



**THE GRADUATE HANDBOOK FOR THE
PH.D. IN ENGLISH**

DEPARTMENT OF ENGLISH

University of California, Irvine

Academic Year 2016-2017

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DEPARTMENT OF ENGLISH
UNIVERSITY OF CALIFORNIA, IRVINE
THE ENGLISH GRADUATE PROGRAM HANDBOOK
THE PH.D. PROGRAM IN ENGLISH

INTRODUCTION

This section of the handbook explains the requirements for the M.A. and Ph.D. degrees in English. **For information on the extended seminar, incompletes, progress towards the degree, teaching assistantships, and other financial support, please see pages 20-23.** It is meant to supplement but not to supplant the *UCI General Catalogue* or the University-wide *Graduate Policies and Procedures Handbook* (available on Graduate Division's website).

The Graduate Committee oversees the graduate program in English. It includes faculty and a graduate student representative; its policies and procedures are governed by the Department, the Associate Dean of Graduate Study in the School of Humanities, the University's Graduate Council, and the Dean of the University's Graduate Division.

Graduate students in English can save themselves a great deal of time and frustration by directing their questions to the appropriate figure in the administration of the graduate programs. Questions about departmental and campus-wide deadlines, administrative forms, and other established regulations should be directed to the Department's Graduate Program Administrators. Questions regarding specific plans for study should be addressed to a student's academic advisor or, in the later stages of study, the chair of the qualifying examination or dissertation committee. Questions involving exceptions to the customary policies of the graduate program in the Department should be addressed to the Chair of the Graduate Committee, as should all suggestions for changes in those policies. Questions about the awarding of teaching assistantships should be addressed to the Chair of the Department. Whereas some questions can be easily handled by e-mail, in many cases, it is much more effective to arrange a face-to-face meeting with the appropriate person.

Early Advising and Courses

Students are assigned advisors, in consultation with whom they plan their coursework and prepare for the M.A. Examination. Students generally take a minimum of fifteen courses, one of which is E398. Courses should include ones that expose students to a variety of topics, approaches, genres, and theoretical issues in literary history as well as ones that prepare students for an area of specialization. Adequate historical coverage generally entails at least one course on literatures in English in each of the following periods: medieval; Renaissance; the long eighteenth century; Romanticism; Victorian or late nineteenth century; the twentieth century. Students should take courses from a number of different faculty in order to provide a good basis for choosing members of committees and to gain educational breadth and diversity. Students should also balance pro-seminars, which usually require examinations and short papers, and seminars, which require substantial research papers. During the first year, Ph.D. students in English must complete a minimum of four (4) 20- to 25-page research papers; thus, at least four (4) courses must be taken for seminar credit over the first three quarters of graduate study. In order to make sure that graduate courses remain seminars, most courses in the Department have enrollment limits. Faculty select students for seminars on the basis of seminar request forms available from the Graduate Program Administrator. These forms must be filled out and submitted by students before the announced deadline. Faculty take these forms seriously, so fill them out with care.

Students are welcome to take courses that fulfill requirements for one of the School's various emphases, such as Critical Theory, Asian American Studies, Gender & Sexuality Studies, or Visual Studies. These courses are usually taken in addition to those needed for degree requirements in English. Graduate courses taken outside the Department may count toward the degree, but only with the express approval of the student's advisor and (for courses taken before the MA) the MA examination committee or (for courses taken after the MA) the Graduate Chair.

It is extremely important for students to consult with their advisors about coursework. They should schedule at least one meeting a quarter to discuss the selection of courses before seminar request forms are due. In addition to working closely with students in selecting coursework, advisors work with students in preparation for the M.A. Examination. (See section on the M.A.) Since it makes sense for a student's advisor to be someone with whom the student plans further work, students are free to change advisors at any time. To do so they must get approval from both the old and the new advisors as well as submit a written petition to the Chair of the Graduate Committee through the Graduate Program Administrator. A logical time to switch advisors is after completion of the M.A. Examination. If a student encounters any problem with his or her advisor, he or she should contact the Chair of the Graduate Committee immediately.

The Extended Seminar (Arbeitsseminar)

In order to provide for advanced work in an area that could develop into a student's special field of interest and to enlarge the confines of the academic quarter, the Department encourages students to arrange a two-quarter sequence consisting of a regular seminar (not 290 or 291) and an independent studies course (E/CL 290) for a total of eight units. The second course involves a substantial research project and results in a paper of about 30-40 pages. A student who desires to take a second Arbeitsseminar may do so with the approval of the qualifying examination committee after having submitted a brief rationale. Students will not normally be permitted to take more than one extended seminar (Arbeitsseminar) before the M.A. nor more than one after. The extended seminar provides an opportunity to develop a publishable paper or a chapter of a dissertation.

With the instructor's permission, the student may choose to receive a grade of IP (in progress) for the first quarter of the sequence. Arrangements for the follow-up course must be completed no later than the eighth week of the first quarter, by which time the student must submit to the Chair of the Graduate Committee a preliminary plan of the project. The plan should provide for regular meetings with the instructor and the submission of preliminary written work leading to the final essay. If the student chooses the IP option, one grade will be given for both courses.

DEGREE REQUIREMENTS

The M.A. in English

The M.A. Examination is scheduled for the quarter after students complete nine graduate courses at UCI. Students must have a GPA of at least 3.0 to receive the M.A. In addition, they must have passed the foreign language translation examination, although they can schedule the M.A. examination without yet having done so. In order to schedule the MA examination, students submit an advancement to candidacy form at least one quarter before taking the degree. Most students will, therefore, fill out their advancement to candidacy forms either Spring quarter of their first year or the following summer. This form is available on the Office of Graduate Study website. If they do not fill out the forms by the proper time, students will have to wait a quarter after taking the M.A. examination before actually receiving the degree, which for those not continuing in the Ph.D. program may entail added expenses. The absolute deadline for filing is 30 days before the beginning of the degree quarter.

As the coursework for the M.A. nears completion, students should meet with their advisors to plan for the M.A. examination. The advisor should review the student's record thus far: the variety and range of courses, the need for additional courses, the quality of the student's performance, and the student's timely completion of assignments and coursework. The advisor and the student should discuss the primary field of specialization and which courses may be required to prepare the student for the profession. They should also

discuss a possible secondary field, the membership of the Ph.D. qualifying examination committee, selection of a seminar essay to be revised for the M.A. examination, and possible topics for the dissertation. Finally, the advisor should direct the student to that part of the *Handbook* discussing the procedures leading up to the Qualifying Examination and answer any questions that students might have.

Consultation should begin well in advance of the actual examination. On the basis of this consultation, the student will prepare a "Statement of Purpose," which addresses the following: coursework to date and plans for subsequent courses; plans for the qualifying examination and dissertation; statement of professional aims.

The MA paper can derive from any seminar, and students should first consult with the seminar instructor about the paper's suitability for the MA exam and about suggestions for further reading and possible revisions before taking the paper to their advisor. One substantive revision of the seminar paper should be conducted in close consultation with the advisor (who will read no more than two versions of the paper prior to the exam). The purpose of the revision is to demonstrate that a student has the skills needed to pursue a Ph.D. in English. The final paper must, therefore, be well written and clearly argued while displaying acceptable standards of scholarly research. It should be article length (between 20 and 40 pages) and include the mechanics and apparatus expected in published work (e.g., proper footnotes, quotations, and references).

Having reviewed the "Statement of Purpose" and the revised essay, the advisor will write a letter to the Graduate Committee evaluating the student's progress and prospects. That letter will also evaluate the M.A. essay and how effectively the student has revised it. These three items must be complete for the M.A. examination to take place. Three copies of each must be submitted to the Graduate Programs Administrator a minimum of one week prior to the examination date.

The M.A. Examination

On the examination date, the meeting itself will be conducted by a member of the Graduate Committee. Examinations usually last one hour. Since the academic advisor does not act as a student's advocate, the same person may appear simultaneously as advisor and as a member of the Graduate Committee. Normally, three faculty, including the advisor, constitute the M.A. Examination Committee.

The examination consists of a review of the student's career and a discussion of the application, along with close analysis of the submitted seminar paper as an indicator of both achievement to date and future promise. Upon reviewing a student's coursework, M.A. Examiners may require that particular courses be taken before the Qualifying Examination can be scheduled. They may also recommend that various courses be taken. Any plans students propose at this stage are tentative, but students will be expected to demonstrate some knowledge of their chosen specialization(s) and the kinds of dissertation subjects appropriate

to the chosen areas. A tentative committee for the Qualifying Examination, including the identity of the chair, will be discussed and questions about the procedures leading up to the Qualifying Examination clarified. Students who choose not to continue in the program will not be called upon to talk about future academic plans; their examinations will concentrate primarily on the review of their coursework and the essay.

Rather than award the M.A. and permit continuation toward the Ph.D., the Graduate Committee may choose to: (a) fail a student; (b) award the M.A. with continuation in the Ph.D. program conditional upon specific course work and/or the submission of additional or further revised written work. Students who fail the MA Examination the first time are entitled to retake it, but must do so no later than the end of the quarter following the one in which the MA Examination first was taken. Re-examination involves a review of the student's record by the full Graduate Committee and reconsideration of the MA paper, which the student will typically have revised in the time since the first examination. A second failure will result either in the granting of a terminal MA or in the student's departure from the program without an MA. The committee chair is responsible for explaining any failures or conditions in a written letter placed in the student's file.

Transfer Students

Since one function of the M.A. examination is an advisory one, students who come to Irvine with an M.A. or some graduate credits in English Literature are required to follow the procedures described above. Such students are often confused about the applicability of their previous course work to the program of study at Irvine, especially because our requirements are designed to meet the interests and needs of each student. The M.A. examination assures these students that there will be a time to discuss that applicability before the qualifying committee has been formed, and at times they are allowed to take less than the normal 15 courses. Transfer students must also fulfill the foreign language requirement. No formal petition for the transfer of credits need be made to the Department because determinations will be made at the M.A. examination. Because these determinations affect how students plan their coursework, transfers may, if they are prepared, schedule the M.A. examination as early as their second or third quarter at UCI.

Foreign Language Requirement

The student of English must demonstrate a highly proficient reading knowledge of one foreign language by passing a translation test. The test must be passed before the M.A. examination. The tests are two-hour sight translations, during which the use of dictionaries is permitted, and may be re-taken. The Graduate Committee asks qualified members of the Department or other departments to set and mark the examinations.

Students wishing to be examined in a foreign language other than French, German, Latin, and Spanish should notify their advisors and the Graduate Committee *in writing* at least a quarter in advance. Successful completion of the requirement will be recorded in the student's file. Failure to pass the test will not be recorded. Tests may be taken as often as

necessary. Students may petition the Graduate Chair to accept advanced coursework in which literary translation was accomplished or other evidence of high proficiency in the language in lieu of the examination.

To help students acquire a solid reading knowledge of the language of their choice, a number of the foreign language departments offer “Language 97 courses” at different times throughout the year. Note that these are lower division, undergraduate courses, and do not fulfill undergraduate language requirements.

Students should select their language according to their particular scholarly interests. French and German are appropriate for many specializations from the Renaissance to the present, though Americanists in particular may find French and Spanish or Spanish and another language more appropriate; Latin may be required for students working in medieval or Renaissance literature. In any case, students should select foreign languages that will be useful either for reading primary works or for research in secondary materials. They should discuss their plans with their academic advisors, who may seek advice in exceptional cases from the Graduate Committee.

The purpose of the foreign language requirement is to encourage students in international literacy and to ensure at least a minimal ability to engage scholarship in languages other than English. The student's chosen area of specialization may well require ability in certain foreign languages, and the M.A. committee, the qualifying examination committee, or the dissertation committee may require language preparation beyond the minimum to guarantee that ability. A student interested in modern literature and literary theory will probably need French or German; a specialist in Renaissance literature may need Latin or Italian; medievalists need Latin and perhaps Old French, Italian, or Old Icelandic. Students of Langland, Sidney, Pope, Tennyson, Joyce, or Beckett want to be able to read what their authors read. At least a start needs to be made in graduate school; it is harder to pick up languages later.

The Ph.D. in English

Residence

The University requires six quarters in residence for the Ph.D. Students normally complete their degree in six to seven years. The maximum time allowed by the Graduate Council for completion of the Ph.D. is nine years.

Teaching

The Department expects its graduates to obtain considerable teaching experience before completing the Ph.D. The amount of teaching any candidate may do will depend upon the availability of teaching assistantships and **the maximum limit of 12 quarters of appointments before advancement to candidacy and 18 quarters of total teaching**

support. (Both are campus-wide limits.) Appointments are made on the basis of academic progress and performance as a teacher at the university level. All other considerations being equal, students making normal progress toward the degree have a more compelling claim to support than those who do not. For instance, although students can receive up to 18 quarters of support, priority is normally given to those who have not yet used 15 quarters.

The Qualifying Examination for the Ph.D. in English

After students have completed the course work (and any other requirements) designated by their advisory committee, they prepare for the qualifying examination. Successful completion of the examination and approval of the dissertation prospectus advances them to candidacy. Students should begin planning their examination as soon as possible. They are offered considerable discretion in designing it. There are two basic formats for the Qualifying Examination and students should consult closely with their advisors as to which of these two formats best suits their proposed course of study.

Under one option, students are tested on works listed under three categories:

1. A Primary Field
2. A Secondary Field
3. Theory and/or Criticism

Under the other option, **the same number of works** are distributed across just two categories:

1. A Primary Field
2. A Secondary Field

Soon after the MA examination, students determine the number of and topics for their lists in consultation with the chair of their examination committee. In either case, the primary field should be the student's field of professional specialization and should be chosen after a close look at the various MLA divisions and job descriptions in a recent MLA job list. The secondary field should develop the student's intellectual interests while also helping to strengthen the student's chances on the job market.

In either the two-list or three-list format, there are a variety of possibilities for the secondary field. A student whose primary field is a historical period will frequently choose an adjacent historical period. For instance, a specialist in British Romantic Literature might choose Victorian Literature or, to develop transatlantic interests, Antebellum US Literature. But there are options other than an adjacent historical period. A 20th-Century Americanist might choose African American literature; a Modernist might choose Film; an 18th-Century British specialist, the history of the novel; someone in the Renaissance might choose the history of the lyric; a Medievalist, the history of the romance. Finally, the second list may be a theoretical field that opens multiple perspectives on works in the primary field.

For instance, someone in the Renaissance might choose Theories of Interpretation; a 20th-century Americanist, Marxist Criticism; a Post-colonialist, Narrative Theory.

Those with a primary field other than a historical period have similar options. A specialist in Rhetoric and Composition might choose the Victorian period or the history of literary journalism or the history of the essay. A specialist in Asian American might choose Rhetoric and Composition or the history of autobiography. A warning: **the secondary field must not constitute merely a particular focus within the primary field, such as Victorian Literature paired with The Victorian Narrative Poem or 19th-Century American Literature paired with The American Transcendentalists.**

For those choosing the three-list format, the third list should explore a particular preoccupation or question relating to the material in the student's primary field. While students are not required to have formulated a thesis at this stage, this list offers students a chance to lay some of the theoretical, critical or literary historical groundwork for their dissertation work. The topic the student pursues should not be too narrowly focused (for example Marxist Criticism would be appropriate while Althusser would not; The Idea of Nation in 18th - Century Literature is suitably broad, while The Nation in Sterne is too narrow), allowing the student to range over a capacious critical or theoretical territory that opens up multiple perspectives on the readings in the first two lists (and on literary studies more generally).

In formulating topics for their lists, students should keep in mind the difference between having a field of specialization and having a particular research interest within that field. To be successful on the job market students need to develop an expertise in a recognized field. Their particular research interests help to distinguish them from others working in the same field. The two "field" lists, in either format, should be constructed to give students mastery of a field, not to carve out particular territory within a field. The primary function of the Qualifying Examination is to test students' knowledge of their field(s). Successful completion of the examination and approval of the prospectus qualify them to pursue their research interests in the dissertation.

Examination Lists

The number of works for the entire examination will generally be about 120 to 150 (it is assumed that students will read more widely in the secondary literature as guided by their own interests and as advised informally by their committee, but in the exam itself students are only required to demonstrate knowledge of the works included in the lists). Shorter works, such as lyric poems, should be clustered together to count as one item. The distribution of the number of works among the lists is up to individual students and their committees. Each list should be prefaced by a headnote of no fewer than 500 and no more than 1000 words. In the case of the primary and the secondary fields, the headnote should describe the student's approach to the field and the most important features of that field.

The headnote for List 3 (if the student has taken that option) will typically provide a short account of the student's particular research interests within the field.

The student should start developing drafts of lists in close consultation with the individual members of the committee, especially the chair, shortly after completing the MA exam. No more than two quarters after the exam (typically in Spring of the student's second year), the student will have a List Meeting with the entire committee to finalize the lists. One week before the List Meeting the student, in consultation with the Chair, will finalize a complete draft version of the lists and circulate that to the committee. At the list meeting, this version will be discussed (with an eye to clarifying the student's emerging preoccupations) and any further revisions ratified before the meeting concludes. The student's committee chair has final authority as to what is included on the lists. Any subsequent changes made to the lists must be **initiated by the student**, approved by the chair, and communicated to the entire committee in a timely manner. If the student wishes to substantially revise any or all of the lists, a further List Meeting with the entire committee is advisable.

One year after the MA exam (typically in Fall of the student's third year), the student should circulate draft versions of the headnotes to the committee and solicit their comments. Students are also advised to maintain regular contact with all the members of their committee as they continue to study for the exam. The examination itself will typically take place in Winter of the student's third year; unless regular courses are still required, the student registers for E299 while studying for the exam. In planning ahead, students should remember the campus-wide limit of 12-quarters of TA support before advancement.

About a month before the examination takes place students should submit their final versions of the headnotes and lists to each committee member. Final approval of the headnotes and lists for the examination rests with the committee chair in consultation with the committee.

Choosing a Committee

Working closely with the chair of the committee (confirmed at the M.A. examination), the student should select three other members of the examination committee. A fifth member, working or non-working, from outside the Department and sometimes from outside the School of Humanities, is selected by the chair of the committee in consultation with the student. Students usually choose a chair with whom they have worked closely and within whose specialization they hope to work, though common fields of interest are not absolutely required. The chair may often be the same as the former academic advisor, but this is a natural time for students to change if they so desire. In many cases, the chair of the committee will also serve as the dissertation director, although again this is not required. The remaining three members must have competence in the examination areas. Although some members of the Committee often serve as readers of the dissertation, it should be clear that the examining committee and the dissertation committee serve different functions. The examining committee needs to cover the breadth of the examination;

the dissertation committee to oversee the particular dissertation topic. Students should not assume that a faculty member is required to serve. Each faculty member has the right to refuse such service or to impose certain conditions on service, including evidence of the student's abilities. In most cases, students will select faculty members who are familiar with their work.

No later than the third quarter after the M.A. examination, the student should submit to the Graduate Program Administrator the names of committee members and the proposed topics and fields for the three lists. The Graduate Program Administrator needs to be informed of any changes in the committee or proposed examination format.

Visiting faculty may sit on examinations, and may be allowed to sit as members of the committee, but only by exception. According to Senate regulations and Graduate Council policies, as detailed in the *Graduate Policies and Procedures Handbook*, the chair of the committee and at least two other members must hold either a primary or joint appointment in the Department of English. Students should choose committee members with whom they are in intellectual sympathy and whom they may wish to ask later for letters of recommendation.

Faculty from other departments may not serve on examination committees unless no one is available in the Department of English with sufficient knowledge of a particular field. Students should make formal application to the Graduate Committee for approval of exceptions. While the fifth member of the committee may be chosen from any school within the University, it is also possible for a faculty member in the School of Humanities to serve as the fifth member of the examination committees. The "outside" member must be from UC Irvine and may not hold either a primary or joint appointment in the student's department.

The Examination Itself

The examination itself consists of eight hours of on-campus writing and a two-hour oral. The exact format (what will be covered by the writtens and what by the orals) will be worked out by students and their committees in advance, usually at the list meeting. Because List 3, which includes works of theory and/or criticism, will vary from examination to examination, there are a variety of ways in which it might be examined. Students whose List 3 consists of works linked to the primary and secondary field often opt for a two-part written examination, incorporating questions about works on List 3 into questions about their primary and secondary fields. Students who focus on a particular approach or problem usually opt for a three-part written examination. Other approaches to the writtens are also possible. Generally, the oral examination can cover all of the works from all three lists, although students and committees are free to use the exam as they see fit. In all cases, however, the exact format of the examination needs to be agreed upon by the student and her or his committee at the time of the list meeting.

The Written Examination

Books, notes, computers, and blank data disks will be permitted on the writtens, which may be taken all in one day, but is usually divided between two four-hour sessions a day or two apart. Specific procedures for the use of computers during the written examination will be provided by the Graduate Programs Administrator. All questions will be distributed to and collected from the student by the Graduate Programs Administrator, who will also be responsible for duplicating and distributing copies to the committee.

The Oral Examination

The oral will be scheduled approximately one week following the writtens. It will usually cover all three lists although individual committees and students can use it as they see fit, provided that how it will be used is agreed upon in advance. Once the writtens have been read by all five committee members, the chair will consult with them about the appropriateness of holding the oral. At this stage, the committee may decide that the student's performance on the writtens is inadequate to warrant holding it. In most cases, the committee will proceed on the assumption that questions raised by the writtens may be clarified on the oral.

Evaluation of the Qualifying Examination

At the end of the oral examination the candidate leaves the room while committee members evaluate the entire performance, written and oral. As a result of these deliberations, candidates may simply pass or be asked to retake any part or all of the examination. In some cases, deficiencies may be remedied by the submission of a paper. Any deficiencies to be made up should be subject to a specific deadline. The qualifying examination may be retaken only once; a second failure requires withdrawal from the program.

Candidates with grievances about the procedures or the evaluation of the examination should attempt to resolve them within the committee. In extreme cases, grievances may be submitted to the Graduate Committee for adjudication, but it should be understood that the examining committee, except under the most extraordinary circumstances, has final authority.

Advancement to Candidacy

Effective September 1, 2016:

Advancement to candidacy (ABD status) should occur by the official end of the ninth quarter. Attaining ABD status depends upon successful completion of the Qualifying Examination and committee approval of a dissertation prospectus. The relationship of the prospectus to the exam is determined by the exam committee in concert with the student. The two options are: 1) completion of the qualifying exam at the end of the eighth quarter and a prospectus by the end of the ninth; 2) integration of a prospectus into the qualifying exam in place of the headnotes. Neither option forecloses the authority of the dissertation

committee to recommend a revision of the prospectus as part of the development of the dissertation subsequent to advancement to candidacy. Graduate students who are unable to complete the qualifying exam at the end of the ninth quarter or are advised to defer completion of the prospectus until some time in the fourth year will remain candidates in good standing and will ordinarily be assigned teaching assistantships. Students are guaranteed no more than twelve quarters of teaching before advancement to candidacy. Without progress on the dissertation in the fourth year, it is unlikely that a student will be competitive for fifth year dissertation fellowships.

The Prospectus

The prospectus should be 10 to 15 double-spaced pages (not including the bibliography). It consists of:

- 1) A preliminary articulation of the topic of the dissertation and a sketch of the planned line of argument.
- 2) A brief theoretical account of the argument. 'Theoretical' here is used in relation to theory's original meaning as a 'looking at.' The theoretical account should be a concise reflection on the particular angle of vision from which the argument will be conducted, the speculative problems it poses, and the intellectual stakes it raises.
- 3) A short, chapter-by-chapter plan for how the thesis will be developed.
- 4) A preliminary bibliography of crucial primary works and sufficient critical, historical and theoretical readings to show that you have an informed understanding of the scholarly terrain you will need to master in order to make your argument.

Writing a prospectus should provide students with a coherent plan for their dissertations as well as train them how to write proposals for dissertation fellowships and, later, descriptions of book projects for publishers. Since such proposals and descriptions are relatively short, a prospectus **may not exceed** 15 double-spaced pages (not including the bibliography).

Effective for students matriculating in the Department of English after September 1, 2016:

The form and substance of the prospectus will be determined by the doctoral committee in consultation with the student.

Dissertation

Upon conceiving a topic, a candidate should begin forming a suitable dissertation committee of three members, chaired by a member of the Department. The committee chair is usually but not necessarily the same as the qualifying examination committee chair. Within six months of passing the qualifying examination, students must prepare a dissertation prospectus of 10-15 pages and sit with their dissertation committee for about an hour for a formal discussion of the proposed work. **(Students who have not held their prospectus**

meeting will not be considered for dissertation fellowships.) Students who take the theory emphasis are expected to write a dissertation with a substantial theory component.

Effective for students matriculating in the Department of English after September 1, 2016:

After submitting a full dissertation to their committee members, students will be required to pass an oral dissertation defense with their doctoral committee prior to filing the dissertation and graduating.

Doctoral Program Timetable*

Progress in the Ph.D. program in English consists of fulfilling specific requirements in a timely fashion. This document outlines the requirements and an appropriate schedule for completing them.

Requirements	Recommended Completion	Deadline
<ul style="list-style-type: none"> ▪ Take nine Graduate Seminars (a combination of seminars and pro-seminars; at least four courses must be taken as seminars) focusing on historical and generic coverage while beginning to develop a specialization 	First Year	First Year
<ul style="list-style-type: none"> ▪ Complete Review of Foreign Language ▪ Produce Seminar Paper to be revised for M.A. examination; discuss revisions with advisor 	Spring Quarter of First Year	Spring Quarter of First Year
<ul style="list-style-type: none"> ▪ Meet with Faculty Advisor to discuss M.A. examination 	Spring Quarter of First Year	Fall Quarter of Second Year
<ul style="list-style-type: none"> ▪ Revise essay for M.A. Examination 	First Summer	First Summer
<ul style="list-style-type: none"> ▪ Take M.A. Examination ▪ Take Foreign Language Examination 	Fall Quarter of Second Year	Second Year
<ul style="list-style-type: none"> ▪ Begin Teaching ▪ Take E398 Rhetoric/Teaching of Composition ▪ Take at least six more graduate seminars (a combination of seminars and pro-seminars), finishing coverage while focusing on a specialization ▪ Select Chair of Qualifying Committee and, in consultation with Chair, additional committee members, and fields for the Examination 	Second Year	Second Year

Requirements	Recommended Completion	Deadline
▪ List Meeting with Examination Committee	Spring Quarter of Second Year	Second Year
▪ Start reading for the Qualifying Examinations	Second Summer	Second Summer
▪ Circulate List headnotes to Examination Committee	Fall Quarter of Third Year	Third Year
▪ If needed, finish course work	Third Year	Third Year
▪ Take Qualifying Examination	Winter Quarter of Third Year	Third Year
▪ Work on Dissertation Prospectus	Spring Quarter	Third Year
▪ File Advancement Ph.D. Form I, after which you will become ABD (All But Dissertation)	Spring Quarter of Third Year	Spring Quarter of Third Year
▪ Work on Dissertation	Third Summer	Third Summer
▪ Finish Dissertation	Fifth and Sixth Year	Sixth Year
▪ Finish Dissertation (5+2 Program track)	Fifth Year	Fifth Year

*This calendar assumes that a student has fellowship support for the first year.

Normative and Maximal Time:

Normative time is officially "six to seven years." We provide a schedule for completing the degree in six years for two reasons. (1) This schedule represents the ideal towards which students and their advisors should aim, while recognizing that minor delays are sometimes unavoidable. (2) Although we hope, when possible, to provide six years of support (a first-year fellowship and five years of teaching) or, in exceptionally good budgetary times, even seven years of support (a first year fellowship and six years of teaching support), students

should not expect support beyond the sixth year. The department will provide timely notification to students who are not making normal progress. Students should pay particular attention to the feedback they receive at critical moments: the M.A. and Qualifying Examinations, the dissertation prospectus meeting, and while writing the dissertation.

Maximum time to degree is nine years. The university may not allow students who are beyond maximum time to register.

GENERAL POLICIES

Academic Honesty

As apprentice and practicing teachers, graduate students are expected to be familiar with standards of academic honesty generally and as articulated at UCI Academic Senate:

<http://senate.uci.edu/files/2015/12/Appendix-VIII-UCI-Academic-Senate-Policy-on-Academic-Honesty.pdf>

and of course they are expected to uphold these standards in their own work. Plagiarism or cheating are only under the most extraordinary circumstances questions among graduate students. However, one aspect of academic honesty deserves attention.

From time to time, students may find work they are doing in separate courses converging towards related projects or even a single project, and this is not only to be expected, but positively desirable when there is some real overlap in material. In cases where some of the same work might reasonably be submitted in different courses, a couple of principles need to be followed: first, that the permission of every instructor involved be sought in advance of beginning such a project; second, that the total amount of work reflect the number of courses involved. In the case of converging topics, faculty will probably want to see the work submitted in each course. In the case of the single paper submitted in two courses, the faculty in each course will probably want to confer with one another as well as with the student, and the final product should be a project which at least from the perspectives of research, subject matter, and, perhaps length, is doubly substantial. In the more problematic (and much less easy to justify) case of submitting revised versions of work previously handed in for an earlier course, faculty will certainly need to see both early and current versions of the work. Since all of these cases entail extra work for faculty, students should expect that sometimes permissions of this kind will be turned down even when they have intellectual merit. *Once faculty approvals have been obtained, a record must be put in the student's file that details the nature of the project with the signatures of the faculty involved; forms for this purpose are available from the Graduate Programs Administrator.*

As the *UCI Schedule of Classes* reminds us every quarter, it is the policy of the Academic Senate that "Submitting substantial portions of the same work for credit in more than one course without consulting all instructors involved" constitutes "Dishonest Conduct," the consequences of which are likely to be disastrous to a graduate student's career. When in

doubt, therefore, graduate students should consult their instructors and inform them of all relevant circumstances.

Evaluation Procedures

In addition to assigning a letter grade, faculty complete a seminar report for each English Ph.D. student taught. The report includes brief comments on the student's performance, and is submitted to the Graduate Program Administrator no later than three weeks after the quarter ends. Copies of seminar reports are made available to the graduate student.

Incompletes

It goes without saying that courses should be completed before the end of the quarter. To avoid Incompletes students should make wise use of seminar and pro-seminar options, as well as Extended Seminars. An Incomplete that lingers on the transcript may be construed as evidence of unsatisfactory progress and will reduce a student's chances of receiving support. The presence of two Incompletes at any time indicates a failure to make normal progress. A student who requires an Incomplete must negotiate a contract with the instructor and fill out a form available from the Graduate Program Administrator. The contract must indicate reasons for the Incomplete including the status of the work in progress and give a due date for completion of the work. The Chair of the Graduate Committee, the student, and the instructor must sign the contract, which goes into the student's file. Students give completed work to the Graduate Program Administrator, who will report that it is in and pass it on to the instructor who will grade it as soon as possible.

Incompletes made up before the beginning of the succeeding quarter usually cause no special difficulty. A due date after that will receive greater scrutiny and require more substantial justification. Failure to meet the new deadline can generate correspondence with the Associate Dean and jeopardize appointment to a teaching assistantship, which by University policy requires the satisfactory completion of eight units of courses each quarter in addition to the four attached to an assistantship. Beyond the contractual deadline, the School of Humanities makes the last business day of August a checkpoint for Incompletes for the preceding academic year. The School will not allow those with outstanding Incompletes at that time to hold Teaching Assistantships, and may recommend disqualification for students who still have not submitted the required work.

Progress Toward the Degree

Everyone concerned with the Ph.D. program in English has an interest in seeing degrees completed as soon as is consistent with sound professional achievement. Graduate students, especially, gain financially and professionally by finishing in a timely fashion. To prolong the degree is to risk flagging intellectual interest and energy, and there is evidence that a long, drawn-out degree makes the candidate less competitive on the job market

Each stage of our Ph.D. degrees is designed to be reached in a normative period, and it is to every student's advantage to try to move forward according to those periods. Obviously, illness and unforeseen personal circumstances may cause delay, but where these are not an

issue, the Department does exert some pressure on the side of normal progress. Students should be aware that lack of reasonable progress is a consideration in the awarding of teaching. In extreme cases it can result in disqualification from the program. Please keep the following points in mind.

1. The M.A. examination must be taken no later than the Fall Quarter of the second year.

2. The normal time to take the qualifying examination is *the eighth quarter of residence*.

3. The requirements for the Ph.D. should be completed in the sixth year of residence or fifth year of residence for those on the 5+2 Program track. Students exceeding the normal time to degree may be requested to submit an explanation to the Graduate Dean's office. But before that, students who have not completed their degree by the end of their sixth year of residence and who are otherwise eligible for teaching appointments will have a less compelling claim on these appointments than those who have moved more swiftly and deliberately through their course of study. Also, those who have been awarded fellowships, mentorships, and similar compensated non-teaching appointments are expected to make faster progress. Maximum time to degree is nine years. The university may not permit students who are beyond maximum time to register.

4. Incompletes that extend into the next quarter are discouraged because they inhibit work during that quarter. Only under exceptional circumstances will more than one be allowed at a time. Incomplete work must be finished by the date indicated on the contract and turned in to the graduate administrator. An incomplete unfinished by the last business day in August disqualifies a student for support in fall quarter.

Graduate Student Mentoring

At the beginning of each quarter every graduate student who has completed the MA Exam will be sent a form on which they will be required to briefly sketch their goals for the quarter. The form will include the major milestones on the Calendar of Normal Progress (language exam, MA exam, Qualifying committee, List Meeting, Qualifying Exam etc.) and indicate which of these the student has completed according to our records. Students will be required to set up a meeting with their advisors to discuss their plans for the quarter. Advisors will be required to sign off on the student's proposals, and (in Fall and Spring quarters) to provide a brief written assessment of the student's overall progress and their particular plans for the coming quarter. The advisor will then turn that form in to the graduate administrator.

Once each year, the graduate chair will review all of these forms and with one or two members of the Graduate Committee hold a meeting with any students who seem to be struggling to make timely progress. We will then provide a written evaluation of the student's situation to both the student and the student's advisor with recommendations

for future actions and, in some cases, specific goals the student will be required to meet in order to maintain acceptable progress.

Teaching Assistantships

Some teaching is required of all students, and most students support themselves by it. In the spring, students who wish to teach the following year complete a form that asks what courses they have taught, what they would like to teach, and what special circumstances or qualifications they may have. These applications, along with the student's academic record and teaching evaluations, are considered by a committee made up of the chair of the Department, the chair of the Graduate Committee, the directors of the M.F.A. program, and the Composition Director, which recommends to the Department chair an appropriate level of support for each student. The chair may offer from zero to three quarters of teaching depending on merit and the availability of funds.

The Department discourages students from assuming other jobs while holding teaching assistantships. **Students who hold fellowships are not permitted to take other jobs.** Only exceptionally can students enroll less than full time after advancement to candidacy.

Renewal of Teaching Assistantships

Most graduate students are eligible to receive up to twelve quarters of teaching as TAs before advancement to candidacy and eighteen quarters of total support. This is eligibility for support, however—neither a guarantee nor an ironclad entitlement. In years when budgets become uncertain or reduced, some students may receive two quarters of teaching and in some cases one, or even none. Students with poor academic records and poor teaching records risk losing support. All other considerations being equal, students making normal progress toward the degree have a more compelling claim to support than those who do not. For instance, although students can receive up to eighteen quarters of support, priority is normally given to those who have not yet used fifteen quarters. **Students with more than two incompletes at any time or with an incomplete as of the last working day of August are not eligible for a teaching assistantship. Students who are more than nine quarters past advancement to candidacy (Doc 2A) are not eligible for teaching.**

Other Financial Support

Apart from teaching assistantships, there are a number of other awards. Chancellor's Irvine, Murray Krieger Endowed Fellowship in Literary Theory, Graduate First Year Fellowship, Regents' and Humanities Pre-Doctoral Fellowships can be awarded to entering students. Students who are advanced to candidacy and are working on their dissertations may apply for one-quarter Regents' Dissertation Fellowships, Humanities Dissertation Fellowships and Summer Dissertation Fellowships. The Strauss Dissertation Fellowship provides a full year of dissertation support. Humanities Research Grants, which are awarded for specific research projects, are also available for continuing students. These grants are usually awarded for summer travel. Through the Diversity Fellowship Program, the University offers the Faculty Mentor Program Fellowship and the President's Dissertation Fellowship. The Humanities

Research Institute offers fellowship opportunities for advanced UC graduate students to work in collaboration on interdisciplinary topics. We also encourage application for national and international fellowships, and our students have received in recent years Mellon, Pew, Huntington, Newcombe, Fulbright, and other fellowships.

Emphases in Asian American Studies, Critical Theory, Gender & Sexuality Studies, and Visual Studies

School-wide graduate emphases are available in Asian American Studies, Critical Theory, Gender & Sexuality Studies, and Visual Studies. Consult the individual programs at:

Asian American Studies: <http://www.humanities.uci.edu/aas/graduate/index.php>

Critical Theory Emphasis: www.humanities.uci.edu/critical/programs/cte.php

Gender & Sexuality Studies: www.humanities.uci.edu/genderandsexualitystudies/

Visual Studies: www.humanities.uci.edu/visualstudies/

Emphasis in Creative Nonfiction

Students admitted to the emphasis in Creative Nonfiction must meet all course, language, and examination requirements for the Ph.D. in English or Comparative Literature. Their course work must include: a) three writing workshops in nonfiction; b) three courses in nonfictional literature or rhetoric; and c) if needed for the projected dissertation, one course outside the Department. Students must also conduct a dissertation defense.

Handbook revised: September 2016

Faculty	Areas of Interest	E-Mail Address
Jonathan Alexander	Rhetoric & Composition; Sexuality Studies and Queer Theory; New Media Studies	jfalexan@uci.edu
Elizabeth Allen	Medieval & Renaissance	eallen@uci.edu
Jami Bartlett	Literary and Cultural Theory, Victorian	j.bartlett@uci.edu
Carol Burke	Literary & Cultural Theory; Folklore & Cultural Theory; Literary Journalism	cburke@uci.edu
Ellen Burt	19th Century French Poetry; Enlightenment; Autobiography; Literary Theory	esburt@uci.edu
Ronald Carlson	Creative Writing	ron.carlson@uci.edu
Jerome Christensen	C20th & Contemporary American; Romanticism	jchris@uci.edu
Michael P. Clark	Early American; Literary & Cultural Theory	mpclark@uci.edu
Miles Corwin	Literary Journalism	corwinm@uci.edu
Rebecca Davis	Medieval & Renaissance	radavis@uci.edu
Amy Gerstler	Poetry	agerstle@uci.edu

Ph.D. in English

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Oren Izenberg	American Poetry	o.izenberg@uci.edu
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Arlene Keizer	African-American Literature; Anglophone Caribbean Literature; Critical Race and Ethnic Studies; Critical Social Theory and Cultural Studies; Feminist Theory; Literary Criticism and Theory	akeizer@uci.edu
Michelle Latiolais	Creative Writing	latiolai@uci.edu
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Jerry Lee	Applied Linguistics; Rhetoric & Composition; Anglophone & Postcolonial; Cultural Theory	jwl@uci.edu
Jayne Lewis	Gothic Literature; Medieval Humanities	jelewis@uci.edu
Julia Lupton	Shakespeare; Religious Studies; Public Humanities; Theater and Performance	jrlupton@uci.edu
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Annie McClanahan	C20th & Contemporary American Literature and Culture; Marxist Theory; Theory of the Novel	annie.mcc@uci.edu
Laura O'Connor	Anglophone & Postcolonial; C20th & Contemporary British	loconnor@uci.edu
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Victoria Silver	Medieval & Renaissance	vasilver@uci.edu

Ph.D. in English

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