passed the final oral examination in its defense, the student must incorporate into the dissertation any recommended change(s) and corrections before presenting it to the chairperson of the guidance committee for final review and signature of the bookplate. Not later than the deadline date indicated in the schedule of courses the semester in which graduation is expected, the student must submit to the Office of The Graduate School a final unbound copy of the dissertation and abstract, an additional copy of the abstract, the signed bookplate, the microfilming and binding contract and other forms required by and available from The Graduate School. One bound copy should be provided for the English Department.

All doctoral dissertations submitted to the Office of The Graduate School must be microfilmed. Michigan State University subscribes to the service offered by University Microfilms International. One microfilm copy will be deposited in the University Library and will be available for interlibrary loan. The abstract will be published in Dissertation Abstracts, which will announce the availability of the dissertation in film form. The microfilming and binding fee (see costs in the General Information section of Academic Programs) required of all doctoral students submitting dissertations, will cover the cost of the library microfilm copy, binding and the publication and distribution of the abstract. The student may order additional bound copies for the department, the school, the director, or others through University Microfilms International, or may make other arrangements for obtaining additional bound copies. An extra fee is charged if the dissertation is to be copyrighted. Information about the amount of this fee and method of payment may be obtained from the Office of The Graduate School. Microfilming is considered by the University to be a form of publication. Publication by microfilm, however, does not preclude the printing of the dissertation in whole or in part in a journal or monograph

Pre-Dissertation Examination:

Schedule: Students can take the exam at a time agreed upon with their guidance committee; it is expected that the Pre-Dissertation Exam will be scheduled no later than one year after the completion of the PhD Comprehensive Exam.

Purpose: To assess the student's readiness to proceed with the outlined direction of the dissertation.

Format: Candidates will give an oral presentation based on a written proposal of their dissertation, which will minimally include an abstract, introduction, prospectus, or sample chapter, a chapter outline and a bibliography. The guidance committee members will ask questions based on the written materials.

Examination Committee: Same as student's guidance committee.

Grading: The guidance committee will evaluate the exam and confer upon it a grade of PASS or FAIL. They will register their grade on the "Record of Pre-Dissertation Examination" form (see Appendix).

Oral Defense of Dissertation:

University regulations: The final oral examination in defense of the dissertation is conducted and evaluated by the guidance committee and, at the discretion of the dean of the college, by one appointed faculty member whose voting status is determined by the college (in the College of Arts and Letters, outside readers are non-voting members of the examination committee). Other interested faculty

members may attend the examination without vote. The dissertation and the student's performance on the final oral examination must be approved by a positive vote by at least 3/4 of the voting examiners and with not more than one dissenting vote from among the Michigan State University regular faculty members of the guidance committee.

Schedule: The final oral examination must be scheduled for a date not earlier than three weeks after the dissertation and abstract have been submitted to the chairperson of the guidance committee, other guidance committee members and any appointed examiner, but not later than the ninth Friday of the semester in which graduation is anticipated. The student must be registered during the semester in which the final oral examination is taken.

Graduate Handbook Department of English Michigan State University

ADVISING FOR DOCTORAL STUDENTS

The graduate chairperson serves as the principal advisor for students in the first year of the program. The University requires that each graduate student admitted to a doctoral program has the responsibility to form a guidance committee with the approval and the assistance of the associate chairperson of the graduate studies. The guidance committee should be formed within the first two years of doctoral study. From the time that the committee is formed, they shall have the principal responsibility for advising and evaluating the student's progress.

The Guidance Committee:

The guidance committee must consist of at least four MSU regular faculty, at least three of whom, including the committee chairperson, possess an earned doctoral degree, preferably of the same type that the student is seeking. The selection of a guidance committee is a critical step in one's doctoral program.

The guidance committee will assist the student in the fulfillment of the following requirements:

- Completing a language requirement
- Choosing further course work if deemed necessary
- Preparing Comprehensive Examination Reading Lists and Proposal, and taking the comprehensive examination
- Choosing a dissertation topic
- Passing a pre-dissertation examination covering the subject of the dissertation
- Successfully defending the completed dissertation at an oral examination administered by the student's guidance committee.

When forming a guidance committee, you should seek the advice of the graduate chairperson and you should engage in substantive discussions with students and faculty who share your research interests. Your guidance committee must be in place, and the Guidance Committee Report filed, before you begin planning and preparing for your comprehensive exams. The committee should meet no later than the end of the term before you plan to take the comprehensive exams. At that meeting, all of the topics listed above should be discussed with the committee members.

PhD Guidance Committee Report:

Having formed a guidance committee, it is essential that you choose a chairperson of the guidance committee whose responsibility it is to file a Guidance Committee Report with the dean of the college within one semester after the committee has met (see sample form in Appendix). This guidance committee report, a copy of which must be given to the graduate student, lists all degree requirements together with a timetable and tentative dissertation topic. Among other things, the report may recommend whether to accept any graduate credit beyond the master's degree that was taken at other institutions; whether any study may be done in absentia and under what conditions; what language examinations or alternative program, if any, the student must complete; and which member of the committee will direct the research that is to form the basis of the student's dissertation. **This report must be filed before the Graduate Committee will consider a student's reading lists and proposal for the comprehensive examination.** Any changes in the membership of the guidance committee may be made by the graduate student with the concurrence of the associate chairperson of graduate studies, or by the associate chairperson of graduate studies with the concurrence of the graduate student in accordance with University, College and unit policy. A change of committee form (see appendix) must be filed with the department, with the requisite signatures, in order for the change to be considered official.

It is the responsibility of the guidance committee to provide regular feedback to the student on his or her performance and progress in the program (including constructive criticism if the student's progress does not meet expectations), and of the student to keep the faculty advisor and guidance committee apprised on a regular basis of his or her progress toward completion of the degree.

Graduate Handbook Department of English Michigan State University

UNIVERSITY, COLLEGE and DEPARTMENT POLICIES

The list below is not exhaustive. Rather, it is a distillation of some recurrent matters pertaining to University, College and Department policy.

For matters of policy, students should consult the following Michigan State University publications and resources:

- *Academic Programs* - available at a cost of \$3 from the MSU Bookstore or the MSU Union Building Desk or on the web at:
<http://www.msu.edu/unit/ucandc>
- *Spartan Life* - specifically, the section on "Graduate Student Rights and Responsibilities" (direct link to GSRR:
<http://www.vps.msu.edu/SpLife/gradrights.htm>)
- Academic Freedom for Students at MSU
<http://www.vps.msu.edu/SpLife/acfree.htm>
- Procedures Concerning Allegations of Misconduct in Research and Creative Activities
<http://www.hr.msu.edu/HRsite/Documents/Faculty/Handbooks/Faculty/ResearchCreativeEndeavor/vi-miscon-toc>
- University Committee on Research Involving Human Subjects (UCRIHS)
<http://humanresearch.msu.edu/>
- *Graduate Students Rights and Responsibilities (GSRR)*
<http://www.vps.msu.edu/SpLife/default.pdf>
- *MSU/GEU Contract*
<http://grad.msu.edu/geu/agree.pdf>
- *Guidelines for Integrity in Research and Creative Activities*
<http://grad.msu.edu/staff/mentoreport.pdf>

These publications and resources will enable you to meet the University's stated expectation that: "It is the responsibility of each student to be aware of and understand University regulations as published."

A) Academic Standards

University: A 3.00 cumulative grade point average for all courses counted toward the master's and doctoral degree is the minimum university standard; however, colleges and departments may establish a higher minimum standard.

College: A student may accumulate no more than six credits with a grade below 3.0 in courses that are to be counted toward the degree.

College Academic Standards for Graduate Assistants: A graduate assistant in the College of Arts and Letters must maintain a cumulative grade point average of at least 3.25 and not accumulate deferred grades in more than 8 credits in courses (excluding courses numbered 899 and 999).

Department: Same as above for master's degree. A 3.5 cumulative grade point average is required for all courses counted toward the doctoral degree.

Department policy on academic probation and termination: A graduate student in English will be placed on probation for one year when:

- the student's record shows more than two grades of incomplete (I) or deferred (DF) (excluding dissertation credits); or
- the cumulative grade point average falls below 3.0 for a student in the MA program, 3.5 for a student in the PhD program

In either case the Associate Chair for Graduate Studies will write the student a memorandum describing the steps to be taken to remove probationary status. A student who fails to meet those steps during the one-year probationary period may be required to withdraw from the program. Probationary status may jeopardize a student's eligibility for financial support, whether by funding through the Department, the College or the University. Any student placed on probation may appeal in writing to the Graduate Committee no later than thirty days after the beginning of the semester following the notice of probation. An appeal of probationary status or termination of program will be granted only in cases of unusual hardship.

B) Annual Evaluations

University: Written evaluations shall be communicated to the graduate student at least once a year and a copy of such evaluations shall be placed in the graduate student's file.

Department: Annual evaluations will be completed by the following:

MA Literature in English: completed by graduate chairperson

PhD: completed by the graduate chairperson until the student chooses a committee chair.

See section entitled “Advising for Doctoral Students.”

C) Credit Minimums and Maximums

University: Graduate students may carry up to 16 credits each semester; a student load above 16 credits requires approval by the student’s dean. All students using University services (faculty consultation included) for graduate work must be registered each semester. Minimum registration consists of one course, one credit of master’s thesis research (899) or one credit of doctoral dissertation research. In order to be considered full time for academic purposes, students must carry the following minimum number of credits per semester: Master’s level: nine credits; Doctoral level: six credits. Doctoral students who have successfully passed their comprehensive exams, and have the exams listed as post-comp status in SIS, may enroll for one credit during the semester following the comps.

D) English Language Proficiency

University: All international applicants for graduate programs whose first language is not English must be able to demonstrate their English language proficiency. For information on meeting this requirement, see *Academic Programs*-- <http://www.reg.msu.edu/read/UCC/Updated/intlstudentadmgr.pdf>. Foreign students who wish to hold teaching assistantships are required to meet higher English language standards than the minimum required for graduate study. Any appointment of a student who is not a native speaker of English shall be provisional upon the applicant providing scores on the Test of Spoken English (TSE) or on SPEAK (given by the English Language Center (ELC) which are sufficiently good that the ELC does not recommend further English language classes. (Further details are provided under “Graduate Assistantships.”)

E) Enrollment

University: Delayed enrollment: If a person who previously attended MSU files an application for admission to a graduate program for a specific semester and is accepted but does not enroll for that semester, that person must file an application for readmission if he or she subsequently wishes to enroll. If a person who did not previously attend MSU files an application for admission to a graduate program for a specific semester and is accepted but does not enroll for that semester, that person may renew his or her application within a period of

one year by notifying the Office of Admissions and Scholarships.

Department: Pre-Enrollment: Graduate students are asked to pre-enroll each semester. It is imperative that the department know well in advance whether or not a course will have to be canceled for lack of sufficient enrollment.

F) Extensions of the Program

Degrees awarded by the College of Art and Letters must reflect the current state of scholarship and achievement in its various fields. Thus, extensions to time limits for completing degrees are granted only if currency can be ensured (that is, course work and exams reflect the current state of a field). In addition, extensions are usually granted only once, so those recommending them must be convinced that the student can complete the degree by the new deadline requested. Extensions must be approved first by the guidance committee chair, whose responsibility it is to submit, in consultation with the student, a detailed plan for completion of the degree and for recertification of course work and comprehensive examinations. The request must then be approved by the graduate chairperson, the Associate Dean for Graduate Studies in the College of Arts and Letters, and the Dean of the Graduate School. Extension requests are frequently denied at one of these levels. For more information on the paperwork required for an extension, go to: <http://www.cal.msu.edu/graduate/GradSecy.php>

G) Grading

MSU uses a numerical system consisting of the following scale: 4.0, 3.5, 3.0, 2.5, 2.0, 1.5, 1.0, 0.0. In some instances and under special circumstances, the grade of I-Incomplete or DF-Deferred may be given to graduate students who are doing satisfactory work but who cannot complete it because of reasons acceptable to the instructor. The decision of whether or not to grant an incomplete or deferred grade and the conditions by which that grade is to be made up rests with the course instructor. By University regulations, the work must be completed and a grade reported within the first six weeks of the next semester (including summer) for an incomplete, within two calendar years for a deferred. An excessive number of incomplete or deferred grades indicates an inability to complete coursework and hence may become grounds for judging that a student is not making satisfactory progress towards the completion of his/her degree program (see Academic Standards, above).

H) Graduate Assistantship Policies

Policies governing union Graduate Assistantship appointments can be found in the GEU contract. Policies governing non-union GA appointments can be found in "Graduate Student Rights and Responsibilities" 4.2.1-4.2.8. See also under "Graduate Assistantships."

I) **Grievance Procedures**

Grievance procedures for graduate students in English are those outlined in Article 5 of the "Graduate Student Rights and Responsibilities" document contained in *Spartan Life* (for a helpful gloss on that section, see the Ombudman's notes). In the Department of English the elected members of the Graduate Committee serve as the departmental judiciary with the associate chairperson of graduate studies acting as the chairperson. The Department of English hopes that issues arising between students and the Department and between students and individual faculty members can be resolved short of formal judicial proceedings and in a spirit of good will and understanding. Within the Department, the graduate chairperson is your first source for advice and assistance. For impartial advice and assistance on problems from a perspective outside the Department, contact the University Ombudsman.

J) **Plagiarism**

Definition of plagiarism: Presenting, as one's own, the words, work or opinions of someone else.

You commit plagiarism if you submit as your own work:

- a) Part or all of a written or spoken assignment copied from another person's manuscript or notes.
- b) Part or all of an assignment copied or paraphrased from a source, such as a book, magazine, or pamphlet.
- c) The sequence of ideas, arrangement of material and/or pattern of thought of someone else, even though you express them in your own words.

Plagiarism occurs when such a sequence of ideas is transferred from a source to a paper without the process of digestion, integration and reorganization in the writer's mind and without acknowledgment in the paper.

You are an accomplice in plagiarism and equally guilty if you:

- a) Allow your paper, in outline or finished form, to be copied and submitted as the work of another.
- b) Prepare a written assignment for another student and allow it to be submitted as his or her work.

c) Keep or contribute to a file of papers or speeches with the clear intent that these papers or speeches be copied and submitted as the work of anyone other than the author. The student who knows that his or her paper is being copied is presumed to consent to its being copied.

University: Please see *Guidelines for Integrity in Research and Creative Activities* <http://grad.msu.edu/staff/mentoreport.pdf> and “Integrity of Scholarship and Grades” in *Spartan Life*.

Department: The English Department desires to define plagiarism in a morally educative and not merely a legalistic fashion on the assumption that the function of a university is not only to impart knowledge but also to form character. The department believes that plagiarism is not only legally but morally wrong. The English Department assumes the honor and integrity of its students. If some should abuse this confidence, it will take action in accordance with the following university guidelines:

1. The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing protect the validity of University grades. This means that all academic work will be done by the student to whom it is assigned, without unauthorized aid of any kind. (See [General Student Regulation 1.00, Scholarship and Grades](#), for specific regulations.) Instructors, for their part, will exercise care in the planning and supervision of academic work, so that honest effort will be positively encouraged.
2. If any instance of academic dishonesty is discovered by an instructor, it is his or her responsibility to take appropriate action. Depending on his or her judgment of the particular case, he or she may give a failing grade to the student on the assignment or for the course.
3. In instances where a failing grade in a course is given only for academic dishonesty, the instructor will notify the student's academic dean in writing of the circumstances.
4. The student who receives a failing grade based on a charge of academic dishonesty may appeal a judgment made by a department, school, or a college. Refer to *Academic Freedom for Students at Michigan State University, Section 2.4.7 and 4.5.4*.
5. When in the judgment of the academic dean, action other than, or in addition to, a failing grade is warranted, the dean will refer the case to the college-level hearing board which shall have original jurisdiction. In cases of ambiguous jurisdiction, the appropriate judiciary will be randomly selected by the assistant provost from one of the three core colleges. Appeals from the judgment may be made to the All-University Academic Integrity Review Board. Refer to *Academic Freedom for Students at Michigan State University, Section 2.4.7 and 4.5.4*.
6. In instances of academic dishonesty where the instructor feels that action other than, or in addition to, a failing grade in the course is warranted, the instructor

will report the case to his or her departmental or school chairperson and to the student's academic dean. The dean will then refer the case to the college-level hearing board, which shall have original jurisdiction. Refer to *Academic Freedom for Students at Michigan State University*, Section [2.4.7](#) and [4.5.4](#).

K) Re-entry after absence from the program:

University: All students (including Lifelong) who have not been recessed or dismissed and have not completed their program may re-enter the University in any of the three terms (Fall, Spring, Summer) in the twelve months immediately following their last registered term without having to file a readmission application. Longer absences require a readmission application, which must be approved by the Graduate Director and the Associate Dean of the College of Arts and Letters.

L) Research Involving Human Subjects

The University Committee on Research Involving Human Subjects (UCRIHS) is an Institutional Review Board (IRB). Federal and University regulations require that all research projects involving human subjects be reviewed and approved by an IRB before initiation. Under the regulations, research is defined as a formal investigation designed to develop or contribute to generalizable knowledge. A human subject of research is an individual 1) from whom an investigator obtains data by interaction or intervention or 2) about whom the researcher obtains confidential information. Any project involving interviews and collection of data (including classroom studies) must receive prior approval by UCRIHS. In addition, each student applying for UCRIHS approval must complete the on-line workshop before the application is submitted. Approval can be a lengthy process involving many revisions, so start well in advance of your data collection. Data collected or interviews conducted before approval is granted cannot be used in the dissertation. The dean of each college appoints a faculty member to UCRIHS. In addition, there is a member who represents the Office of the Vice President for Student Affairs and Services, a legal representative and an off-campus member. Each member of UCRIHS also has an appointed alternate. The Chairperson is appointed by the Vice President for Research and Graduate Studies. For an application and more information about the process of approval, contact the [UCRIHS](#) office, 246 Administration Building, 355-2180. Regular meetings of the committee take place on the first working Monday of each month.

M) Residence

University:

Master's Programs: A minimum of six credits in the degree program must be

earned in residence on campus.

Doctoral Programs: One year of residence on the campus after first enrollment for doctoral degree credit is required. A year of residence will be made up of two consecutive semesters, involving the completion of at least six credits of graduate work each semester.

N) Transfer Credits

University: As many as 9 semester credits of graduate course work (excluding research and thesis credits) may be transferred into a 30 credit master's degree program, upon approval of the department chairperson or associate chairperson of graduate studies. For the doctoral degree program, graduate credits may be transferred if they are appropriate to a student's program and provided they were completed within the time limits approved for the earning of the degree desired at MSU. Only courses in which at least a 3.0 grade or its equivalent was received will be considered for transfer. Department: With the approval of the associate chairperson of graduate studies, students admitted to one of the Master's programs may transfer up to 10 credits from the Lifelong Education Program.

Graduate Handbook Department of English Michigan State University

STUDENT ASSOCIATIONS

A.) Association of English Graduate Students (AEGS)

The Association of English Graduate Students is both the official representative of graduate students in the department and a social organization. The Association works closely with the department faculty and administration on policy matters relating to graduate study and has elected representatives on all standing department committees. All officers are elected by a vote of the body of graduate students in the department. The Association invites all English graduate students to participate actively in the organization. The Association does maintain a LISTSERV to which all graduate students are encouraged to subscribe. Students should contact the president, Lauren Mason (masonlau@msu.edu) for information on membership and on subscription to the listserve.

C.) Council of Graduate Students (COGS)

COGS is the official graduate student organization at Michigan State University. Officers and departmental representatives (one representative per department for the entire University) are voting members. The primary objective is improvement of the academic, social and economic position of graduate students at MSU. The organization has official delegates to the Graduate Council, the Academic Council and standing committees thereof and several all-university and presidential committees. Through membership in these and other bodies, COGS participates in decisions on such matters as tuition and fees, the grading system, traffic regulations, academic and extracurricular programs of the university, graduate assistant stipends, improvements in, on and off campus, student living conditions, academic freedom and responsibilities, student representation in university government and the selection of principal administrative officers.

Meetings are open to all graduate students. For more information, check out their web page:

<http://www.msu.edu/~cogs/>

D). Black Graduate Student Association (BGSA)

BGSA is the primary organization for African American Graduate Students at MSU. It provides academic, professional and social support.

For more information see the web page at: <http://www.msu.edu/~bgsa> or e-mail: bgsa@msu.edu.

E). Faculty Professional Women's Association

The purpose of the Faculty Professional Women's Association is to provide a forum for and support of the various interests of the present and future professional women at Michigan State University. Graduate students are eligible to join the association as non-voting members. The dues for MSU graduate students is about 25% of the full dues. Non-voting members cannot vote in elections or on issues, nor can they hold a regular board position or office. Other than that, they have all the other rights and privileges of regular members. For information contact Gale Gower, at 355-9510 (ext. 157), gower@msu.edu. *If you know of an association that should be added to this page, please contact the graduate chairperson.*

Graduate Handbook

Department of English

Michigan State University

FACILITIES

Computers:

There are computers and printers available for graduate student use in the graduate student lounge (room 214 Morrill Hall). Please do not save your own work to the computers, add programs or alter existing programs. You must provide your own printing paper. Printers are to be used only for downloading information from the web; they may not be used for printing out papers and personal projects. Microcomputer facilities are available on campus, including laboratories in the Human Ecology and Union Buildings. Policies regarding use of equipment should be obtained from individual facilities. You can find a list of all microcomputer labs from the Computer Information Center or www.msu.edu.

Files:

Student files are kept in the main office of the English department. Files will contain copies of your transcript and annual evaluations. If you wish to review your file, please see the associate chairperson of graduate studies. The only material that will be withheld is that which the student has clearly waived his or her right to examine (i.e., confidential letters of recommendation).

Mail (s- and e-mail):

Graduate mailboxes are in room 214 Morrill Hall. You should check your mail frequently; important information is communicated through these boxes. All currently enrolled graduate students can obtain e-mail accounts on the MSU e-mail system. You will need to activate your account once you are on campus. You may use other e-mail accounts if you wish (e.g., aol or hotmail), but your MSU account is your primary location for announcements about the program (e.g., deadlines, fellowships, exams). You should either check it frequently or have it automatically forwarded to your preferred account.

Web sites:

Department site: <http://www.english.msu.edu>. Includes exam lists, forms and documents, course descriptions and announcements of upcoming events in the department. There is also a continuously updated job site on the graduate program pages.

College of Arts and Letters Graduate Studies site: www.cal.msu.edu. Includes information on deadlines for applications for assistantships, fellowships and other resources in the college.

Graduate School site: grad.msu.edu. Essential resource for connections to university publications, resources and regulations, workshops and conferences for graduate students, job placement services.

Copy Machine:

The department copy machine is available for use only by students who have teaching requirements for the department and should be used for classroom related copying only. The copier is off limits for thesis copying; COGS offers services for copying for this purpose (see under Resources: COGS).

Copy Center, 316 Student Services Bldg. Open to all members of the MSU community, the COGS copy center features the lowest rates available. All 8.5" x 11" copies are 4 cents each. Transparencies are also available for 25 cents. Thesis and Dissertation Copying Bring the final copy of your document to the COGS office. Copies are 5 cents per page and must be paid up front. Copies are made on 25% bond (the requirement) and take 2-3 business days for processing

COGS:

Legal Aid - COGS and ASMSU have joined together to provide a wide range of legal services to MSU students. This service is free to all graduate-level students. Student Legal Services is located in 329 Student Services building. Short-Term Loans - COGS offers short term loans of \$74 and \$200 (which are administered through ASMSU and the Office of Financial Aid). The loans are interest free for 30 days and 60 days, respectively.

MSU Libraries:

The Main library is located in the center of the MSU campus. You can access the library collection on line in two ways: through a telnet connection to MAGIC, or through the library web pages: www.lib.msu.edu. This site includes virtual tours, a virtual reference service and access to databases (including the MLA International Bibliography) and electronic journals through Project MUSE (including American Quarterly, Callaloo, Diacritics, 18th Century Studies, ELH, Modern Fiction Studies, Postmodern Culture, MLN and New Literary History).

MSU Bookstore:

Books for courses can be found at SBS, 421 E. Grand River, 351-4210; MSU Bookstore, International Center, 355-3450; College Store, 4790 S. Hagadorn, 333-0505.

Transportation:

Parking on Campus

Motor Vehicles:

Any motor vehicle students bring on campus is required to be registered through the Police and Public Safety department. Registration can be done through the Police and Public Safety office, 355-8440, 7:15am - 5:30 pm. To obtain a parking permit the applicant must present their vehicle registration, student ID, drivers license and, if appropriate, last year's gate card. Generally, students with assistantships are eligible to obtain parking permits which allow parking at several lots throughout the campus. Graduate students without assistantships have permits allowing them to park in commuter lots on the outer edge of the campus. If you do not have a graduate assistantship, you may, under special

circumstances, qualify for a parking permit. For example, if your vehicle is necessary in performing the duties for a job you hold on campus, you may wish to apply for a parking permit. You will need to go to DPS and fill out a Special Request form for a parking permit. A member of the staff of DPS will review your request and if they feel you need a parking permit for campus they will give you the opportunity to buy one.

Bikes:

The University maintains bicycle racks throughout the campus. Bikes should be locked to these racks when parked. Bikes are not permitted in campus buildings. Improperly parked bikes are subject to impoundment by the Department of Public Safety. Bicycle registration through the MSU Department of Public Safety or the cities of East Lansing or Lansing is required. A 4-year MSU bike or moped registration may be purchased for \$2.00 from the Department of Public Safety.

Buses:

All campus bus service is provided by the Capital Area Transportation Authority (CATA). CATA operates fixed routes serving all University apartments residence halls, commuter lots and the main campus. Additionally CATA provides direct service to off-campus apartments in the Okemos and Haslett areas during Fall and Spring semesters. CATA is also the public transit provider for the 100 square mile greater Lansing area. CATA Customer Information Center can provide personal trip planning assistance and information on using CATA services. Call 517-394-1000 for assistance or visit www.cata.org on the web.

Graduate Handbook Department of English Michigan State University

Graduate Assistantships

Assistantships are available through the Department and a variety of other venues in the College of Arts and Letters.

Most students in the program have held appointments in two or more units in the College by the time they finish their degree; many have found that this is a definite advantage when they go on the job market. Teaching in different units allows students to gain experience in a number of subject areas, classroom formats and skill levels. Assistantships are generally offered either as quarter time (10 hours per week) or half time (20 hours per week). Master's students with quarter-time and half-time graduate assistants must be enrolled for a minimum of 6 credits a semester (including courses numbered 899 or 999), but no more than 12 credits (excluding 899 or 999). Doctoral students with quarter-time or half-time assistantships must be enrolled for at least 3 credits, with a maximum of 15. During summer session, a 3-credit minimum enrollment is allowed for all types of assistantships.

Positions for graduate assistantships for the summer and following academic year are usually posted in January of every year.

Academic Standards for Graduate Assistants:

- a. *College Standards:* A graduate assistant in the College of Arts and Letters must maintain a cumulative grade point average of at least 3.25 and not accumulate deferred grades in more than 8 credits in courses (excluding courses numbered 899 and 999).
- b. *Department Standards:* Same as above for master's degree. A 3.5 cumulative grade point average is required for all courses counted toward the doctoral degree.

Eligibility for Graduate Assistantships (Effective January 1, 2008):

For M.A. Students in English

1. M.A. students are eligible for graduate assistantships within the program for a maximum of four (4) semesters (not including summers).
2. An M.A. student who has exhausted her assistantship eligibility may be given an assistantship if such is available after assistantships have been given to all qualified and eligible candidates.

3. A student who is not making satisfactory progress toward the degree is not eligible for an assistantship (Satisfactory progress toward the degree entails fulfilling academic standards according to university, college and department policies and keeping up with program milestones as outlined in the *English Graduate Handbook* under individual program requirements and “University, College and Department Policies.”)

4. Academic-year funding by fellowships or other achievement awards will not count towards the number of eligible semesters in #1.

For Ph.D. Students in English

1a. Ph.D. students entering the program either with an M.A. (granted by MSU or another institution) or via Accelerated Admission from the English masters program at MSU are eligible for assistantships within the program for a maximum of six (6) semesters (not including summers) prior to passing their comprehensive exams. Students who do not pass their comprehensive exams at the end of six (6) semesters are not eligible for assistantships within the program again until the semester following successful completion of exams.

1b. Upon successful completion of the comprehensive exam, a student is eligible for graduate assistantships within the program for an additional four (4) semesters.

2. A doctoral student who has exhausted his assistantship eligibility may be given an assistantship if such is available after assistantships have been given to all qualified and eligible candidates.

3. A student who is not making satisfactory progress toward the degree is not eligible for an assistantship. (Satisfactory progress toward the degree entails fulfilling academic standards according to university, college and department policies and keeping up with program milestones as outlined in the *English Graduate Handbook* under individual program requirements and “University, College and Department Policies.” The timetable of milestones for doctoral students is also summarized in the “Quick Guide to Degree Stages for the Ph.D. in English.”)

International Graduate Assistants:

All international graduate assistants are required by the University to demonstrate that they meet a minimum standard of fluency in spoken English before they can be assigned to do any teaching work that involves oral communication with undergraduate students. TAs may meet this requirement by: a) getting a score of 50 or higher on the Test of Spoken English (TSE), given by the Educational Testing Service, or b) getting a score of 50 or higher on SPEAK,

given by the English Language Center (ELC; contact Larry Zwier, Testing Coordinator, 353-0800, zwier@msu.edu), or c) getting a score of 50 or higher on the TA Oral interview, given by the ELC.

All newly appointed TAs who are foreign nationals are also required to participate in an International TA Orientation. In special cases the Dean of the Graduate School may decide to waive a TA's participation in the orientation. This may be possible if a TA: 1) is able to demonstrate excellent spoken English (through the process described above); 2) has been a student in a North American university; or 3) is able to provide proof of excellent teaching performance at a North American university or belongs to a department that has a well developed orientation program offering TAs instruction in teaching.

Department of English Michigan State University

Fellowships and Awards

Department Awards

John A. Yunck Endowed Scholarship

This award, named after a former faculty member in the English Department, recognizes outstanding graduate students who “have demonstrated the capacity to achieve educational and professional goals, and the initiative to seek opportunities to further their progress.” Preference is given to doctoral candidates. The English Department puts out a call for nominations to faculty only during spring semester. Those nominees selected by the Graduate Committee to compete for this award are asked by the graduate chairperson to submit a CV and two letters of support from MSU English Department faculty within one week of being notified that they have been nominated. The award recipient, selected by the Graduate Committee, is usually announced by early April. The amount of the Yunck Award in 2006-07 was \$16,000.

Graduate Completion Fellowships

Through special funds provided by the Provost, the English Graduate Program was able to award three Graduate Completion Fellowships in 2007. The purpose of these fellowships is to support graduate students who will be completing their dissertations and earning the Ph.D. in the next academic year (2007-2008). Since these fellowships are intended to provide substantial time to the individuals selected in order to complete the dissertation, and since the time commitment to the professional development opportunity attached to each fellowship is no more than 10 hours/week, recipients of the fellowships may not, at the same time, hold a GA-ship, and must be able to devote as much time as possible to research and writing toward the completion of the dissertation. The fellowship does not include tuition or health benefits. The three fellowships are as follows:

- 1) *Centennial Review* Graduate Completion Fellowship: \$22,000; up to 10 hours/week to assist editor Scott Michaelsen in all aspects of the editing and production of a scholarly journal
- 2) *postmodern culture* Graduate Completion Fellowship: \$22,000; up to 10 hours/week to assist editor Eyal Amiran in all aspects of the editing and production of a scholarly journal

3) Academic Advising Graduate Completion Fellowship: \$22,000; up to 10 hours/week to assist academic specialist Ruth Mowry in advising, career planning, and professional development for undergraduates in the Department of English

A call for applications for these fellowships was put out in the late spring. Recipients were selected by the department Graduate Committee and the relevant editors and academic specialist.

College Awards

College of Arts and Letters Merit and MSU Dissertation Completion Fellowship

The English Department puts out a call for applications for these fellowships in the early fall. Nominees are selected to be sent forward to the college by the department Graduate Committee. More information may be found at <http://www.cal.msu.edu/graduate/GradFundingCAL.php>

Special College Research Abroad Moneys (SCRAM)

The department puts out a call for SCRAM applications in the early spring. Nominees to be forwarded to the college screening committee are selected by the English Department Graduate Committee. More information may be found at <http://www.cal.msu.edu/graduate/GradFundingCAL.php>

Varg-Sullivan Awards to Outstanding Graduate Students

The College of Arts & Letters offers two Varg-Sullivan Awards: one for Outstanding Achievement in the Arts and one for Outstanding Achievement in the Letters. Paul Varg and Richard Sullivan are former deans in the College of Arts & Letters who dedicated their professional lives to excellence in the College. This award endowment has been established in their name. Graduate students in the College of Arts & Letters are eligible to be nominated for the award by their major unit. Recipients are selected based on best performance/exhibition at a national or international event in the Arts and best presentation at a national or international event or best published article in the Letters. The English Department puts out a call for applications for the Varg-Sullivan in the early spring. Nominees selected by the department Graduate Committee will have their applications forwarded to the college.

University Awards

Each year in the early spring, the department puts out a call to faculty for nominations for the Excellence-in-Teaching Citation. The Graduate Committee will select department nominees, whose files will be forwarded to the College Screening Committee in early fall of the following academic year. (These files are quite extensive and are usually prepared over the summer by nominees with department assistance.) A maximum of two nominations are usually forwarded

by the College for consideration in this all-university competition. This award is designed to recognize demonstrated teaching excellence.

Graduate Handbook Department of English Michigan State University

Travel for Research

College Awards

Special College Research Abroad Moneys (SCRAM)

The College of Arts and Letters offers fellowships of up to \$3,000 for students in the latter stages of degree completion whose research requires significant use of facilities, sources, or resources abroad. Support is for travel during the summer. Preference will be given to applications demonstrating that the research trip will accelerate degree completion and significantly add to the quality of the applicant's composition, performance, creative activity, thesis, dissertation or document. The English Department puts out a call for SCRAM applications in the early spring. Nominees to be forwarded to the College screening committee are selected by the English Department Graduate Committee. More information may be found at

<http://www.cal.msu.edu/portals/documents/SCRAMInstructions.pdf>

Department Awards

Travel for Conference Presentations and Research.

Money is available in the Department of English for travel to conferences at which the student is presenting a paper and for travel to do research within the U.S (international research is covered by the College SCRAM). There are two travel fund cycles. Dates and procedures for applying will be announced at the beginning of each term. Application materials must be submitted to the graduate chairperson well in advance of the event. Awards will be decided by the Graduate Committee.

The College of Arts and Letters and the Graduate School have limited funding available for graduate students for travel to conduct or present their research. Requests should be accompanied by a summary of cost-sharing with the student's department. If funding is not provided by the department and/or college, an endorsement of the request from both the department and the college is still required. Awards are usually limited to \$500 or less. Awards from the college are limited to one a year. Awards from the Graduate School are limited to once in the course of a student's graduate career. This application is made with the application for Department funds. Requests must be accompanied by a letter from the major professor/advisor stating that the student is making satisfactory progress in his/her graduate program. For application forms, see the Graduate School website at: <http://www.msu.edu/user/gradschl/forms/travel.pdf>

Graduate Handbook

Department of English

Michigan State University

Travel for Study

Graduate Scholarships for Foreign Language Study

The Committee on Institutional Cooperation Foreign Language Enhancement Program (FLEP) awards scholarships to graduate students pursuing study of less commonly taught languages during the summer. Eligibility: Applicants must be pursuing a graduate degree at one of the thirteen participating CIC institutions and can travel to any CIC institution. FLEP recipients may also apply for the Traveling Scholar Program (see below) which enables them to attend a host CIC institution while paying tuition and fees at their home institution. You may not apply for a language at your home institution. A list of foreign languages expected to be taught at the CIC institutions will be available on the web at <http://www.cic.uiuc.edu/programs/FLEP/>. You may also email: cic@uiuc.edu or call the CIC office at (217) 333-8475.

Traveling Scholar Program

Purpose: The Committee on Institutional Cooperation (CIC), the consortium of the Big Ten universities and the University of Chicago, sponsors the Traveling Scholar Program as part of its continuing effort to increase cooperative use of its member institutions' resources. The Program enables doctoral-level students at any CIC university to take advantage of educational opportunities-- specialized courses, unique library collections, unusual laboratories--at any other CIC university without change in registration or increase in tuition. **Admission to the Program:** The student who wishes to become a CIC Traveling Scholar must first consult with his or her adviser, who will determine whether the off-campus opportunity is likely to enhance the student's education and ascertain that it is not, in fact, available on the home campus.

Admission procedures follow these steps:

- Adviser discusses the proposed visit with a colleague at the host university; both faculty members should agree that the student is qualified to take advantage of the visit.
- Adviser sends the student's application, credentials and details of the visit to the Traveling Scholar Liaison Officer on the home campus.

- If the home campus Liaison Officer approves the visit, the recommendation and the student's credentials are sent to the host campus Liaison Officer. If both Liaison Officers approve, the home campus officer notifies the student of his or her acceptance as a CIC Traveling Scholar and both campus officers provide information regarding registration procedures.

- The application must be completed at least one month before the start of classes at the host university. Applications arriving after the deadline may not be accepted by the host university. Consult the CIC Academic Calendars Page for term beginning and ending dates.

Conditions of Enrollment:

Visits of Traveling Scholars may not exceed two semesters or 3/4 regardless of the number of courses taken. Traveling Scholars remain in registration at their home universities, paying only the regular fees charged when they are in residence. Traveling Scholars are not billed by the host institutions for registration or tuition fees. However, they must provide evidence of tuition paid at their home university. Host universities provide health and medical services to Traveling Scholars, as well as access to libraries, laboratories, recreational facilities, housing, etc., on the same basis as they are made available to resident graduate students, which may involve the payment of fees for certain services or benefits. Credit earned by Traveling Scholars is automatically accepted by the home university upon receipt of grade reports or transcripts from the host university.

Additional Information:

Interested faculty and students should confer with their liaison officers (Tony Nunez; nunez@msu.edu) or e-mail: cic@uiuc.edu.

Web link: <http://www.cic.uiuc.edu/programs/TravelingScholars/index.shtml>

Graduate Handbook Department of English Michigan State University

Certification for Teaching College English

The Certification in Teaching College English is a voluntary comprehensive program to prepare graduate students in the Department of English for careers in post-secondary education while enhancing the quality of their teaching at Michigan State University. Designed to provide background and training in the teaching of English at the college level, the program includes course work, workshops and seminars that provide basic information on teaching and learning. It is tailored to meet the needs and goals of individual participants. In addition, the program requires a mentored teaching experience and the development of a teaching portfolio.

The materials developed in the teaching portfolio, along with the certificate and designation on the student's transcript, will assist graduates seeking employment in an increasingly competitive job market and will prepare graduate students to teach in a range of institutions such as community college, liberal arts, research intensive, etc.

The program is designed to supplement the student's degree program and is not a separate emphasis within the Department (except for the "Critical Studies in the Teaching of English" MA II program and its related strands in the PhD program, which do focus on issues and theories in the teaching of English). One benefit to graduate students in this program is improved teaching while serving as TAs at MSU through existing workshops and seminars. The program is designed to provide coherence for the teaching experience TAs gain as part of their careers as graduate students. This certification program offers teaching assistants a way of documenting their developing expertise as teachers.

How to apply: To be eligible, students must be in an MA or PhD program in English and have a commitment to developing their teaching competence. Applications are on the College of Arts and Letters web site (<http://www.cal.msu.edu/grad/cctp/overview.html>).

The application should include:

- the application form
- a statement of interest in and commitment to the program
- a letter of support from the student's adviser or, for MA students, a faculty member familiar with the student's work
- any additional support materials that an applicant deems important

The program will be administered by the graduate chairperson, the undergraduate chairperson and the Graduate School.

Requirements: It should be noted that the methods for fulfilling the requirements are flexible; the coordinators of the program work with participants to develop a program appropriate for that student. The coordinators, in consultation with the program evaluation committee, determine when all requirements have been met.

- ENG 876, "Writing Theory," or ENG 871, "Introduction to Critical Methodology and Research." (NB: ongoing curricular changes will eventuate in a change in the course requirement)

- Demonstrated knowledge about and competency in the following five core areas: 1) Adult Students as Learners—creating learning environments, 2) Teaching/Learning Strategies in Literature and Writing Courses, 3) Assessment of Learning, 4) Use of Technology in the Classroom, 5) Understanding the Academy—what it means to be a faculty member at a college or university. These core components can be completed in a variety of ways, during the course of students' degree programs, by participation in workshops, seminar series and course-specific TA training programs as well as completion of specific courses.

- Two semesters of teaching experience, one of which is a mentored experience. The program coordinators will work with students to identify an appropriate faculty mentor. Guidelines for faculty mentors and students, outlining the mentoring activities, are available from the coordinators.

- Preparation of a teaching portfolio. The portfolio will demonstrate the candidate's accomplishments, documenting teaching philosophy, curricular development materials, faculty observation, student evaluations and other supporting activities from the core components.

Meeting the requirements for the certification program occurs over a two-year period while the student is completing his or her program of study. Upon completion of the program, students receive a certificate from the Department of English, MSU and the program is designated on the transcript once the degree is completed. Students will NOT receive a state-endorsed teaching degree.

Graduate Handbook Department of English Michigan State University

University Resources

Frequently called numbers:

English Department

Department Office, 201 Morrill Hall. 355-7570
Graduate Office, 212 Morrill Hall.....355-7572
Department Chair: Stephen Arch 355-7576, e-mail: arch@msu.edu
Graduate Chairperson: Ellen Pollak 355-7572, e-mail: pollak@msu.edu
Undergraduate Chairperson: Ellen McCallum 355-7570, email: emc@msu.edu
Director, English Education: Marilyn Wilson 372-1772, e-mail: wilsonm@msu.edu
Secretary to the Chair: Lucille Yurgelaitis 355-7575, e-mail: yurge@msu.edu
Graduate Secretary: Jackie Campbell 355-7572, e-mail: campbe29@msu.edu
Undergraduate Secretary: Lisa Noelp 355-7570, e-mail: noelp@msu.edu

College

Dean: Karen Wurst, 320 Linton Hall, 355-4597
Associate Dean for Graduate Studies: Marilyn Frye, 200 Linton Hall, 355-5360

Administration

Admissions and Scholarships-250 Admin.Bldg 355-8332
Enrollment Services-176 Admin. Bldg 355-3330
Telephone Enrollment 432-3000
Billing Statements-142 Admin. Bldg 355-3343
PAN Numbers-Office of the Registrar, 150 Admin. Bldg 355-3300
Payroll (direct deposit) - 350 Admin. Bldg 355-5010
Degree & Certification - 160 Admin. Bldg. 353-3880
Transcripts - 50 Admin. Bldg. 355-5150
Graduate School - 118 Linton Hall 355-0300

Student Services

Graduate Record Examination Sign-Up - 207 Student Services 355-8385
Financial Aid/Student Loan - 259 Student Services 353-5940
ASMSU/COGS Legal Services - 329 Student Services 353-3716
Council of Graduate Students (COGS) 353-9189
Office of Financial Aid-252 Student Services 353-5940
Div. of Student Affairs & Services-101 Student Services 355-8303
Career Services & Placement Center-113 Student Services 355-9510
Counseling Center-207 Student Services 355-8270

Department of Married Student Housing-1205 S. Harrison Rd 355-9550
Employee Assistance Program-317 Olin Health Center 355-4506

Computer Center

Computing Resource Center 355-4500 (ext. 122)
Computer Store, 110 Computer Center 432-0700
Scoring Office 355-1819

International Center

English Language Center - A714 Wells Hall 353-0800
Director, Office for International Students & Scholars
103 International Ctr 353-1720
Office of Study Abroad-109 International Center 353-8920
International Studies & Programs, Dean's Office
209 International Ctr 355-2350

Library

Information Desk 432-6123 (ext. 165)
Library Hours 432-6123

Student Health Services

Olin Health Center Information Desk 355-4510
Olin Health Center Appointments 353-4660
Olin Pharmacy 353-9165
Student Insurance Questions-Benefits Administration
140 Nisbet Bldg 353-4434

Graduate Handbook

Department of English

Michigan State University

Services for Graduate Students:

The Computer Information Center (CIC), 305 Computer Center, 355-4500

Located within the CIC are:

The Computing Resource Center - computer related publications, instructional videos, etc.

The Computer Store - educational discounts on computer software and hardware.

Support Services - answers to questions about hardware, software and basic network access, 432-6200, consult@msu.edu, 9 - 4:30 weekdays

<http://www.acns.msu.edu>.

Office for International Students and Scholars (OISS), 103 International Center, 353-1720, oiss@msu.edu

<http://www.isp.msu.edu/OISS/>

A resource center for information and consultation on matters relating to the international students and faculty/scholars. The staff is prepared to help in any of the various areas of concern, including academic problems, immigration questions, social health, employment and financial matters. The office also organizes seminars and workshops on topics of interest to the general university community, such as immigrational regulations, cross-cultural communications, pre-departure

programs for graduating students and various training programs. They also publish a very informative handbook called, *Welcome to Our Community*. This handbook answers questions you may have about living and going to school in our community.

Learning Resources Center, 204 Bessey Hall 355-2363

<http://www.msu.edu/~lrc/>

This is a self-paced, individualized learning center that offers free assistance to students who want to improve their study skills. This is a useful place to keep in mind when you are teaching; they offer some help with special problems (e.g., meeting the needs of students with disabilities).

Service Learning Center, 27 Student Services 353-4400

<http://www.servicelearning.msu.edu/>

A volunteer program that gives students the opportunity to learn more about different work environments while providing community service. Staff are available to assist students in choosing a placement that meets their interests.

The Writing Center, 300 Bessey Hall 432-3610, writing@.msu.edu, web site:
<http://writing.msu.edu>

This center offers writing consultation to graduate as well as undergraduate students. One-on-one consultations are best for small papers or projects such as vitas, abstracts and cover letters, while peer response writing groups offer help developing drafts of larger projects like research and conference papers and even theses and dissertations. Web consultants will help with web projects, such as designing home pages. Consultants can visit your classes and give presentations for your students. You can also send students to them for additional help with their writing. The center has a library with books on resumes, vitas and cover letters and examples of all of the above. Call them to make an appointment, or e-mail them for grammatical questions.

Career Development & Placement Services, 113 Student Services, 355-9510
<http://www.csp.msu.edu>

The Career Development and Placement Services office assists students in career advising and seeking employment upon graduation. Their staff conducts workshops, classes and individual advising on topics such as how to interview successfully and steps to creating a well-written resume. You may also interview for internships or full-time employment through the Career Placement office. More information can be found in 113 Student Services Building.

The Career Development Center, Student Services Bldg. Room 6, 355-9510
(ext. 335)

Provides up-to-date information on career possibilities, self-evaluation tools and resource material on career choice, planning and strategy.

Programs for Handicapper Students, 120 Bessey Hall, 353-9642
<http://www.rcpd.msu.edu/Home>

Staff specialists are available to respond to mobility, visual, hearing, alternative learner and other handicapper populations to enable their involvement in University activities. Other resources are available to students with special needs.

Counseling Center, MA In Office: 207 Student Services Building, 355-8270
<http://www.counseling.msu.edu>

344 Olin Health Center (for off campus students) 355-2310

Multi-Ethnic Counseling: 207 Student Services Building 355-8270

Students should feel free to contact the Counseling Center for personal concerns and crisis. Professional counseling and psychological services are offered to assist with personal, as well as career concerns. All services are confidential. Initial consultations are free of charge; all services are free to students carrying 7 or more credits. In addition to professional counseling a self-management laboratory and workshops are offered.

Multi-Ethnic Counseling Center Alliance (MECCA)

Counseling Center, 207 Student Services Building. 355-8270

<http://www.couns.msu.edu/programs/mecca.htm>

MECCA is a branch of the Counseling Center and is staffed by professionals who specialize in providing services to multicultural and international students.

MECCA offers specific seminars and workshops dealing with multicultural issues.

The Student Health Center, Olin Health Center, 355-7573

In the event of an emergency, no matter what time of day, you may go directly to Sparrow Hospital, St. Lawrence or Michigan Capital Medical Center if possible.

Otherwise go to the nearest emergency center.

Women's Resource Center, Center Office, Union Building, 353-1635

Coordinates contacts relating to concerns of women and advocates women's issues by developing and implementing programs targeted for women faculty staff and students. They sponsor many workshops on campus.

Michigan Office of Equity, John A Hannah Building, 608 W. Allegan, Lansing, 373-9700

The Office of Equity has consultants for Native American, Hispanic, and African American education. They review programs related to admitting and retaining minority students and provide information about fellowships and scholarships for minority graduate students.

Office of Racial Ethnic Student Affairs (ORESA), 338 Student Services, 353-7745 <http://www.oresa.msu.edu>

ORESA initiates and coordinates a range of services and programs that have a positive impact on the academic success and quality of life of racial ethnic students at Michigan State University. The office serves as a support and advocacy network for African American, Asian Pacific American, Chicano/Latino, and Native American students.

Intramural Sports Facilities, Intramural Sports & Recreational Services - 205

IM Sports West

355-5250

Students have access to equipment and facilities in the intramural facilities located in the IM-West, IM-East and IM-Circle. Students must present a current MSU student ID and a picture ID in order to be admitted to these facilities and borrow the equipment. Use of most of the facilities is free to currently enrolled students, although there are a few exceptions, such as a small charge for the use of the weight room in the IM-East.

Health Insurance:

Michigan State University and the Council of Graduate Students worked together to offer graduate assistants health insurance coverage beginning Fall Semester 1994. "Student only" coverage will be automatically provided, at no cost to graduate assistants. Michigan State University will provide a full twelve months of coverage if your appointment is at least nine months. If you wish to enroll your legal

spouse and/or dependent children, please contact the MSU Benefits office. Questions regarding enrollment, premium payment and coverage should be directed to the Chickering Group at 1-800-859-8452. Questions or issues that cannot be resolved with the Chickering Group may be directed to the MSU Benefits office at 1407 South Harrison Road, Room 140 Nisbet Building at 517-353-4434, ext. 536.

Council of Graduate Students (COGS):

The Council of Graduate Students offers the following services to MSU graduate and professional students; for more information contact COGS at cogs@msu.edu.

MSU Student Food Bank, office: 320 Student Services, 353-2898
COGS and ASMSU jointly established a Student Food Bank to address the problems of students and their families with financial hardship. The SFB is located at Olin Health Center and hours are 5:30 to 7:30pm on Thursday evenings. Students may visit bi-monthly.

Publications:

Most of these publications can be found on line on the University and Graduate School web sites

Funding Guide

The Graduate School has produced a Funding Guide for Graduate Students, Graduate Professional Students and Postdoctoral Fellows, to assist students in identifying funding sources such as grants, fellowships, scholarships and awards.

Resource Guide - available at 118 Linton Hall

The Graduate Student Resource Guide is published by the Graduate School and contains useful information on networking, transportation, housing and campus and community resources.

Academic Programs (University catalogs) - available at 150 Administration Bldg.

These are the primary sources for university regulations, policies, procedures, costs and academic program requirements.

The COGS Graduate Student Handbook - available at 316 Student Services,
Published annually by the Council of Graduate Students

Spartan Life - Student Affairs, 101 Student Services Building
This is produced by the Office of Student Affairs and Services.

The Schedule of Courses and Academic Handbook

Available on line only, provides selected updated information on courses,
university regulations, policies, procedures, costs and the academic calendar.

The Faculty and Staff Directory

This is published by the Office of the Registrar. Copies for personal use may be
purchased at the MSU Union Central Store or the MSU Bookstore

**The Graduate School Guide to the Preparation of Master's Theses and
Doctoral Dissertations,**

Available at the Office of the Graduate School, 118 Linton Hall.
Describes the final procedures for degree completion and the manuscript
requirements for your thesis or dissertation. The current copy is also available
on the web.

The Graduate Post

A newsletter published every semester by The Graduate School. Its purpose is to
highlight activities in graduate education at MSU and elsewhere, to publish
opportunities available for professional enrichment through fellowships,
scholarships and study programs, to announce important deadline dates and
announce upcoming colloquia and symposia.

COGS-NIZANCE - distributed in mailboxes

A general information newsletter published at least once a year by the Council of
Graduate Students.

MSU News Bulletin - distributed in mailboxes

A bi-weekly newspaper geared to University and faculty interest

Graduate Student Rights & Responsibilities

This document is published in Spartan Life and can also be accessed via
Michigan State University's Web page at <http://www.vps.msu.edu/SpLife/grr1.htm>
and contains University policies concerning graduate education.