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1 Graduate Study in English At West Virginia University

1.1 The M.A. Degree

The Master of Arts (M.A.) degree in English is designed for students who have shown an aptitude for sustained literary study, and who desire to pursue a more intensive and extensive academic training. The two-year M.A. program has five primary goals: (1) to extend the student's knowledge of the cultural, linguistic, and literary heritage of Great Britain, America, and other English-speaking lands; (2) to introduce students to the critical and professional discourses of academics in literary and linguistic studies; (3) to develop the student's research, writing, and analytical skills, which are necessary for professional success; (4) to provide professional training to prepare students to teach English at the post-secondary level; and (5) to counsel students to craft their program of study to meet their professional and personal needs.

The M.A. program meets these goals by providing a rotation of courses in literature, linguistics, theory, and pedagogy that require extensive reading, writing, research, and oral presentations. With small classes, students receive individual attention from the faculty, which facilitates student progress. M.A. students are eligible for teaching assistantships within the English Department, which provide training in pedagogy.

The knowledge and skills that students acquire in the M.A. program provide the requisite foundation to pursue doctoral work in English, with the ultimate goal of becoming a professional scholar and academic at a post-secondary institution. The academic training provided by the M.A. also is applicable for careers in secondary education, professional writing, and editing.

1.2 The M.A. in PWE Degree

The MA in Professional Writing and Editing is a 30-hour degree that combines theories of writing with practice in real-world writing situations. Students will study professional writing theory, the history of rhetoric, editing, rhetorical analysis, new modes of digital composition, and writing ethics.

This degree prepares students for a variety of career options, including technical writing and editing, project management, writing consulting, writing instruction, and advanced graduate study in rhetoric and composition.

The degree is designed for both newly-graduated undergraduates and working adults who want more training in writing and editing.

1.3 The M.F.A. Degree

The Master of Fine Arts is the terminal degree in creative writing. M.F.A. students at West Virginia University study within a three-year academic/studio program that combines an apprenticeship to the craft with more traditionally academic elements. This approach seeks to train students in ways that reflect the realities of the writer/artist's evolving role in the academy. Because writers, when hired to teach, are often asked to handle a variety of courses beyond the creative writing workshop, the academic/studio format requires students to take literature and pedagogy courses in addition to writing workshops.

Thus, the M.F.A. is both an academic and a professional degree. As part of WVU's comprehensive Center for Writing Excellence, this degree allows students to prepare for careers in teaching or professional writing/editing. Our objective is to nurture and mentor the many

writers in the region seeking professional training. We also intend to attract student writers from all over the country to West Virginia for the opportunity to live and write in this culturally rich state and to work with our faculty. The ultimate goal is to produce writers who will publish literature and contribute to the culture; a secondary goal is to offer practical skills and opportunities to writers interested in pursuing writing-related professions.

1.4 The Ph.D. Degree

The doctoral program in English has five goals: (1) to build upon the broad foundations of the M.A. degree's focus on the cultural, linguistic, and literary heritage of Britain, America, and other English-speaking lands; (2) to help students to develop fluency in the critical discourses of the profession; (3) to help students to develop professional competency in three fields of research, as dictated by the Examination for Formal Admission to Candidacy; (4) to help students to develop the research, writing, and analytical skills necessary for professional success; and (5) to provide professional training and counseling to prepare graduates to teach English professionally on the post-secondary level.

These goals are met by the various features of our program, which include course work, examinations, and both formal and informal instruction and advising regarding professional teaching and research responsibilities. Doctoral study culminates in the writing of the dissertation, which is designed to contribute to the critical and/or theoretical discussion in its field and to prepare the doctoral candidate for further research and publication as a professional scholar and teacher.

2 Admissions to the Graduate Program

Most students admitted to the M.A. program in English have completed an undergraduate degree in English or an allied field with a record of academic distinction. The application to the M.A. program includes Graduate Record Examination (GRE) General Aptitude Test scores, taken within the last five years, at or above the 60th percentile on the verbal and analytical scales; a strong writing sample of critical work from an undergraduate class; and three letters of recommendation. Applicants who have been away from school for a long period of time might want to write an essay explaining their decision to return to school to seek an advanced degree in English. However, the Graduate Program recognizes that not all people fit this profile and welcomes applications from individuals who can make a strong case that they will succeed in the M.A. program. The M.A. Admissions Committee is responsible for evaluating all application materials and for making admissions decisions. Non-native English speakers must present TOEFL scores of at least 550 for the written exam or at least 213 for the on-line version.

Admission to the M.F.A. degree program in creative writing is based primarily on the excellence of a substantial writing sample in fiction, nonfiction or poetry (10-20 pages of poetry; 20 to 30 pages of prose). An admissions committee made up of members of the English graduate faculty with specialties in creative writing examines applications for excellence and promise. Normally, prospective candidates for the degree of Master of Fine Arts are expected to have completed a Bachelor's degree in English. Graduate Record Examination General Aptitude Test scores are required (recommended at or above the 60th percentile on the verbal and analytical scales), as are letters of recommendation and a personal statement.

Applicants to the Ph.D. program are admitted based on their academic record, three recommendations from former teachers, a statement of professional goals, and a sample of their academic writing. In addition applicants must submit their score on the Graduate Record Examination General Aptitude Test (at or above the 60th percentile on the verbal and analytical scales) taken within the last five

years. Non-native English speakers must present TOEFL scores of at least 550 for the written exam or at least 213 for the on-line version. All admission decisions are made by the Ph.D. Admissions Committee.

Entering doctoral students must enroll in the Graduate Colloquium (ENGL 799) during their first fall semester in residence. (See 5.1)

Graduate students may continue in a program for a maximum of eight years under their original application. All requirements for an M.A. and M.F.A. degree must be completed within eight years following admission to the program. For doctoral students, all degree requirements, including the dissertation, must be completed within five years after passing the Examination for Formal Admission to Candidacy. (See the West Virginia University Graduate Catalog for exceptions.)

2.1 Deadline for Application to the Graduate Program

All application material for the M.A., M.F.A, and Ph.D. programs must be completed no later than January 15 for the following fall semester admissions. Decisions regarding graduate teaching assistantships will be made in early March for the next academic year.

3 Requirements for the M.A. Program

3.1 Courses

600- level courses are introductory and do not presuppose background in the subject beyond that ordinarily possessed by a beginning M.A. student. Students should be evaluated through some combination of short assignments designed to foster engagement with the entire range of readings for the course. Seminar courses are specialized and narrowly focused and may presuppose some background in the subject. Students should be evaluated through writing assignments designed to foster substantial, original, in-depth research.

Seminars should be focused on a problem or issue in English or cultural studies, preferably one on which the research of the instructor is or has recently been focused. A seminar may presuppose that the students have some background in the area of study. It is appropriate in a seminar for students to be expected to write an extended, original research paper. They may also be asked to produce shorter written work throughout the semester, such as reports or response papers.

3.2 Program Requirements

Non-thesis Option. M.A. candidates selecting the non-thesis option must successfully complete 30 hours of course work in English, according to the following distribution and breadth requirements, and must fulfill the foreign language requirement.

Distribution requirements:

- ENGL 609 *College Composition Pedagogy* (required of all graduate teaching assistants in their first semester in residence; students who do not hold an assistantship will substitute 3 additional hours of elective).
- Foundation course: either ENGL 680 *Introduction to Literary Research* or ENGL 682 *Recent Literary Criticism*.

- Electives: 18 hours of 600-level courses or 700-level seminars in English (excluding ENGL 790 *Teaching Practicum*). A maximum of 3 hours of *Independent Study* (ENGL 695 or 795) may be counted toward the elective hours.
- Seminars: 6 hours of 700-level seminars (excluding ENGL 790 *Teaching Practicum*).

Breadth requirements: At least one course from among the electives and seminars must be substantially devoted to pre-1800 texts; at least one must be substantially devoted to post-1800 texts. At least one course must be in American literature; at least one must be in British literature.

Thesis Option. M.A. candidates selecting the thesis option must successfully complete 30 hours of course work in English, according to the following distribution and breadth requirements, and must fulfill the foreign language requirement.

Distribution requirements:

- ENGL 609 *College Composition Pedagogy* (required of all graduate teaching assistants in their first semester in residence; students who do not hold an assistantship will substitute 3 additional hours of elective).
- Foundation course: either ENGL 680 *Introduction to Literary Research* or ENGL 682 *Recent Literary Criticism*.
- Electives: 18 hours of 600-level courses or 700-level seminars in English (excluding ENGL 790 *Teaching Practicum*). A maximum of 3 hours of *Independent Study* (ENGL 695 or 795) may be counted toward the elective hours.
- Seminars: 6 hours of 700-level seminars (excluding ENGL 790 *Teaching Practicum*).
- Thesis: 6 hours of ENGL 698 Thesis.

Breadth requirements: At least one course from among the electives and seminars must be substantially devoted to pre-1800 texts; at least one must be substantially devoted to post-1800 texts. At least one course must be in American literature; at least one must be in British literature.

3.3 Plan of Study

During the first semester in residence M.A. students must file a Plan of Study, which specifies whether or not they intend to write a critical thesis and the language they will use to satisfy the foreign language requirement.

Students may amend their Plan of Study by consulting with their adviser. A copy of the document is kept in the student's file, and the original is filed with the dean's office.

3.4 Foreign Language Requirement for the M.A.

The foreign language requirement for the M.A. is satisfied by successfully completing (receiving an "A" or "B" in the last course) the second-year level of foreign language study at an accredited college or university (or its international equivalent) within the last five years; or by passing a translation examination in the language administered by the Department of Foreign Languages. Translation exams are available in Spanish, French, German, Italian, Japanese, Chinese, Latin, and Russian. There will be no charge for this exam.

3.5 Critical Thesis

The critical thesis is a work of scholarship in the form of an extended research paper (usually 50-75 pages) on a topic in the field. The thesis is directed by a regular member of the graduate

faculty and two additional committee members. It is recommended that one member be from outside of the Department of English. Students must satisfactorily defend their completed projects before their committees and anyone else who wishes to attend. For information about scheduling the thesis defense, see the *WVU Graduate Catalog*.

4 Requirements for the M.A. in PWE Program

4.1 Courses

The following classes are specifically required and offered regularly:

- English 601: Introduction to Composition Studies
- English 602: Theory and Practice of Editing
- English 605: Professional Writing Theory and Research

2. Professional Writing Electives (6 hours) Students will individualize their master's program by choosing two 600-level courses from an approved list of courses in related fields. Courses will fulfill the Professional Writing Electives if they focus on any of the following topics:

- Development and circulation of texts
- Humanities computing
- Communication
- Design and production of texts
- Language theory
- Online text production

4.2 General Distribution

Students must complete 9-12 hours of general English studies. Courses will include literature, writing, and/or linguistics courses offered by the Department of English and chosen in consultation with the student's advisor. These credits, with the 3-6 hours in the Practical Application section, must add up to 15 hours.

Students may not use the same course to fulfill the General Distribution and Professional Writing Electives requirements.

General distribution hours may often include requirements dictated by graduate teaching status, prior coursework, and departmental guidelines.

4.3 Practical Application

Students must either participate in an internship or write an MA thesis.

4.3.1 Internship (3 hours)

Students who choose the internship option will be placed in a local program or organization for 8-10 hours a week for 12-15 weeks. Students will engage in a variety of supervised writing tasks, including research, editing, proofreading, project management, and content development.

At the end of the internship period, students will submit a portfolio to the Professional Writing Coordinator that documents and reflects on their internship experience.

4.3.2 Critical Thesis (3-6 hours)

The MA thesis is a work of scholarship in the form of an extended research paper (usually 50-75 pages) on a topic in the field. The thesis is directed by a regular member of the graduate faculty and two additional committee members.

Students must satisfactorily defend their completed projects before their committees and anyone else who wishes to attend.

5 Requirements for the M.F.A. Program

5.1 Courses

M.F.A. students must successfully complete 45 hours, distributed as follows: twelve hours of creative writing workshops; twelve hours of graduate-level English courses (non-creative writing); three hours of writing pedagogy; three hours of special topics in writing; nine thesis hours; six hours to be determined in consultation with the Creative Writing faculty.

5.2 Program Requirements

In addition to course work, the student must write a thesis. This book-length manuscript (minimum of 48 pages in poetry, 150 pages in prose), ideally suitable for publication on its own, must be approved by a three person committee composed of the thesis director and two readers. The student may write a novel, a collection of short stories or poems, or a work of creative non-fiction for the thesis, which consists of the creative work and a descriptive introduction. Final approval is granted following an oral defense. The core of the program is the workshop, where students submit their own writing for discussion and critique. This writing will make up the bulk of the thesis. The non-creative writing courses will be the same as those taken by Ph.D. and M.A. students. There is no foreign language requirement.

5.3 Plan of Study

During the first semester in residence M.F.A. students must file a Plan of Study. Students may amend their Plan of Study by consulting with their adviser. A copy of the document is kept in each student's file, and the original is filed with the dean's office.

6 Requirements for the Ph.D. Program

6.1 Preliminary Qualifying Exam

During the spring semester preceding a student's entry into the Ph.D. program, a Qualifying Examination Committee will be appointed to administer next year's exam. The Committee will

set a general topic, solicit suggestions for texts from the graduate faculty, and establish a five-book list. The Committee will then write three questions, from which students will choose one on which to write their exam essays. Although students taking the exam will register for three credit hours (ENGL 799 Graduate Colloquium), these hours cannot be applied toward the degree. Formal admission to the Ph.D. Program is contingent upon passing the Qualifying Examination, at which point students' provisional status will be changed to regular.

During the summer, incoming students will receive the topic and the list of five texts. Early in the fall semester, students will meet with the Qualifying Exam Committee to receive the questions and discuss the exam. Students will then have until late in the fall semester (normally, until the Monday after Thanksgiving break) to write the exam, which will consist of a substantial, independently researched essay of not more than 7500 words (about 30 pages) on one of the three questions. This essay must deal with at least two of the five texts and should refer to additional critical, historical, and/or theoretical materials where relevant. While students may confer with members of the graduate faculty, faculty may not read or comment on drafts of the exams.

The exam will be graded by the Qualifying Exam Committee; authors of the exams will remain anonymous to the Committee.

A student who fails the exam in the fall may retake it in the spring. A second failure warrants dismissal from the program. The administration of the retake will be as follows: The Committee will provide the student with a set of written comments on the failing exam. For the retake, the student must write on one of the other two questions. The student will have until the first Monday in April to submit the retake exam.

6.2 Courses

Thirty credit hours of course work must be taken prior to the Examination for Formal Admission to Candidacy. Full-time students are expected to enroll in nine credit hours per semester.

Only 600- and 700-level courses passed with a grade of "B" or better may be applied to the 30-credit-hours requirement; nine of those hours must be taken in 700-level seminars, one of which must be ENGL 782, Current Directions in Literary Study. Students may take ENGL 636, 693, and all 700-level courses (except ENGL 680 and 799, Graduate Colloquium) for credit more than once, so long as the specific course title and content are different.

All new graduate students who hold assistantships must take a 600-level pedagogy course, "Theories and Practices of Teaching." This course, generally taken in the Fall semester, will immerse new instructors in theoretical and philosophical discussions about teaching. If students have previously taken a course that the department recognizes as equivalent, this requirement will be waived; however, students must petition for a waiver within the first year of their graduate coursework.

This required pedagogy course may be applied to the 30-credit-hours requirement for doctoral candidates.

All doctoral candidates, unless they have previously had what the department recognizes as an equivalent course, must take ENGL 680, Introduction to Literary Research. In this case, ENGL 680 may be used to fulfill three hours of the thirty credit hours of course work. Students wishing to petition for a waiver of this course must do so within the first year of their doctoral coursework.

ENGL 790 (required of all teaching assistants), and ENGL 799 (Graduate Colloquium) may not be used to fulfill the seminar requirements. Six hours of teaching practicum are required in

addition to the 30 hours of course work; three for the teaching of composition and three for the teaching of literature. Near the end of one's program, the student must register for at least 12 hours of ENGL 798, Dissertation. Typically, the Ph.D. program includes 48 credit hours beyond the M.A.

Students may take up to 12 hours of course work in another department, subject to the approval of the Graduate Program Committee.

6.2.1 Independent Study Courses

Independent study courses are designed to give students some increased flexibility in planning their programs of study, but students may take only six hours of independent study.

In the semester prior to taking an independent study course, the student should obtain the instructor's approval, develop a reading list for the semester, and submit a written description of the project to Ph.D. Supervisor and the Department Chair. The student must also see the Graduate Secretary to obtain the course approval form to enroll in ENGL 695, Independent Study.

6.3 Ph.D. Advising and Plan of Study

Entering students will consult with the Ph.D. Supervisor for preliminary advising. Upon passing the Qualifying Examination, students will select, in consultation with the Ph.D. Supervisor, a faculty mentor to help them to design a Plan of Study and to complete the Plan of Study form, which the Eberly College of Arts and Sciences requires students to file at the completion of their course work. This form, which may be revised at any point, encourages students to develop a coherent program of study and to schedule courses and independent studies in advance. Faculty mentors are charged with monitoring students' progress, evaluating students' performance, and ensuring that students develop coherent programs of research that will lead to dissertation topics and areas of professional competence. Students may change mentors after consulting with the Ph.D. Supervisor.

Doctoral Student Timeline:

Year 1: Pass Proseminar Exam. 9 credit hours of coursework.

Year 2: 12 credit hours.

Year 3: Semester 1: 6 credit hours. Semester 2: 3 credit hours. Booklist committee formed and booklist approved. (Note: The booklist committee cannot be formed until the student has completed coursework or is in his or her final semester of coursework and taking only one class.)

Year 4: Semester 1: Pass Booklist Exam (Qualifying Exam for Doctoral Candidacy). Semester 2: Have dissertation prospectus approved. Begin dissertation.

Year 5: Write and defend dissertation.

Note: Credits for the required courses English 790 (Teaching Practicum) and English 799 (Proseminar Exam) are not counted toward the 30 hours of coursework required for the degree.

It is possible to progress more quickly through coursework by taking classes or doing independent studies during the summer, leaving more time for the examination and dissertation stages of the degree.

6.4 Foreign Language Requirements for the Ph.D.

The foreign language requirement for the Ph.D. is satisfied by successfully completing (receiving an “A” or “B” in the last course) the second-year level of foreign language study at an accredited college or university (or its international equivalent) within the last five years; or by passing a translation examination in the language administered by the Department of Foreign Languages. Translation exams are available in Spanish, French, German, Italian, Japanese, Chinese, Latin, and Russian. There will be no charge for this exam.

6.5 Teaching Requirement for the Ph.D.

Doctoral students must teach successfully in the department. Concurrent with the teaching practicum, six hours of teaching practicum (three for teaching composition and three for teaching literature) are required. This requirement can be waived for those candidates with teaching experience approved by the department, or for those that do not wish to teach due to other obligations, by petitioning the Graduate Program Committee.

6.6 Examination for Formal Admission to Candidacy

When the course work has been completed and the language requirement satisfied, the student should consult the Ph.D. Supervisor about forming an exam committee and scheduling the Examination for Formal Admission to Candidacy. The candidacy exam assesses students according to their ability to synthesize information from a variety of sources and to familiarize themselves with the existing discourse in their area of inquiry.

The following policy applies to Ph.D. students entering the program beginning fall semester 2002: The Examination for Formal Admission to Candidacy must be taken and passed within two calendar years of the completion of course work. Failure to take and pass the Candidacy exam within this time is grounds for dismissal from the program.

The Ph.D. Supervisor, in consultation with the student, will appoint the five members of the Exam Committee, which consists of the following: the Chair of the Exam Committee (who may be the student’s mentor); three other members of the English Department Graduate Faculty; and a faculty member from outside the department. The members of the Exam Committee will usually, but not necessarily, serve as the Dissertation Committee.

Format of the Exam. The Exam will be closed book/one page of notes per section. The Exam will be based on a list of 30 books, divided into three categories containing **approximately 10 books each**. Four articles can be considered equivalent to a book. The student and Exam Committee together will determine: 1) how the three categories are to be constituted; 2) whether any category is to include relevant historical “primary” texts; 3) how each category is to be labeled. The student, in consultation with the Exam Committee, will develop a preface explaining the dissertation topic and the constitution of the categories in relation to his or her dissertation research. The combined preface and booklist should total no more than 10 double-spaced pages. The list and preface will be submitted to the Ph.D. Supervisor for approval. Once approved, a copy will be placed in the student’s file.

The written examination will be constructed by the Exam Committee chair, who will solicit questions from the other members, draw up the exam, secure the Committee's approval, and administer the exam. The exam itself consists of nine hours of writing, usually three hours on each category. Alternative distribution of these nine hours must be approved in advance by the Graduate Program Committee. When the written exam has been administered, evaluated, and judged acceptable by the Exam Committee, the original copy will be placed in the student's permanent department file. Should the student fail the exam (or any part of it), the Exam Committee will decide when and how a reexamination is to be given.

After passing the written exam, the student takes the oral exam, about two hours long, which permits the Exam Committee to pursue issues raised by the written exam and the student to clarify responses and to raise questions about the texts and topics treated in the examination. The oral exam is also designed to identify additional materials and issues the student might find useful in writing the dissertation.

After the student has passed both the written and the oral exam, the Exam Committee chair will file a letter to that effect with the Eberly College of Arts and Sciences' Associate Dean for Research and Graduate Studies, a copy of which will be placed in the student's file. The student is thus formally admitted to candidacy.

6.7 The Dissertation and Dissertation Committee

The five-member Dissertation Committee will be formed soon after the student has been formally admitted to candidacy. Normally, the chair of the Exam Committee will be invited to serve as the Dissertation Director, and the other four members of the Exam Committee will be invited to serve on the Dissertation Committee, although any or all members of the former committee may choose not to serve on the latter, or may be replaced at the request of the student in consultation with the Dissertation Director and the Ph.D. Supervisor. The Ph.D. Supervisor will write a letter to secure approval for the Dissertation Committee by the department chair and the Dean of the Eberly College of Arts and Sciences. Copies of the letter and the responses will become part of the student's personal file.

The student is encouraged to invite each member of the Dissertation Committee to observe his or her teaching. The Committee member will then write a teaching observation letter for the student's file or teaching portfolio and will be able to draw on that letter when writing a recommendation letter for the student's placement dossier. (See section 5.9, The Job Search.)

With the assistance of the Dissertation Director, the student will write a three-to-five page prospectus, which should contain a general statement of purpose, a brief survey of the student's projected contribution to the scholarship on the subject, and provisional chapter plans.

Once the prospectus has been approved by the Dissertation Director, it will be passed on to the Dissertation Committee for its suggestions and approval. The entire Dissertation Committee will meet to approve the prospectus. The following policy applies to students entering the program beginning fall semester 2002: The prospectus must be approved within one semester after passing the Candidacy Exam. Upon approval of the prospectus, the Dissertation Director will file a letter to that effect signed by the dissertation committee members with the Eberly College of Arts and Sciences' Associate Dean for Research and Graduate Studies. A copy will be placed in the student's personal file.

With the guidance of the Dissertation Director and the Committee, the student will then research and write the dissertation, which is designed to be an original contribution to the scholarship in its field.

6.7.1 Protocols for Circulation of the Dissertation

Once the prospectus has been approved by the Dissertation Committee, the student and the Committee will establish a procedure for the distribution of a draft of the dissertation and/or drafts of individual chapters. One of the following methods is suggested:

1. The student will submit drafts of individual chapters to the dissertation director/s for revision and approval. Once all the chapters have been approved by the director/s, a draft of entire dissertation will be submitted to the Committee for critical review prior to the setting of a defense date. The Committee may then ask for further revisions.
2. The student will submit drafts of individual chapters to the dissertation director/s for revision and approval. Upon approval, each chapter will be submitted to the rest of the Committee for critical review prior to the setting of a defense date. The Committee may then ask for further revisions.
3. The student will submit drafts of individual chapters to the dissertation director/s and whichever committee members prefer to read such initial drafts. Once all the chapters have been approved by these members of the committee, a draft of entire dissertation will be submitted to the remaining members of the Committee for critical review prior to the setting of a defense date. The Committee may then ask for further revisions.

In either case, when the revisions are completed to the satisfaction of at least four of the five members of the Committee, a penultimate draft will be distributed **at least one month prior to the oral defense**.

Students planning on taking a December degree must submit the penultimate draft no later than October 15. Students planning on taking a May degree must submit the penultimate draft no later than March 15. Students planning on taking an August degree must submit the penultimate draft no later than April 30.

No oral defenses will be scheduled during the months of June and July.

The oral defense (formally called the Final Examination) is scheduled by the Dissertation Director. Although one member of the committee may dissent, four of the five must agree to pass the dissertation for the candidate to receive the degree.

6.7.2 Filing the Dissertation and Master's Thesis

All dissertations or theses written in partial fulfillment of the requirements for any doctorate or master's degree conferred by the University must be filed electronically with the WVU Library according to the appropriate University procedures. A student may petition the Provost's office for an exception, but these are rarely given.

Full information about filing electronically is available online at www.wvu.edu/-thesis/. The process is not difficult, and Professor Conner in the Department of English is willing to help any English Department student with electronic filing. It is easy to include color drawings and photographs, elaborate diagrams, film and video clips, and sound files in an EDT, but students who want to use these elements, should consult Professor Conner at the beginning of the project. Students shall consult the WVU Library's web site on dissertation and thesis preparation – <http://www.libraries.wvu.edu/theses/style.htm> – for proper formatting. Improperly formatted dissertations will not be accepted by the Library.

For most students, the electronic thesis or dissertation is generated from word processor files in a matter of minutes using software for producing Adobe PDF files. These files can then be uploaded to the ETD server with little difficulty. Students who would like work with more complex electronic texts than PDF files should express this interest at the outset of the project and see that someone is associated with the direction of their theses or dissertations who can plan for any special requirements to mount the work on the ETD server.

6.8 Deadlines

The Schedule of Courses, which includes the official University calendar for each semester, should be consulted for the exact dates of all registration and filing deadlines.

6.9 The Job Search

Each year the Placement Director conducts a series of workshops to cover topics including the following: drafting a curriculum vitae and cover letter, preparing a dossier and teaching portfolio, determining what samples of work to send upon request, interviewing for jobs, and using faculty contacts at other universities.

7 Financial Aid

7.1 Graduate Teaching Assistantships

The department offers graduate teaching assistantships to qualified students in the master's, master's of fine arts, and doctoral programs. The graduate assistantship allows for a waiver of tuition and provides a stipend in exchange for teaching in the department. Admission into a program, however, is no guarantee of an assistantship. The GTA application is reviewed separately from the application for entry into a graduate program.

The current stipend for M.A. teaching assistants who teach four sections of freshman composition (two each semester) is \$10,736 per academic year. Tuition and fees, except for mandatory special fees paid by all graduate students, are normally waived. In many cases an additional \$1,500 may be added to this base salary from the Stephen F. Crocker Scholarship Fund. If an M.A. student is making progress toward the degree, the assistantship is normally renewed for a second year.

M.F.A. students admitted with graduate teaching assistantships receive the same stipend/supplemental fellowships and tuition waiver as M.A. teaching assistants. Most M.F.A. teaching assistants teach four sections of freshman composition (two each semester). However, some M.F.A. teaching assistants will have the opportunity to teach creative writing. If an M.F.A. student is making progress towards the degree, the assistantship is normally renewed for a third year.

M.A. P.W.E. students admitted with graduate teaching assistantships receive the same stipend/supplemental fellowships and tuition and fee waivers as M.A. teaching assistants. Most teach four sections of freshman composition (two each semester).

Ph.D. teaching assistants teach four sections of freshman composition (two each semester) and receive a stipend plus the same tuition and fee waivers as M.A. teaching assistants. The stipend adds departmental funds of \$5,000 (the “Crocker cap”) to the standard Eberly College TA stipend for a current total of \$15,736. If a Ph.D. student is making progress towards the degree, the assistantship is normally renewable for a total of five years. Dissertation fellowships are not counted toward the total of five years of departmental financial support but other fellowships, such as Swiger, Provost, and Du Bois grants, are. In extraordinary circumstances, the department will provide an assistantship without the Crocker cap (currently, \$10,736) for a sixth year. Renewal of a teaching assistantship (uncapped) beyond the sixth year will require a statement from the dissertation director specifically detailing the student’s progress on the dissertation and is subject to approval by the Ph.D. Supervisor in consultation with the Department Chair.

Students who attend the English Department’s summer internship program in teaching are paid an additional stipend. Any student with a GTA must be registered for a minimum of nine credit hours each semester. Three of those hours must be of ENGL 790 (Teaching Practicum); Grading for ENGL 790 is S/U- Satisfactory/ Unsatisfactory. A grade of U/Unsatisfactory may be given in cases when students neglect to attend assigned meetings throughout the semester or fail to file necessary records on time. A graduate degree cannot be awarded if a grade of U/Unsatisfactory appears on the transcript.

All new graduate students who hold assistantships must take a 600-level pedagogy course, “Theories and Practices of Teaching.” This course, generally taken in the Fall semester, will immerse new instructors in theoretical and philosophical discussions about teaching. If students have previously taken a course that the department recognizes as equivalent, this requirement will be waived. This course will count as a core requirement for the M.A. degree.

Students on assistantships must apply in advance for summer tuition waivers by contacting the Graduate Secretary.

7.2 Meritorious Student Tuition Waivers

Graduate students who are not teaching assistants may be eligible for tuition waivers under the University’s Meritorious Student Tuition Waiver program. Such waivers must be applied for in advance. Students interested in finding out more about this program should speak to the Department Chair or the Graduate Secretary. Waivers are awarded in the weeks immediately preceding the beginning of classes.

7.3 Rebecca Mason Perry Memorial Award

(Outstanding First Year Graduate Student)

First year M.A. students are eligible for this cash prize of \$1,000. Interested students should contact the Graduate Secretary for details.

7.4 John C. and Mildred W. Ludlum Doctoral Fellowship

This fellowship is awarded to a second-year doctoral student who has made a commitment to British literary history and to the study of the medieval era, the Renaissance, or the Enlightenment. The fellowship can be used to support study and/or dissertation research, participation in workshops and seminars, and writing the dissertation.

7.5 Swiger Doctoral Fellowships

A number of Swiger Doctoral Fellowships, which provide a stipend of \$20,000 a year for three years of full-time research free of teaching responsibilities, are offered by the University; the competition for these is understandably stiff. Students are recommended for these fellowships by the Chair of the English Department and the Ph.D. Supervisor.

7.6 Dissertation Fellowships

The department offers at least three dissertation fellowships each year to doctoral candidates who complete all program requirements in a timely manner. The Stephen F. Crocker Dissertation Fellowship and Jackson Family Dissertation Fellowships(2) each carry an award of \$11,500 and are open to any eligible doctoral candidate regardless of field of specialization. If more than three candidates are eligible in a given year, the department will make every effort to support them all.

To be eligible for a dissertation fellowship, a candidate must submit an approved dissertation prospectus and timetable for the completion of the dissertation to the chair of the Graduate Program Committee by March 31 of the candidate's fourth year in the Ph.D. program. The Graduate Program Committee will review all applications and determine awards. A candidate is eligible to receive only one year of dissertation fellowship support.

Dissertation fellowships allow candidates to complete their dissertations during the award period by freeing them from teaching responsibilities. For this reason, recipients may not accept other employment during the award period. Since recipients will not have teaching assistantships during the award period and thus will not automatically receive a tuition waiver, they must request a meritorious tuition waiver from the Graduate Secretary. Recipients must also register for 12 hours of ENGL 798 during the award period.

The Crocker Dissertation Fellowship is supported through the Loyalty Permanent Endowment Fund of the WVU Alumni Association and is intended for West Virginia Residents. The Jackson Dissertation Fellowships are supported by the Jackson Family Endowment.

7.7 W.E.B. DuBois Fellowships

The University offers W.E.B. Du Bois Fellowships for African-American Graduate and Professional Students, which provide a \$15,000 stipend for nine months. Students interested in applying for the Du Bois Fellowships should request the appropriate forms from the Graduate Secretary.

7.8 Support for Travel

Support for travel for research or for presenting papers at conferences is available through the Office of Academic Affairs. These grants, which cover registration and travel expenses only, are reserved for doctoral students. Additional support may be available through the Department Chair.

8 Administration of the Graduate Program

The M.A. and Ph.D. Supervisors are deputies of the Department Chair in matters affecting graduate students or graduate programs in the department. The Graduate Supervisors' signatures are the only departmental signatures, other than the Department Chair's, that are recognized as official on various forms and petitions presented by graduate students. Petitions to add or drop courses, to waive or substitute requirements, to take a reduced load or an independent study course must be approved by the M.A. or Ph.D. Supervisor.

8.1 The Graduate Program Committee

The Graduate Program Committee (GPC) is composed of the four graduate program Supervisors, the Associate Chair, the Director of the Center for Writing Excellence, two or three at-large regular graduate faculty members appointed by the Department Chair, and one student representative from each graduate program elected by English Graduate Student Organization (EGO). The chair of the committee alternates among the Supervisors of the four graduate programs. The GPC reviews and monitors all matters concerning admission, financial support, teaching assignments, and academic progress of graduate students, faculty assignments to graduate student committees, graduate faculty status, and any related policy issues of concern to the department as a whole. However, graduate student representatives do not participate in discussions of or vote on graduate faculty status or similar personnel matters. The GPC advises the Department Chair on curricular matters. The GPC reviews student reading lists and petitions concerning language requirements, course credits, examinations, and other such matters.

9 Graduate Student Opportunities

9.1 English Graduate Organization (EGO)

The English Graduate Organization (EGO), active at West Virginia University since 1976, serves as a forum for graduate student interests and concerns. It organizes sessions for professional development, acts as a voice in discussions with the department and university over issues of qualities of life, and generally attempts to make graduate student time as productive and positive as possible. Membership is open to all graduate students in the English Department, with elections for EGO officers held in the middle of the spring semester.

9.2 Creative Organization of Writers (COW)

The Creative Organization of Writers (COW), active at West Virginia University since January 2004, serves as a forum for MFA students to organize sessions for professional development, and to participate more fully in the life of the program. Membership is open to all graduate students enrolled in the MFA program, with elections for COW officers held at the beginning of the spring semester.

9.3 Computers and Electronic Discussion Lists

Students interested in computer instruction should investigate the Center for Literary Computing, which is run by the Department of English, in 203 Armstrong Hall.

The Department of English sponsors two electronic discussion lists. WVUENG-L, which includes both faculty and students as subscribers, and hosts electronic conversations about topics

of professional interest. The department also sponsors WVUEGS-L, an email listserv for graduate students only. Contact the graduate secretary for instructions on how to be added to either of these listservs.

All WVU students are issued electronic mail accounts upon enrollment. The department has a limited number of personal computers that may be issued to graduate teaching assistants upon request. Doctoral students are given priority in the distribution of personal computers.

9.4 Professional Presentations

All graduate students are encouraged to present papers at professional meetings. The graduate supervisors and department faculty are eager to work with students whose research might warrant a professional presentation. A few conferences at which graduate students have presented papers are:

American Studies Association (ASA)

Group for Early Modern Culture Studies (GEMCS)

Midwest Modern Language Association (MMLA)

Modern Language Association (MLA)

Northeast Modern Language Association (NEMLA)

Popular Culture Association Society for Literature and Science

South Atlantic Modern Language Association (SAMLA)

West Virginia Association of College English Teachers West Virginia

Shakespeare and Renaissance Conference

West Virginia University Modern Literature and Film Colloquium

9.5 Spring Graduate Student Colloquium

The Department sponsors an annual two-day Spring Graduate Student Colloquium. Students present papers and act as respondents for this forum, where a nationally-recognized guest speaker offers the keynote address.

9.6 Writing Contests

Graduate students are encouraged to submit their writing to three department-sponsored contests: the graduate divisions of the James Paul Brawner Expository Writing Contest and the Waitman Barbe Creative Writing Competition in Fiction and Poetry; and the Russ MacDonald Creative Writing Contest. Entries for these contests are submitted in January and February, and the winners, who receive cash awards, are announced in April.

9.7 Professional Publications

Doctoral students are encouraged to publish their research in professional journals and other venues. Faculty members are eager to help students prepare their work for submission. Within the last two years, students have published in journals such as *Genders*, *European Journal of Women's Studies*, *Modern Fiction Studies*, and *Quarterly Review of Film*, as well as various edited collections such as: *The Encyclopedia of American Conspiracy Theories*, *Writer of Boundaries*, *Culture, Theory and Critique*, and *Holiness and Masculinity in the Middle Ages*.

9.8 Folger Institute Seminars

The Folger Shakespeare Library and Institute in Washington, D.C., recognized for studies in Shakespeare, the Renaissance, and the eighteenth century, offers opportunities for semester-long seminars on a variety of topics. Graduate students doing research in areas from the Renaissance to the eighteenth century are encouraged to apply for admission to the Folger Seminars. They will earn academic credit and receive the stipend offered by the Folger to help cover travel and lodging expenses. Application is made through the West Virginia University Folger representative.

9.9 Center for Women's Studies

The Center for Women's Studies offers many programs and activities of interest to graduate students in English. In addition to a Master of Arts in Liberal Studies (MALS) with an emphasis in women's studies (available through the Eberly College of Arts and Sciences), the Center coordinates graduate level courses in English and other disciplines with a primary focus on women and gender. It also offers independent study courses and professional field experience. Plans are in progress for a graduate certificate in women's studies, which would complement a master's or doctoral degree program. Through the West Virginia University Fireside Chat series and through on-campus, statewide, and national conferences, the Center also provides opportunities for graduate students in English to hear and present research on women's studies and gender. Further information is available at the Center for Women's Studies, 218 Eiesland Hall (304-293-2339).

9.10 Center for Black Culture and Research

Although the Center for Black Culture and Research does not offer classes for graduate credit, it does sponsor speakers, exhibits, and other opportunities for intellectual exchange. Further information on the Center's mission and programs is available at the Center for Black Culture and Research, 590 Spruce St. (304-293-7029).

9.11 Hospital and Medical Insurance for Graduate Students

Provost Gerald E. Lang has determined that all graduate teaching assistants will be provided with Hospital and Medical Insurance. Graduate students who do not hold assistantships may elect to purchase this coverage at their own expense. Cost of this coverage for GTAs will be borne by the Provost's Office. [Note: even with this coverage, students are still responsible for and must pay the Student Health fee.] Optional coverage may be purchased by the student for spouses and/or dependents. GTAs with equal or better coverage through their spouse or parents could waive the WVU coverage.

Questions should be directed to Carolyn Matthews, University Health Services:293-2315;cmatthews@hsc.wvu.edu

10 Miscellaneous Information

10.1 Where to Go for Help

Most questions from graduate students can be answered by the English Department Graduate Secretary, in room 234 Stansbury Hall, where graduate student files and forms are kept. The Graduate Secretary's telephone number is (304) 293-3107 ext. 408. Other questions about the department can be answered by the Department Receptionist in Room 231. You may visit the departmental home page at <http://www.as.wvu.edu/english/> or feel free to visit the URL for Graduate Education at WVU: <http://www.wvu.edu/~graduate>

Below is a partial list of other places to go for help:

FINANCIAL AID (304) 293-5242
Mountainlair

HEALTH SERVICES (304) 293-2311
Health Sciences Center

CAREER SERVICES CENTER (304) 293-2221
Mountainlair

[Job Placement Assistance, On-Campus Interviewing, Employer Relations, Career Planning Seminars, Credential Services, Alumni Career Planning and Assistance, Health/Education/Social Services Jobline]

GRADUATE RECORD INFORMATION (304) 293-2124 ext.1563 Admissions & Records

GRADUATE FORMS AND INFORMATION (304) 293-2505
103 Woodburn Hall

10.2 Fines

Graduate students must pay all fines they incur, especially library fines. Admissions and Records will not permit students with unpaid fines to register and will withhold their transcripts.

10.3 Incompletes

Graduate students are strongly urged to finish their course work in the allotted time each semester. Occasionally, however, this may not be possible. Incompletes may be given by professors for one of two reasons: unavoidable delay in completing the work, or unavoidable absence from the final examination. Incompletes are not given automatically. Students requesting an incomplete must speak to their instructor before the semester concludes, fill out an Incomplete Form, secure the instructor's signature, and file the completed form in the English Department Office before the semester concludes. The following policy applies to students entering all programs beginning fall semester 2002: Students must complete the work within one calendar year; if they fail to do so, the grade for the course will convert to "F."

10.4 Active/Inactive Student Status

Information such as name, address, telephone number, major, and adviser is vital for the University to communicate with students and maintain permanent records. In addition, when individuals do not enroll in classes for extended periods of time, maintaining their records on active status is costly and time consuming. For these reasons, the Office of Admissions and Records periodically deletes student records from active status. Students who return after their records have become inactive must reactivate them by completing the required forms at Admissions and Records and paying the \$50 Graduate Program Continuance Fee. Degree students who have been inactive for eight or more years are not eligible to reactivate but must reapply for admission.

10.5 Policy on Enrollment During Final Semester

All graduate students must enroll for at least 1 credit hour during the semester (or summer) of graduation. Graduate students who are on campus will be required to register by the normal registration deadlines. Graduate students who have left the campus will be allowed to register until the tenth week of classes in fall and spring semesters and the third week of Summer II. [Note: Quota waivers are not to be used to meet this enrollment requirement.]

The course used for the **1 credit hour** enrollment is ENGL 799 (Graduate Colloquium). Grading is S/U; colloquium credit may not be counted toward credit requirements. Students should contact the Graduate Secretary for assistance with registration.

10.6 Application for Graduation

STUDENTS MUST CHECK WITH THE GRADUATE SECRETARY AT THE BEGINNING OF THE SEMESTER THEY PLAN TO GRADUATE FOR SPECIFIC DEADLINES REGARDING GRADUATION.

Following is a general timetable graduating students should keep in mind:

1. No later than the beginning of the final semester, the student should confer with his or her adviser and, if applicable, the chair of the Thesis or Dissertation Committee to ensure that all degree requirements will be met by the end of the semester.
2. In the final semester, the student should register for at least 1 credit hour (ENGL 799 – Graduate Colloquium). No one may graduate who is not registered as a student during the semester of graduation.
3. No later than two weeks after registration, the student should complete an “Application for Graduation and Diploma,” obtained from the Graduate Secretary. The student should return the completed form, along with a check for the \$30 graduation fee, to the Graduate Secretary.
4. At least two to three weeks before the date of a defense, the student should remind the Graduate Secretary to request a shuttle sheet from the Office of the Dean of the Eberly College of Arts and Sciences. The shuttle sheet is used to schedule a thesis or dissertation defense, report the results of a defense, and give departmental clearance for graduation. Students with outstanding fines, fees, or Incompletes on their transcripts will not be permitted to graduate.