# TABLE of CONTENTS

Cover illustrations: James Baldwin and Rita Hayworth; 19th-century engraving of Geoffrey Chaucer

## QUICK REFERENCE

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL</td>
<td>6</td>
</tr>
<tr>
<td>Director of Graduate Studies</td>
<td>6</td>
</tr>
<tr>
<td>Graduate Committee</td>
<td>6</td>
</tr>
<tr>
<td>Director of Graduate Admissions</td>
<td>6</td>
</tr>
<tr>
<td>Graduate Admissions Committee</td>
<td>6</td>
</tr>
<tr>
<td>Graduate Appointments Committee</td>
<td>6</td>
</tr>
<tr>
<td>Director of Composition</td>
<td>6</td>
</tr>
<tr>
<td>Associate Director of Composition</td>
<td>6</td>
</tr>
<tr>
<td>Associate Director of Composition</td>
<td>6</td>
</tr>
<tr>
<td>Associate Department Head</td>
<td>6</td>
</tr>
<tr>
<td>Graduate Job Placement Advisor</td>
<td>6</td>
</tr>
<tr>
<td>Graduate Coordinator</td>
<td>6</td>
</tr>
<tr>
<td>RELEVANT DOCUMENTS</td>
<td>7</td>
</tr>
<tr>
<td>Composition Policies and Procedures: Teaching Written Reasoning at the University of Oregon</td>
<td>7</td>
</tr>
<tr>
<td>General Duties and Responsibilities Statement (GDRS)</td>
<td>7</td>
</tr>
<tr>
<td>Administrative Procedures and Policies</td>
<td>7</td>
</tr>
<tr>
<td>Policy for Graduate Students with Disabilities</td>
<td>7</td>
</tr>
<tr>
<td>University of Oregon Thesis and Dissertation Style Manual</td>
<td>7</td>
</tr>
<tr>
<td>University of Oregon Catalog</td>
<td>7</td>
</tr>
<tr>
<td>Graduate School Procedures and Policies</td>
<td>7</td>
</tr>
<tr>
<td>GENERAL INFORMATION</td>
<td>8</td>
</tr>
<tr>
<td>INDIVIDUAL PLAN OF STUDY AND THE INDIVIDUAL FACULTY ADVISOR</td>
<td>8</td>
</tr>
<tr>
<td>POLICY FOR GRADUATE STUDENTS WITH DISABILITIES</td>
<td>9</td>
</tr>
<tr>
<td>Individual Academic Accommodation Plan</td>
<td>10</td>
</tr>
<tr>
<td>TRANSFER CREDIT</td>
<td>11</td>
</tr>
<tr>
<td>RESIDENCY REQUIREMENTS</td>
<td>11</td>
</tr>
<tr>
<td>Department</td>
<td>11</td>
</tr>
<tr>
<td>Graduate School</td>
<td>11</td>
</tr>
<tr>
<td>TIME LIMIT</td>
<td>12</td>
</tr>
<tr>
<td>Master of Arts</td>
<td>12</td>
</tr>
<tr>
<td>Doctor of Philosophy</td>
<td>12</td>
</tr>
<tr>
<td>COURSES</td>
<td>12</td>
</tr>
<tr>
<td>Seminars</td>
<td>12</td>
</tr>
<tr>
<td>500-Level Courses</td>
<td>12</td>
</tr>
<tr>
<td>Reading-and-Conference Courses</td>
<td>12</td>
</tr>
<tr>
<td>Interdisciplinary Courses</td>
<td>12</td>
</tr>
<tr>
<td>ENROLLMENT</td>
<td>13</td>
</tr>
<tr>
<td>GRADING</td>
<td>13</td>
</tr>
<tr>
<td>INCOMPLETES</td>
<td>13</td>
</tr>
<tr>
<td>ON-LEAVE STATUS</td>
<td>14</td>
</tr>
<tr>
<td>MASTER OF ARTS DEGREE</td>
<td>15</td>
</tr>
<tr>
<td>COURSEWORK</td>
<td>15</td>
</tr>
<tr>
<td>MASTER’S THESIS OPTION</td>
<td>15</td>
</tr>
<tr>
<td>GRADE POINT AVERAGE</td>
<td>15</td>
</tr>
<tr>
<td>LANGUAGE REQUIREMENT</td>
<td>16</td>
</tr>
<tr>
<td>RESIDENCY</td>
<td>16</td>
</tr>
<tr>
<td>FILING FOR DEGREE</td>
<td>16</td>
</tr>
<tr>
<td>MASTER OF ARTS/DOCTOR OF PHILOSOPHY IN ENGLISH WITH CONCENTRATION IN FOLKLORE</td>
<td>17</td>
</tr>
<tr>
<td>DOCTOR OF PHILOSOPHY DEGREE</td>
<td>18</td>
</tr>
<tr>
<td>COURSE WORK</td>
<td>18</td>
</tr>
<tr>
<td>PhD JOURNAL ARTICLE REQUIREMENT</td>
<td>18</td>
</tr>
<tr>
<td>GRADE POINT AVERAGE</td>
<td>19</td>
</tr>
</tbody>
</table>
LANGUAGE REQUIREMENT ........................................................................................................... 19
TEACHING REQUIREMENT ........................................................................................................... 20
BREADTH EXAM ............................................................................................................................ 20
  Organization ............................................................................................................. 20
  Guidelines for Breadth Field Lists .............................................................................. 21
  Administration ....................................................................................................... 21
  Grading .................................................................................................................... 22
MAJOR FIELD EXAM .................................................................................................................... 22
  Organization ............................................................................................................. 23
  Materials ................................................................................................................. 23
  Submission and Approval ......................................................................................... 23
  Administration ....................................................................................................... 24
  Grading .................................................................................................................... 24
  Major Field Examination Writing Option ...................................................................... 24
THE DISSERTATION .......................................................................................................................... 25
  Dissertation Director and Committee ........................................................................... 25
  Dissertation Prospectus ............................................................................................. 26
  Advancement to Candidacy ......................................................................................... 26
  Dissertation .............................................................................................................. 26
  Advising at the Dissertation Stage .............................................................................. 27
  Dissertation Progress Meeting ................................................................................. 27
  First Chapter Requirement ......................................................................................... 27
  Dissertation Oral Defense ......................................................................................... 27
RESIDENCY ................................................................................................................................... 28
FILING FOR DEGREE .................................................................................................................... 28
TIMETABLES FOR YEARLY PROGRESS TOWARD THE PhD .......................................................... 29
STRUCTURED EMPHASIS OPTIONS .......................................................................................... 34
  STRUCTURED EMPHASIS IN FILM STUDIES .............................................................. 34
    Participating Faculty ............................................................................................... 34
    Requirements ....................................................................................................... 34
  STRUCTURED EMPHASIS IN FOLKLORE ............................................................... 35
    Participating Faculty ............................................................................................... 35
    Requirements ....................................................................................................... 35
    Additional Resources .......................................................................................... 35
  STRUCTURED EMPHASIS IN LITERATURE AND ENVIRONMENT ...................... 36
    Participating Faculty ............................................................................................... 36
    Requirements ....................................................................................................... 36
  STRUCTURED EMPHASIS IN MEDIEVAL STUDIES ........................................... 37
    Participating Faculty ............................................................................................... 37
    Requirements ....................................................................................................... 37
  STRUCTURED EMPHASIS IN POETRY AND POETICS ........................................ 38
    Participating Faculty ............................................................................................... 38
    Requirements ....................................................................................................... 38
  STRUCTURED EMPHASIS IN RHETORIC & COMPOSITION ................................... 39
    Participating Faculty ............................................................................................... 39
    Requirements ....................................................................................................... 39
  SPECIALIZATION IN POLITICS, CULTURE, IDENTITY ........................................ 40
    Participating Faculty ............................................................................................... 40
    Requirements ....................................................................................................... 40
FELLOWSHIPS AND AWARDS ...................................................................................................... 41
  ENGLISH DEPARTMENT FELLOWSHIPS AND AWARDS ....................................... 41
    Composition Graduate Employee Appointments .................................................. 41
    Tutoring Graduate Employee Appointments ........................................................ 41
    Rudolf Eisterhahn Dissertation Fellowship Award ................................................ 41
    Sarah Harkness Kirby Essay Prize ........................................................................ 41
    Jane Campbell Krohn Essay Prize in Literature and Environment ....................... 41
Janine Thornton Essay Award in African American Studies ............................................................. 42

TRAVEL AWARDS .......................................................................................................................... 42
Department of English Travel Award ............................................................................................. 42
Eligibility ......................................................................................................................................... 42
Ecocritical Fund .............................................................................................................................. 42
Sherwood Travel Grants .................................................................................................................. 42
English Diversity Committee Graduate Diversity Enhancement Fund ........................................ 42

UNIVERSITY FELLOWSHIPS AND AWARDS ........................................................................... 43
University of Oregon Doctoral Research Fellowships ................................................................. 43
Target of Opportunity Laurel Awards ............................................................................................ 43
Margaret McBride Lehrman Award ................................................................................................ 43
Center for the Study of Women in Society Graduate Awards ....................................................... 43
Humanities Center Fellowships ..................................................................................................... 43
College of Arts & Sciences (CAS) Scholarships ............................................................................ 43

EXTRA-CURRICULAR OPPORTUNITIES .................................................................................... 44

ENGLISH GRADUATE ORGANIZATION .................................................................................... 44
STUDENT/FACULTY READING GROUPS ................................................................................... 44
19th-Century British Studies Group ............................................................................................... 44
Comic Studies Reading Group ....................................................................................................... 44
Contemporary Poetry (CoPo) Reading Group ............................................................................... 44
Ellenweorcas .................................................................................................................................... 44
Mesa Verde Reading Group ............................................................................................................ 44
Modernism Reading Group ............................................................................................................ 45
Multietnic Futurisms Reading Group ............................................................................................. 45
Queering Academic Studies: A CSWS Research Interest Group ................................................. 45
Theory Reading Group ................................................................................................................... 45
Trauma Studies Reading Group .................................................................................................... 45
Oregon Rhetoric Society ................................................................................................................ 45
Inclusive Pedagogies Reading Group ............................................................................................. 45

APPENDICES .............................................................................................................................. 46

APPENDIX A - PERMISSION TO REGISTER FOR INDIVIDUALIZED STUDY FORM .................. 47
APPENDIX B - ENGLISH DEPARTMENT SUMMER EXTENSION AGREEMENT FORM ............. 48
APPENDIX C - REQUEST TO COUNT NON ENGLISH COURSE TOWARD DEGREE ................. 49
APPENDIX D - SEMINAR PLAN FOR USE IN COMPLETING INDIVIDUAL PLAN OF STUDY ...... 50
APPENDIX E - MA CHECKLIST – PLAN OF STUDY .................................................................. 52
APPENDIX F - PHD CHECKLIST – PLAN OF STUDY ................................................................ 53
APPENDIX G - MA THESIS FORM ............................................................................................... 54
APPENDIX H - BREADTH EXAM COVER SHEET ....................................................................... 55
APPENDIX I - MAJOR FIELD EXAM COVER SHEET ................................................................. 56
APPENDIX J - PROSPECTUS COVER SHEET ............................................................................. 57
APPENDIX K - FIRST YEAR DISSERTATION STATUS MEETING FORM .................................... 58
APPENDIX L - DISSERTATION CHECK-IN FORM ...................................................................... 59
APPENDIX M - TRAVEL AWARD POLICY AND AUTHORIZATION FORM ................................. 60
APPENDIX N - STRUCTURED EMPHASIS IN FILM STUDIES READING LIST ......................... 62
APPENDIX O - STRUCTURED EMPHASIS IN FOLKLORE READING LIST ................................. 64
APPENDIX P - STRUCTURED EMPHASIS IN LITERATURE AND ENVIRONMENT READING LIST 67
APPENDIX Q - STRUCTURED EMPHASIS IN MEDIEVAL STUDIES READING LIST .................. 70
APPENDIX R - STRUCTURED EMPHASIS IN POETRY AND POETICS READING LIST ............... 71
APPENDIX S - STRUCTURED EMPHASIS IN RHETORIC AND COMPOSITION READING LIST 73
APPENDIX T - DEPARTMENT CALENDAR OVERVIEW ................................................................. 74
APPENDIX U - MA GRADUATION 2016-2017 DEADLINES AS PER GRAD SCHOOL WEBSITE .... 75
APPENDIX V - PHD GRADUATION 2017-2018 DEADLINES AS PER GRAD SCHOOL WEBSITE .... 76
QUICK REFERENCE

PERSONNEL

Director of Graduate Studies
Lara Bovilsky, 246 PLC, appointments and messages, bovilsky@uoregon.edu
Graduate Program and Individual Advising

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

Director of Graduate Admissions
Gordon Sayre, 472 PLC, 541.346.1313, gsayre@uoregon.edu
Admissions Process (technical questions go to Kathy Furrer, see below)

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

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

Director of Composition
Carolyn Bergquist, appointments and messages 541.346.1516
Composition Program and the Composition Teacher-Training Program

Associate Director of Composition
Miriam Gershow, appointments and messages 541.346.1516
First-Year GEs

Associate Director of Composition
Emily Simmitt, appointments and messages 541.346.1516
First-Year GEs

Associate Department Head
Liz Bohls, 527 PLC, 541.346.5484, ebohls@uoregon.edu
English 608 and Literature Teacher-Training Program

Graduate Job Placement Advisor
Paul Peppis, 154 PLC, 541.346.7017, ppeppis@uoregon.edu
Job Market Job Materials and Job Search and Interview Strategies

Graduate Coordinator
Kathy Furrer, 118 PLC, 541.346.1501, kfurrer@uoregon.edu
RELEVANT DOCUMENTS

COMPOSITION POLICIES AND PROCEDURES: TEACHING WRITTEN REASONING AT THE UNIVERSITY OF OREGON
Policies and Procedures is the composition program handbook, providing information about the guidelines of the university, the English department, and the composition program. It outlines university and English department resources and also offers practical information and advice to teachers.

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT (GDRS)
The General Duties and Responsibilities Statement: Graduate Employees, Department of English contains the policies and procedures concerning Graduate Employees (GEs) offered by the Department of English. All GEs should be familiar with this document, which is available on the English Department Resource Page: password is Marquez.

ADMINISTRATIVE PROCEDURES AND POLICIES
The Administrative Procedures and Policies includes information about procedures and contact people for support services, scheduling, mailboxes, payroll, registration, sick leave, travel, and other matters. Administrative Procedure and Policies can be found on the English Department Resource Page.

POLICY FOR GRADUATE STUDENTS WITH DISABILITIES
A set of policies to help faculty, students, and the department address the needs of graduate students with disabilities.

UNIVERSITY OF OREGON THESIS AND DISSERTATION STYLE MANUAL
This manual outlines the university policies regarding thesis and dissertation style and form. Only theses meeting the standard of style and form discussed in this manual are accepted by the Graduate School.

UNIVERSITY OF OREGON CATALOG
The section on the Graduate School explains university policies and requirements for the MA and PhD degrees.

GRADUATE SCHOOL PROCEDURES AND POLICIES
GENERAL INFORMATION

INDIVIDUAL PLAN OF STUDY AND THE INDIVIDUAL FACULTY ADVISOR

Students are admitted to either the Master of Arts or the Doctor of Philosophy program.

Those entering the PhD program with a bachelor’s degree can be awarded an MA en route to the PhD when they have successfully completed all requirements for the MA. If students enrolled in the MA program in English want to continue graduate work in the University of Oregon English department PhD program, they must apply for admission to the doctoral program. Both programs offer students great flexibility in determining their course of study, but the differences between the MA and the PhD requirements must be kept in mind when planning a student’s coursework.

MA coursework includes three required “distribution” seminars (including ENG 690, Introduction to Graduate Studies) and nine additional seminars in any area (an optional master’s thesis may substitute for one seminar) for a total of twelve seminars. The PhD requires six “distribution” seminars (including ENG 690, Introduction to Graduate Studies, and ENG 614, Introduction to Literary and Cultural Theory) and twelve additional seminars in any area, for a total of eighteen seminars. The twelve undesignated seminars in the PhD and the nine undesignated seminars in the MA constitute the individual plan of study. Students work with faculty advisors to develop that plan. (See “Transfer Credits” for information on transferring graduate coursework.)

At the start of their first year in the MA or PhD program, all students are advised by the Director of Graduate Studies. During the winter quarter of their first year in the program, students are assigned individual faculty advisors by the Director of Graduate Studies.

The student and advisor develop an individual plan of study and submit it to the Director of Graduate Studies for approval by June 1 of the first year. This plan projects coursework for the student’s entire graduate career, based on the published schedule of English seminars for the upcoming year and the tentative two-year seminar plan (Appendix D). The submitted plan may be changed later, subject to the same approval process.

In choosing classes for the individual plan of study, it is important to remember that academic requirements (referred to in this manual as “requirements counting toward the degree” or “degree credit”) correspond to GE degree progress requirements. Academic requirements include coursework, work in a language or languages, exams, and theses or dissertations; GE degree progress requirements stipulate the timeline for completion of academic and teacher-training work in order for a student to be eligible for a GE appointment. To assist in balancing these two sets of requirements, each student’s checklist includes the dates by which specific academic requirements must be completed to maintain eligibility for a GE appointment (see “Timetables for Yearly Progress Toward the PhD”).

The Individual Plan of Study includes two documents:

1. The PhD or MA Checklist with itemized completed and anticipated coursework. For PhD students: if relevant, structured emphasis information as pertaining to classes, breadth, and major field exams. (see “MA Checklist” or “PhD Checklist” and “Structured Emphasis Options”);

2. A one-page letter identifying the student’s areas of specialization and giving a rationale for the plan of study, signed by the advisor and student.

The Director of Graduate Studies evaluates the plan and consults with the student and advisor if there are any questions or suggestions. The approved plan of study is signed by the Director of Graduate Studies and filed in the department office. The student and advisor each receive a copy of the approved plan.
By the time PhD students begin their second year of work in the program, they should have a good working relationship with their individual faculty advisor and an approved individual plan of study. MA students are assigned either general advisors or advisors in specialized areas, if they declare an area of specialization.

After being assigned an advisor in their first year, MA and PhD students may choose a new advisor at any point if they identify a faculty member who is a better fit for their interests and professional needs and who agrees to advise the student. Once the new advisor has agreed to advise the student, the student must let the prior advisor know (thanking them for their service) and must alert the Director of Graduate Studies and the Graduate Coordinator of the change.

Students should consult the individual faculty advisor on all aspects of their careers: successful and helpful strategies for course work, examinations, foreign language requirements, degree progress, interdisciplinary opportunities, reading groups, conferences, publication, research, writing and oral communication skills, professionalism, and career planning. All students are also welcome to consult the Director of Graduate Studies at any time on any matter.

**POLICY FOR GRADUATE STUDENTS WITH DISABILITIES**

Students using the Policy must be registered with the Accessible Education Center.

The Department of English will make every effort to arrange accommodations when warranted and to adhere to the following:

1) The department will compile and make available a collection of resources regarding legislation, university policies, Accessible Education Center publications, department policies, and descriptions of successful accommodations in English and in other departments. The Disabilities Resource Collection will include a set of “Guidelines for Working with Students with Disabilities” and these will be updated over time and enforced under the guidance of the Department Head and the Director of Graduate Studies. The “Guidelines” will address instructional strategies for assuring reasonable accommodation for students with specific disabilities.

2) Faculty will make reasonable accommodations to assure equal access to all course materials for all students, regardless of the nature of their disabilities. (See “Individual Academic Accommodation Plan”)

3) The student will be encouraged to meet with their instructors in advance of the beginning of classes to devise and agree upon any alternative timelines deemed necessary given the specific disability. (See “Individual Academic Accommodation Plan”)

4) The department will arrange Flexible Time policies for relevant aspects of the program at the request of the student, which may result in a written agreement between faculty and student or department and student for major accommodations. The department will not penalize the student for delays that occur under an agreed-upon alternative time line.

5) “Incompletes” may be used under the Flexible Time policy according to the following guidelines:

   A. The time line (not to exceed double time) for completing the course will offer the student both more time for research and writing and a set time for completion of course work. Under this agreement the student is expected to complete the work within the stipulated period and the faculty member to continue acting as instructor and mentor throughout the agreed-upon period. If the student does not finish the work for the course within the Flexible Time period, the course will then be treated as a conventional Incomplete.

   B. The grade of Incomplete will be used in these cases; however, the written Flexible Time agreement will be filed with the Director of Graduate Studies, who will assure that the grade is not treated as a conventional Incomplete in the following ways.
i. The Graduate School, upon notification by the Director of Graduate Studies, will not send a letter of warning regarding incomplete grades during the Flexible Time period.

ii. The Appointments Committee, upon notification by the Director of Graduate Studies, will not penalize the student for Flexible Time Incompletes during the Flexible Time period.

6) Upon request by a student with a disability, their Graduate Employee (GE) appointments will be made early for ordering textbooks and scheduling accessible classrooms.

7) A GE’s supervisor will meet with the GE in advance of the start of classes to establish procedures and accommodations that will be necessary for the GE with a disability to fulfill their assignment.

8) Collaborative teaching assignments between a GE with a disability and one other GE may be arranged.

9) The Director of Graduate Studies will assist in the implementation of this policy.

INDIVIDUAL ACADEMIC ACCOMMODATION PLAN
The Individual Academic Accommodation Plan allows graduate students with disabilities to request accommodations from the English Department. The graduate student is responsible for drafting the plan, according to the “Guidelines” below, though they should consult with the Accessible Education Center and the Director of Graduate Studies.

Guidelines
For every accommodation requested, the student should address the following points:
- Describe the accommodation requested,
- Indicate, in as much detail as possible, how the accommodation will aid successful participation in class or successful completion of degree requirements,
- Describe what action or cooperation is necessary on the part of the instructor (or other Department staff) for the success of the specific accommodation,
- If known, indicate what other campus offices will be involved in the accommodation.

Areas in which accommodations may be requested:
- Access to classrooms
- Access to classroom activities (including lectures, group work and discussions, presentations by classmates, visual aids, instructor’s use of video and audio materials)
- Assignments (includes tests, out-of-class written work, in-class written work, presentations)
- Communication (includes email, conferences in office hours)
- Department business (includes department memos, email lists, meetings with faculty advisor and Director of Graduate Studies)
- Texts (includes required course texts, texts on reserve at library, syllabus and other handouts, email discuss lists)
- Time (students’ use of Department Flexible Time and Incomplete policies should be noted on the Accommodation Plan as well)

Procedure
1) After informing the Director of Graduate Studies of their disability and registering with the Accessible Education Center, the student should begin drafting an accommodation plan. The student may wish to consult the Disability Resource Collection, the Director of Graduate Studies, the Individual Faculty Advisor, and/or the Accessible Education Center.

2) When the drafted plan is complete, the student meets with the Director of Graduate Studies to go over the draft. The Director may approve the plan or request modifications to the plan. If the student contests the
modifications, a counselor from the Accessible Education Center will be asked to decide if the accommodation is appropriate or not.

3) When the Director of Graduate Studies approves the accommodation plan and signs it, the student will receive a copy for use in conferencing with instructors, and the original will be kept in the student’s file.

4) Once a year the student should review the accommodation plan and revise it for approval if necessary.

TRANSFER CREDIT

Students who enroll in the MA program after doing graduate work elsewhere may transfer up to three courses (15 credits) in English and American literature or related areas; this process requires approval by the Director of Graduate Studies and the Graduate School. Those who enroll in the PhD program after doing graduate work elsewhere may receive transfer credit for up to nine courses in English and American literature or related areas; this is a department-only determination. The number and appropriateness of courses for which credit is given, as well as the particular distribution and course work requirements they fulfill, are determined by the Director of Graduate Studies in consultation with each student at the beginning of the first term of study.

The English Department also accepts transfer work toward the language requirement.

To be considered for MA transfer credit, a course must have received a grade of B or better and have been completed no more than seven years before the MA is completed at the University of Oregon. (See “Time Limit”)

RESIDENCY REQUIREMENTS

DEPARTMENT
The departmental residency requirement for MA and PhD students is nine graduate seminars taken at the University of Oregon.

GRADUATE SCHOOL
Graduate students enrolled in an advanced degree program are required to be continuously enrolled at the University of Oregon, except for summers, until all program requirements have been completed, unless on-leave status (maximum of six academic terms for PhD and maximum of three academic terms for MA) has been approved. In the term the degree is applied for and received, the graduate student must register for at least three graduate credits. Any term, including Summer, that the graduate student is using university facilities or faculty or staff services, the student must be enrolled for a minimum of 3 credits.

For PhD students, the Graduate School requires that at least one academic year - termed the “year of residency”—be spent in residence on the Eugene campus after the student has been officially admitted to the doctoral program. During the year of residency the student is expected to make progress toward the degree by completing course credit and satisfying doctoral degree requirements. The residency year consists of three consecutive terms of full-time study, with a minimum of nine completed graduate credits a term. (A doctoral candidate may fulfill the residency requirement during the period in which he or she works toward a master’s degree on the university campus as long as the student has been officially awarded the master’s degree and the doctoral degree program immediately follows the master’s degree program, and both the master’s degree and the doctoral degree are in the same discipline.)
TIME LIMIT

MASTER OF ARTS
Students must complete all work for the master’s degree within seven years, including transferred credits, thesis, and the language requirement.

DOCTOR OF PHILOSOPHY
The required year of residency spent on the Eugene campus, the passing of the comprehensive examinations required for advancement to candidacy, and the completion of the doctoral dissertation must all be accomplished within a seven-year period.

COURSES

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

Although ENG 611 (Composition GE Seminar I), ENG 612 (Composition GE Seminar II), and ENG 613 (GE Composition Apprenticeship) are required for GE eligibility, they do not count toward MA or PhD seminar requirements.

500-LEVEL COURSES
Exceptions to the 600-level requirement must be approved in advance by the Director of Graduate Studies. English graduate students are blocked from enrolling in 500-level English courses (except for the Old English sequence, ENG 528/529/530) until the Graduate Coordinator receives approval from the Director of Graduate Studies.

READING-AND-CONFERENCE COURSES
Doctoral students may substitute reading-and-conference courses (ENG 605) for two of the required 18 seminars, with the advance approval of the individual faculty advisor and the Director of Graduate Studies, in consideration of the student’s curricular and professional needs.

To be approved for degree credit, such courses must be in subjects not scheduled to be taught as seminars during the graduate student’s coursework or be designed as a continuation of a seminar project in the student’s area, and must include reading and writing requirements comparable to a seminar. For such work the student must submit a Permission to Register for Individualized Study form to the Graduate Coordinator. (Appendix A, please use the form found on the English Department Resource Page)

INTERDISCIPLINARY COURSES
Doctoral students may take seminars outside the English department with the approval in advance of the individual faculty advisor and the Director of Graduate Studies as well as the course instructor. (Courses not designated “English” but taught by English department faculty are not counted as “outside” courses.) Normally, no more than two outside courses will be approved. Additional coursework outside the department may be approved when necessary and appropriate to the student’s individual plan of study. The Request to Count Non English Course toward Degree is available on the English Department Resource page. (Appendix C, please use the form found on the English Department Resource Page)
**ENROLLMENT**

The Graduate School requires that full-time graduate students enroll for 9-16 credits per quarter. The typical course load per quarter for English graduate students is two seminars (10 credits), but students are often enrolled in teacher-training courses and/or language courses, giving them more credits. In addition, graduate students are expected to enroll for a certain number of 601 “Supplemental Reading and Research” credits each term, which reflect the unofficial work they do pertaining to their studies (reading groups, study groups, writing projects, research).

To enroll for ENG 601, use the Permission to Register for Individualized Study form (Appendix A, please use the form found on the English Department Resource Page). Sign up for the appropriate number of units, P/N, and have the Director of Graduate Studies (for general ENG 601 hours) or an advisor (for exam and prospectus preparation ENG 601 hours) signs the form. Once you have submitted the signed form to the Graduate Coordinator you will receive an email confirming that the system has been updated to allow your registration (generally within 24 hours). All full-time students in the program must enroll for 16 credits each quarter: their regular academic credits plus enough ENG 601 Supplemental Reading and Research credits to equal 16 credits in total.

**GRADING**

- All graduate course work counting for degree credit must be taken for a grade, with the exception of ENG 503 (Master’s Thesis), ENG 603 (Dissertation), and ENG 609 (Terminal Project).
- Graduate School regulations require that both ENG 503 (Master’s Thesis) and ENG 603 (Dissertation) be evaluated P/N. Initially on your transcripts you will see an “I” recorded. The “I” or Incomplete will be replaced by a “P” or Pass, once the Thesis or Dissertation is complete.
- Classes “counting for degree credit” are those used to fulfill the 12- (MA) or 18- (PhD) course requirements and language classes used to fulfill the language requirement as opposed to language courses used to prepare for the requirement (e.g. earlier courses in a sequence), which may be taken P/N.
- Reading-and-conference hours, language classes, internships, workshops, and interdisciplinary courses may be taken P/N if they are not fulfilling degree requirements.
- ENG 611 and 612, designed to prepare students for GE eligibility are graded; ENG 613 is P/N. These courses are required for GE preparation but do not count toward the MA or PhD as such.

The decision to take courses that do not fulfill degree requirements should be made by the student in consultation with the individual faculty advisor and/or the DGS.

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

**INCOMPLETES**

Faculty should discourage their advisees and students in their courses from taking incompletes. During the regular school year, the time pressures of the quarter system make it difficult for students to complete course work from previous terms while also doing their best work in current classes and, typically, teaching a course of their own. Further, unresolved incompletes can delay or even cancel a GE appointment. Students must be in good standing, fulfill all GE progress requirements, including finishing incompletes, in order to receive their GE appointments for the upcoming academic year. The deadline for GE progress is June 15. (See “Timetables for Yearly Progress Toward the PhD”)

Incompletes held over the summer pose problems as well. Many faculty members are away from campus when the deadline for summer extensions occurs at the end of the eight-week summer session (early August). When it is necessary for a student to finish an incomplete over the summer, the student and faculty member must submit a
departmental Summer Extension Agreement Form (Appendix B), where they will specify a due date for clearing the incomplete before the end of summer session. If the incomplete is not cleared before the end of summer session, a student is likely to lose their GE appointment.

Students engaged in writing the dissertation will receive the grade of “I” (Incomplete) for ENG 603-Dissertation each term. Once the Dissertation has been approved by the Graduate School and approval has been sent to the Office of the Registrar, the Registrar will change the “I” grades to “P”. This is the grade that indicates satisfactory work; for progress requirements during the dissertation process.

**On-Leave Status**

Masters students and doctoral students may take a leave of absence, subject to the approval of the Director of Graduate Studies and the Graduate School, by registering for on-leave status. Only graduate students in good standing are eligible. MA students are eligible for up to three terms of leave; PhD students, six terms of leave. Summer session does not count toward the number of terms of leave.

Students apply for on-leave status via GradWeb; the Director of Graduate Studies and/or the Department Head will sign the on-leave request form generated by GradWeb and the Graduate Coordinator will process the approved request through GradWeb. Students with on-leave status are not required to pay fees; however, they must register and pay fees if they will be using university facilities, faculty, or staff services during that term. See [Graduate School On-Leave Status](#) for more information, including leave that qualifies to extend the 7-year time limit and leave that does not extend the 7-year time limit.
MASTER OF ARTS DEGREE

Applies only to students admitted to the MA program.

COURSEWORK

12 seminars: 3 seminars as designated below and 9 more in an individual plan of study, chosen in consultation with the individual faculty advisor and approved by the Director of Graduate Studies. In addition, the Composition Pedagogy Sequence is required for graduate students who intend to teach in the University’s Composition Program.

All MA students must take: ENG 690: Introduction to Graduate Studies, fall term of entering year

In addition, each student will work with their adviser to select ONE seminar from area A, B, or C and ONE seminar from area D, E, or F below, for a total of TWO seminars. (Film and folklore seminars count toward an appropriate time period based on course content.)

A. Pre-1500
B. Renaissance
C. 1660-1800

D. 19th Century
E. 20th and/or 21st Century
F. Rhetoric or advanced theory

To fulfill a distribution requirement, a seminar must expose students to a significant variety of texts and cultural contexts relevant to the time period. The Director of Graduate Studies will assist MA students to select appropriate course work for sufficient background in theory, depending on their undergraduate preparation. 500-level theory courses may be approved when appropriate for this purpose.

Prior to the second year of study in the MA program and in consultation with the individual faculty advisor, each student must have an approved individual plan of study that will help provide the knowledge and scholarly tools essential to their chosen field of expertise. The deadline for submission of the plan of study is June 1 of the first year.

MASTER’S THESIS OPTION

An MA thesis (ENG 503) may substitute for one of the twelve courses with prior approval from the Director of Graduate Studies.

A student wishing to write a master’s thesis asks a faculty member to act as thesis advisor and two other faculty members to act as readers; the three faculty members who agree constitute the MA thesis committee. Over the course of the two terms the thesis is written and defended, the student registers for a total of nine credits of ENG 503. After the thesis committee approves the written text, an oral defense is scheduled by the Graduate Coordinator. The MA Thesis Form can be found on the English Department Resource page. (Appendix G, please use the form found on the English Department Resource Page) The thesis is an article-length essay, typically developing work begun in a seminar. The article should be submitted to a journal after the thesis is defended. Formatting should follow guidelines set by the Graduate School in the University of Oregon Style and Policy Manual for Theses and Dissertations. The number of credits (nine) is a Graduate School requirement; the English department allows ENG 503 to substitute for only one of the 12 seminars, which means that electing the thesis option adds four credits to the requirement for the degree.
**Grade Point Average**

A cumulative minimum GPA of 3.50 in all graduate course work is required to receive the MA degree.

**Language Requirement**

MA candidates must demonstrate reading competence in one foreign language. Candidates wishing to meet the requirement with languages other than these must petition the Graduate Committee in advance for approval; these petitions are usually granted. If approved, competence in a language not taught or tested at the University of Oregon will be determined by the Director of Graduate Studies in consultation with the appropriate department or with experts in the target language. Reading competence may be demonstrated by:

- An average grade of B+ or better for the first two terms in the Old English sequence (ENG 528, 529). (Note: the Old English sequence fulfills several requirements at once: in addition to fulfilling the reading competence language requirement, all courses in the sequence count as “approved seminars” and one of those courses may fulfill a pre-1500 seminar requirement.)

- A grade of B or better in the last term of a second-year language course or an approved 300-, 500-, or 600-level literature course with readings in the target language. Both the French and Spanish one-term courses “for reading knowledge” (FR 510 or SPAN 510) will meet the MA language requirement. The first two terms of German for Reading Knowledge (GER 327, 328) are required to meet the MA language requirement.

- Scoring at the specified percentile or better on the College Level Examination Program (CLEP) Foreign Language Test. The CLEP is administered by the Counseling and Testing Office. The minimum scores are 59 for French, 60 for German, and 63 for Spanish, on a scale of 20-80.

- Passing the Toronto Medieval Latin exam, MA level.

MA students must complete the language requirement by the time they file for the degree (by the spring of the second year). There is a seven-year limit on foreign language course work; that is, all foreign language course work must have been completed within seven years of receiving the MA degree.

**Residency**

The departmental residency requirement is nine graduate seminars taken at the University of Oregon. This residency requirement equals three-quarters of the total twelve seminars required for the MA.

**Filing for Degree**

The Application for Advanced Degree form must be filed in the Graduate School by the second week of classes in the term of graduation. When the department receives notice that a student has filed for a degree, the Graduate Coordinator prepares the file for the Director of Graduate Studies to verify eligibility and that all degree requirements have been met. Then the Graduate Coordinator submits a Statement of Completion to the Director of Graduate Studies and the Department Head for final approval. Once the Department Head approves, the Graduate Coordinator files an online MA Statement of Completion with the Graduate School. All grade changes, removals of incompletes, and transfer work necessary to complete the degree requirements must be filed with the Graduate School the term prior to the term of Advance Degree application.
MASTER OF ARTS/DOCTOR OF PHILOSOPHY IN ENGLISH WITH CONCENTRATION IN FOLKLORE

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

- Fall Term: Folklore Program Director - Daniel Wojcik, dwojcik@uoregon.edu.
- Beginning Winter Term: Folklore Program Director will be Doug Blandy, dblandy@uoregon.edu.
- Or check out the Folklore Website.
DOCTOR OF PHILOSOPHY DEGREE

COURSE WORK

18 seminars total; seven in designated areas, eleven in an individual plan of study, chosen in consultation with the individual faculty advisor and approved by the Director of Graduate Studies. In addition to the 18 seminars, the Composition Pedagogy Sequence is required.

Two required courses

- ENG 690, Intro to Graduate Studies, fall term entering year
- ENG 614, Intro to Literary & Cultural Theory, winter or spring term entering year (or in the second year of study, with permission of the Director of Graduate Studies)

In addition, each student will work with their adviser to select TWO seminars from area A, B, or C and TWO seminars from area D, E, or F below, for a total of FOUR seminars. (Film and folklore seminars count toward an appropriate time period based on course content.) These seminars must cover different areas within the each grouping (i.e., A-C and D-F). For example, a student might take a seminar in area A and one in area C, and then a seminar in area E and one in area F.

A. Pre-1500
B. Renaissance
C. 1660-1800

D. 19th Century
E. 20th and/or 21st Century
F. Rhetoric or advanced theory

To fulfill a distribution requirement, a seminar must expose students to a significant variety of texts and cultural contexts relevant to the time period. The Director of Graduate Studies will assist PhD students to select appropriate course work for sufficient background in theory, depending on their undergraduate preparation. 500-level theory courses may be approved by the Director of Graduate Studies when appropriate for this purpose. This approval needs to be done via email and sent to the Graduate Coordinator for your file. For approval of a non-ENG course, fill out the Request to Count Non English Course Toward Degree form found on the English Department Resource page. (Appendix C)

Finally, one of the 18 seminars required for the PhD will consist of a 5-credit Reading and Conference course to be taken in fall or winter of the final year of coursework related to the Journal Article Requirement. See PhD Journal Article Requirement for details.

11 additional seminars distributed according to an individual plan of study:

Prior to the second year of study in the PhD program and in consultation with the individual faculty advisor, each student must have an approved individual plan of study that will help provide the knowledge and scholarly tools essential to their chosen field of expertise. The deadline for submission of the plan of study is June 1 of the first year.

PHD JOURNAL ARTICLE REQUIREMENT

As above, one of the 18 seminars required for the PhD will consist of a 5-credit Reading and Conference course to be taken in fall or winter of the final year of coursework. In this course, the student will revise and expand a seminar paper into a publishable article, working with either their advisor or the instructor of the seminar for
which the paper was written. They will identify an appropriate academic journal and send the article out for publication. Before being sent out, articles will be reviewed anonymously by two in-field faculty members appointed by the Graduate Committee. These reviewers will evaluate and comment as they would for an actual journal submission. Course credit is contingent on successfully passing this internal review process and sending the article to the journal. If the internal reviewers require revision, the process may continue past the term in which the course is taken, but must be completed by the end of the following term.

In coordination with this, the Director of Graduate Studies will coordinate a one-credit colloquium in fall covering scholarly journals' selection procedures and submission strategies. The colloquium will also be open to dissertation-level PhD students.

**GRADE POINT AVERAGE**

A cumulative minimum GPA of 3.50 in all graduate course work is required to receive a PhD in English.

**LANGUAGE REQUIREMENT**

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

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

   **High proficiency** may be demonstrated by:
   - Being a native speaker of any non-English language;
   - A grade of A- or better in an approved 500- or 600-level literature course, with readings in the target language;
   - Passing the Toronto Medieval Latin exam, PhD level.

2. **Reading competence** in two foreign languages. Competence in American Sign Language or a computer language can fulfill one language requirement at the reading competence level. Competence in a language not taught or tested at the University of Oregon will be determined by the Director of Graduate Studies in consultation with the appropriate department or experts in that language.

   Those demonstrating reading competence in two languages ideally will complete the first language during the first year of progress and the second language during the second year of progress. ASL courses are offered in the College of Education. If you are interested in using a computer language to meet the reading competence requirement, consult the DGS.

   **Reading competence** may be demonstrated by:
   - An average grade of B+ or better for the first two terms in the Old English sequence (ENG 528, 529). The Old English sequence fulfills several requirements at once: in addition to fulfilling the reading competence language requirement, the sequence counts as three “approved seminars,” and one of those courses may fulfill the pre-1500 distribution area for doctoral students.
   - A grade of B or better in the last term of a second-year language course or a grade of B or better in an approved 300-, 500-, or 600-level literature course with readings in the target language;
   - Scoring at the specified percentile or better on the College Level Examination Program (CLEP) Foreign Language Test. The CLEP is administered by the Counseling and Testing Office. The minimum scores are 59 for French, 60 for German, and 63 for Spanish, on a scale of 20-80.
   - Passing the Toronto Medieval Latin exam, MA level.
TEACHING REQUIREMENT

Students earning the PhD from the English department are required to teach for at least one term.

To apply for a GE appointment in the English department:
- Graduate students must enroll in and successfully complete the department’s year-long composition teacher-training program (ENG 611, 612, 613).
- Graduate students ordinarily complete ENG 611 and 613 in their first year of coursework in order to qualify for eligibility for GE support in the following years. ENG 612 is taken in fall during the GE’s first term of teaching, normally in the second year of study.
- Graduate students must be making satisfactory progress toward degree.
- Graduate students must be in good academic standing.

Appointments and reappointments are determined by policies outlined in the General Duties and Responsibilities Statement (GDRS). Questions about GE appointments should be directed to:
  - Liz Bohls regarding literature courses,
  - Miriam Gershow regarding writing courses, or
  - Kathy Furrer regarding GE appointment process.

BREADTH EXAM

The Breadth Exam includes a written component (two take-home questions) and an oral component. It is based on reading lists generated by the student and their examiners that are then approved by the Graduate Committee. Doctoral students normally take the breadth exam in fall term of their final year of coursework. Students entering with an MA in English will often take the exam fall term of their second year of coursework. If you have more than a term’s worth of transfer credits, check with the Director of Graduate Studies about the best time to take the breadth exam.

ORGANIZATION

During winter term of the second year of study (or the first year of study if the student has 6 or more transfer credits), the student and their advisor select two examination fields chosen for proximity to and/or importance for the student’s separate, primary research field and project. These fields may provide broad familiarity with readings, texts, or methods that will inform dissertation research and may also develop areas of relevant professional or teaching competence. Breadth fields may be (1) historical field(s) adjacent to the primary research field; (2) genre(s); or (3) area(s) of critical theory. Students may have two different kinds of breadth fields (e.g. a historical field and a theoretical field), or two of a single kind of breadth field (e.g. two genre fields or two historical fields).

For example, a student planning to work on eighteenth-century British novels might choose nineteenth-century British literature (historical) and the novel (genre) as their two breadth fields. A student planning to work on monsters in medieval literature might choose early modern literature (historical) and an appropriately broad body of critical theory (e.g. feminist or psychoanalytic theory). A student planning to work on Latinx literature might choose Asian-American literature (historical) and cultural studies (theory).

The student submits their choice of fields, noting their major research field, to the DGS and/or Graduate Coordinator by the end of the sixth week of winter term. The Graduate Committee approves the fields and appoints one examiner for each of the breadth fields. Normally, breadth examiners will not also serve as members of a student’s Major Field Exam committee.

Working with the faculty members chosen as their breadth examiners, the student generates reading lists to be submitted to the Director of Graduate Studies no later than the fourth Friday of Spring term.
GUIDELINES FOR BREADTH FIELD LISTS

The breadth lists will be accompanied by a single cover sheet, sample found in Appendix H. The cover sheet will include the following:

a) a brief one- or two-paragraph statement explaining the rationale of the breadth areas and the aims of each individual list, including the way each assists the student’s special field and future plans.
b) approval signatures of both breadth examiners who worked with the student to compile the breadth lists.

Lists will consist of roughly 40 numbered entries each (e.g. novels, articles, collections of poems, films). Length and difficulty of the texts may cause this to vary – e.g., a list of nineteenth-century novels might be far shorter than a list of seventeenth-century poems.

Obviously, not all lists will easily conform to this numerical guideline, so a prescribed number of texts can only be an approximation; faculty and students with questions should see the Director of Graduate Studies for assistance.

Primary and critical texts will be listed in separate sections. Items on breadth lists will be numbered continuously across sections (i.e., do not begin a new set of numbers in new sections). Fields centering on primary (e.g., literary or film/media) texts need clear intellectual frames, and must also contain at least three critical texts. Fields centering on critical or theoretical texts must also contain at least three primary (e.g., literary or film/media) texts.

For secondary materials like articles and chapters, page numbers of the actual reading to be undertaken will be submitted. The aim of this is to assist students, advisors, and the graduate committee with the task of creating equitable lists across any cadre of students. A collection of essays without designated chapters will be considered as a text read completely for examination purposes. Clarity on the list is crucial for examiners as they prepare questions and conduct the oral portion of the breadth examination. Other types of items may similarly indicate selected reading.

There should be no overlap between breadth and major field lists. For example, if a student specializing in eighteenth-century novels is doing a breadth field on the novel, they will omit novels written during the eighteenth century – the list might include seventeenth-, nineteenth-, and twentieth-century novels.

Reading lists must give full bibliographic citations, and the formatting of bibliographic entries must be consistent. The Graduate Committee may request changes before approving the lists. The student and examiner may respond to any requested changes, if they feel that they don’t make a stronger list.

ADMINISTRATION

Written component of the Breadth Exam:

Both written exams (one per breadth field) are to be completed sequentially within the space of one week during September (the week before Week of Welcome). Between 9:00 am and noon on the day the exam is to begin, the student will choose which field they wish to respond to first. They will receive two questions in that field from the Graduate Coordinator in person or by email (by prior arrangement). The student will answer one of these questions, writing an essay of about ten pages over 48 hours. Upon submitting this essay, the student will receive the questions for the other breadth field from the Graduate Coordinator; the second essay is due within 48 hours of receipt. When submitting written work, print in Courier 10 or Times Roman 12 fonts (not smaller), single sided, with one-inch margins all around.

Questions for each section of the exam are written by the examiner and based on the reading list. The Director of Graduate Studies and the Graduate Coordinator administer the exam, collecting and collating questions from the examiners and essays from the students, and copying these materials to the entire breadth committee (the student’s advisor and the two examiners) as needed. During Week of Welcome, the breadth examiners will read the exams and report their evaluation to the Director of Graduate Studies and the Graduate Coordinator. Each
examiner will prepare a brief written response to the student’s essay in their field, to be given to the student at the oral component of the exam.

**Oral component of the Breadth Exam:**
The oral component will be scheduled during Spring and/or Summer term by the Graduate Coordinator, who will also schedule a room for the exam. If the student achieves a grade of Pass on both written exams, the written component is followed by the oral component, administered within the first two weeks of the fall term. The oral component constitutes more than just a defense of the written portion: it is an opportunity for faculty to ask additional questions based on the reading list. Each field will be discussed for 50-60 minutes; the exam is scheduled for 2½ hours. The assigned examiner will take the lead in asking questions about each field, but all faculty will participate in the conversation. At the end of the exam, the student will receive the written responses to their written essays as well as oral feedback about their performance across the entire Breadth Exam.

Students who fail either part of the written exam do not take the oral portion until they have retaken the failed written part. Students who fail the oral component will also have an opportunity to retake the oral component once. Retakes will take place no later than the end of the term following the term in which the exam first took place.

**GRADING**
The written component is given a single grade of pass or fail. A grade of pass with distinction, pass, or fail is given for the entire Breadth Exam at the conclusion of the oral component. In the event that a student fails either part of the Breadth Exam, each member of the examining committee provides recommendations for rectifying deficiencies in that performance. Students work with examiners and potentially the advisor, as recommended, and retake the failed portion of the exam (with the oral component scheduled only after the written component is passed, as above). The retake exam occurs the following term. The Breadth Exam may be retaken only once.

**Breadth Exam: Student Checklist with Deadlines**
- Pick fields in consultation with advisor; submit to DGS/Grad Coordinator (winter week 6)
- When examiners are appointed, draft lists submitted to DGS/Grad Coordinator (spring week 4)
- When lists are approved, communicate with examiners and study (end of spring-all summer)
- Take written component of exam (week before Week of Welcome, final year of coursework)
- When pass confirmed, take oral component as scheduled by Grad Coordinator (early fall)

**MAJOR FIELD EXAM**
The Major Field Exam tests graduate students’ expertise within the area that constitutes their specialization – normally a standard hiring field in their discipline. Students are expected to be conversant in the primary works and secondary criticism of their fields and have a general grasp of major critical and theoretical issues in the field and the discipline of literary, film, or folklore studies as it is constituted at present. The oral format is intended to encourage students preparing for the exam to develop the skills necessary to present work at conferences, to interview on the job market, and to converse effectively with others in the discipline.

Students who begin the graduate program with a BA take the exam after completion of all course work, usually during the fall term of their fourth year. Students who enter with an MA in English normally take the exam during the fall term of their third year. All preceding progress requirements – course work, any incompletes, breadth exam, and language – must be completed by this point. If students require special accommodations for this exam, they must receive approval from the Graduate Committee in advance.

A student preparing for the Major Field Exam consults with their individual faculty advisor about an appropriate faculty member to ask to serve as the exam committee chair, who should be an expert in the student’s special field (and is often, but not necessarily, the individual faculty advisor). Once a faculty member agrees to be committee chair, the student and chair work together to develop exam materials (see below). Students should begin working
with their Major Field Exam chair no later than the Winter term preceding the Spring term deadline for submission of Major Field Exam materials.

ORGANIZATION
The Major Field Exam has two parts, approximately one hour each:

- part I, a one-hour question period regarding the field of specialization;
- part II, a 20-minute oral presentation (usually the reading of a paper) on a topic related to the dissertation, followed by a question period regarding the presentation and its contexts.

Ideally, the Major Field Exam comes well after the student has established breadth of knowledge of the discipline and at the end of extensive course work in their special field. The exam is an opportunity to focus (in part II) on some aspect of the dissertation, and to demonstrate (in part I) expertise in the larger field to which that dissertation belongs. (If a student has not yet identified a dissertation topic by the time of the Major Field Exam, part II should be a well-focused exploration of some aspect of the field of specialization that will lead to clarity about the dissertation.)

MATERIALS
Students prepare materials for each part of the exam and submit them to the Graduate Committee for approval. The following Major Field Exam materials are due the second Friday of spring term: (1) numbered special field reading list; (2) written project description; and (3) numbered written project reading list, as described below.

Reading Lists
Reading lists must give full bibliographic citations, and the formatting of bibliographic entries must be consistent.

- Part I: This list reflects the broader area or field of specialization which provides a context for the dissertation. That field must be identified in a title to the list. Each student is expected to master both primary materials and any important historical, critical, and theoretical works relevant to those materials. The list should be substantial, perhaps 100 to 125 items, and represent those texts that broadly constitute the particular field of study, not just in areas of special interest to the student.

- Part II: This list should represent the readings necessary for the part II project and should contain all primary works under discussion, two or more “comparator texts” – similar primary works that will be useful for comparison as the project is developed, whether or not they are cited in the final project – and key critical and theoretical texts. This list is more than a “works cited” for the paper; a particular student’s list may include primary works, biographical studies, standard editions of a work, scholarship raising textual issues, theoretical contexts of the study, major critical studies in the area, and historical works, but lists will vary according to the project. Length of lists will also vary, but the reading list should reflect the part II project and its larger context, perhaps a minimum of 10 to 15 items.

Project Description
The project description introduces the argument of the project as well as its critical context in one to three single-spaced pages. It must be specific enough to clarify the relationship of the part II topic to the anticipated dissertation topic and the special field (part I), and it must be titled.

The project description may include a paragraph explaining the special field or the reading lists.

SUBMISSION AND APPROVAL
Before submitting the Major Field Exam project description and reading lists to the Graduate Committee for approval, students write and revise a proposal in consultation with the Major Field Exam committee chair. The Graduate Committee will not evaluate exam materials lacking the chair’s signature of approval. The Graduate Committee will review the materials to assure uniformity in scope of projects, but the evaluation of content and
quality will be the responsibility of the committee chair. After approving materials, the committee chair signs their approval in the upper right-hand corner of page one of the major field exam materials.

When submitting written work to the Graduate Committee, print in Courier 10 or Times New Roman 12 fonts (not smaller), single sided, with one-inch margins all around. A sample Major Field List cover sheet is found in Appendix I.

ADMINISTRATION
The Major Field Exam committee has three members: the chair and two members selected by the Graduate Committee (ideally, one from within the special field, one from an adjacent field).

The graduate student works with their committee and schedules a time for the exam. The Graduate Coordinator will then schedule a room to hold the oral exam. At the exam, copies of the project paper must be distributed to all members of the committee. (Whether the student also submits the paper to committee members for review and comment before the exam, should be decided by the student and the chair in consultation with the other members of the committee. Submitting the papers at least five days before the exam is strongly recommended to gain maximal benefit from examiner feedback on the project.) Major Field Exams must be completed by the end of finals week of fall term following the year in which coursework and all other degree requirements are completed.

The exam is scheduled for 2 ½ hours. The time is equally divided between part I (the special field) and part II (the project and the dissertation), with a five-minute break between parts and allowing for discussion afterward. In fairness to students, the distinction between part I and part II should be clearly maintained. Also in fairness to students, the exam should be neither significantly shorter nor significantly longer than the designated period. There is also an optional written supplement to the Major Field Exam (see below).

GRADING
A single grade of pass with distinction, pass, or fail is given for the entire Major Field Exam. In the event that a student fails the Major Field Exam, each member of the examining committee provides a written assessment of the student’s performance, as well as recommendations for rectifying deficiencies in that performance. Students must retake the entire exam and may request the same exam chair or ask another faculty member to act as chair for the second exam; the Graduate Committee appoints the other two members. The retake exam occurs the following term. The Major Field Exam may be retaken only once.

MAJOR FIELD EXAMINATION WRITING OPTION
As a supplement to the Major Field Exam, a student may choose to complete a written examination on part I. Should a student choose this option, the written supplement is administered one week before the Major Field Exam and read by the student’s examining committee prior to the exam.

This option does not substitute for any part of the Major Field Exam. Rather, it is an opportunity for students to provide their examining committees with an additional written indication of their knowledge and capabilities and is intended to give them every opportunity to perform well on the Major Field Exam. The examining committee may or may not choose to ask questions during the oral exam which relate to a student’s answers on the written exam. The committee will not penalize a student who does not choose to exercise this option.

The written option, lasting one to two hours, consists of a question or questions based on the student’s bibliography for part I of the oral exam.

Major Field Exam: Student Checklist with Deadlines*

- Work with Major Field Exam Chair to prepare materials (no later than winter term before spring submission of materials, earlier is fine)
- Finalize and submit exam materials to DGS/Grad Coordinator (week 2 of spring term)
- When lists are approved, communicate with Exam Chair and committee and study/draft written project (end of spring, all summer, part of fall)
- Student schedules exam with committee, works with Grad Coordinator to find room (no later than early in fall, e.g., by week 4)
- After receiving feedback on drafts, student submits written project to committee (no later than 5-7 days before exam)
- Student takes exam as scheduled

* Due to individual timelines, some students may not take the exam in fall term. Those students construct their exam checklist and timeline analogously to the above in consultation with the DGS.

THE DISSERTATION

DISSERTATION DIRECTOR AND COMMITTEE
The student asks an appropriate faculty member, who is an expert in the student’s special field and ideally in the dissertation topic, to serve as dissertation director. Once a faculty member agrees to direct the dissertation, the student and director consult about other faculty members to ask to serve on the committee.

The dissertation committee includes at least four instructional faculty members holding PhDs, usually with the rank of assistant professor or higher: the dissertation director, at least two other members of the department awarding the degree whose work is relevant to the candidate’s dissertation topic (“core members”), and at least one member from another department. This committee member – the “institutional representative” – represents the university’s intellectual community and participates on the committee to ensure that the student is treated fairly and that the dissertation meets university standards. Ideally, institutional representatives possess relevant expertise, which will help assure that the dissertation work is in dialogue with a wider academic community, giving students the benefit of an informed, outside perspective. We recommend that students consult the Graduate School Dissertation Committee Policy page governing committee membership.

Special committee circumstances:

- Scholars who are not tenure-track or not faculty members of the UO may occasionally serve on dissertation committees, should the student and advisor deem them to have special utility for the development of the student’s project. To include such scholars on the committee, they must be appointed to the Graduate Faculty of the UO, a time-consuming process involving approvals from numerous units of the university. Consult the DGS early if you anticipate including an NTTF scholar or a scholar from another university. The DGS will oversee the process.

- Emerti faculty may serve on dissertation committees, though not as institutional representatives. They may require Graduate School approval (if they have not already been approved) to do so. Again, consult the DGS if you would like to work with an emeritus faculty member from any department. The DGS will oversee the process of their appointment.

- Students may also have committees larger than 4 members. Again, see the Graduate School page governing committee membership for more details.

Each dissertation committee functions in different ways, and students should clarify, during the process of forming the committee, what role each committee member wishes to play in the writing and revision of the dissertation. Students should be especially aware of the status and plans of their institutional representatives, who may go on sabbatical or leave the university without notifying students in other departments. The Graduate School requires the institutional representative’s signature on the prospectus at least six months before the defense, and failure to realize that an institutional representative is not available during those six months may significantly delay the defense.
Dissertation Prospectus
The prospectus, 20 pages in length including a selected bibliography (approximately ten pages of text and ten pages of bibliography), should contain:
- a cover sheet (Appendix J);
- a prospectus;
- a selected bibliography of critical and scholarly studies related to the topic.

The prospectus, though brief, should state the dissertation topic and argument and explain them, give the context for the thesis and explain its significance for the relevant field(s), demonstrate familiarity with the field, and, however provisionally, chart the chapters of the study. Like the Major Field exam project description, the prospectus should be revised and refined in collaboration with the dissertation director and dissertation committee before being submitted. The final document must be technically correct (both the prose and the bibliographic citations) and signed by all committee members, including the institutional representative (the cover sheet format for signatures appears in Appendix J). Students will not advance to candidacy until all members of the committee have signed on.

The prospectus is due the last day of classes of winter term (or of the term following successful completion of the Major Field Exam). Requests for exceptions to this timeline must be made by the student and the dissertation director to the Director of Graduate Studies well in advance of this deadline.

The Director of Graduate Studies will check the prospectus for fulfillment of technical formalities and either approve the prospectus or consult with the student should any changes be necessary. When submitting written work to the Graduate Director, print in Courier 10 or Times New Roman 12 fonts (not smaller), single sided, with one-inch margins all around.

Advancement to Candidacy
A PhD student is advanced to degree candidacy after the dissertation prospectus is approved and signed by the entire dissertation committee and the Director of Graduate Studies. (This approval assumes and requires successful prior completion of all other degree requirements.) The advancement itself, which is initiated by the Graduate Coordinator, is done almost entirely online at the Graduate School’s website. The Graduate Coordinator, the student, and the student’s advisor will each be asked to provide information, in response to email prompts from the Graduate School, at various stages in this process. Final approval for Advancement to Candidacy comes from the Graduate School. The Graduate School requires that the dissertation be completed within three years of the student’s advancement to candidacy. However, that three-year rule does not supersede the department’s timeline for completion of the dissertation by GEs: GEs are required by the department to complete the dissertation by the end of Spring term two years from the Spring term of the year during which the student advances to candidacy.

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

In some cases, with the advance approval of the dissertation committee, a dissertation may be a collection of three substantial essays exhibiting internal coherence but not necessarily treating a single precisely defined subject.
ADVISNG AT THE DISSERTATION STAGE
All students are expected to meet at least 3 times per term with their dissertation advisor. These meetings help build and maintain research and writing momentum. They offer ample opportunities for feedback from the advisor, troubleshooting problems as they arise, and consultation about appropriate conferences and publications at the dissertation stage.

Ideally, meetings will take place in person; if the student or advisor is out of town, they can take place over the phone, by email, or by another medium. At each meeting, students should bring and complete a copy of the dissertation check-in form (Appendix L). The student should make two copies of the check-in form and give them to the advisor and the Graduate Coordinator. The student should retain the original form.

DISSERTATION PROGRESS MEETING
In the fall term of the first full year of dissertation writing, the student meets with the advisor and one other member of the dissertation committee to discuss the progress, status, and trajectory of the dissertation, potential publications associated with it, and any factors impeding the work or troubling the student. The student will submit all drafted work to the advisor and second committee member at least one week before the meeting takes place. After this meeting, the advisor will submit a brief description of the student’s qualitative and quantitative progress to the Director of Graduate Studies. Please use the First Year Dissertation Status Meeting form (Appendix K) to document the meeting.

Students may find it useful to have a fall term progress meeting during the final year of dissertation writing. This meeting is optional; if it occurs, advisors should submit a Progress Meeting form to the Director of Graduate Studies.

FIRST CHAPTER REQUIREMENT
By the last day of classes of winter term of the first full year of dissertation writing, the student must submit a fully drafted chapter of the dissertation to the Dissertation Advisor and the Graduate Coordinator. “Fully drafted” implies a chapter whose argumentative structure is complete and which has been proofread and includes references, but which might not be considered “polished” or final text. Students who do not meet this milestone work with the Director of Graduate Studies to discuss available resources and strategies to support their progress and to craft and execute a writing plan. (Such meetings are available to all students at any point of the degree.) As per the GDRS, graduate students must be making satisfactory progress toward degree. Students who fail to submit a fully drafted chapter of the dissertation to the Graduate Coordinator by the end of winter term of the first full year of dissertation writing risk losing their GE appointments.

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

DISSERTATION ORAL DEFENSE
The student schedules a formal, public defense on campus, working with the dissertation director/committee. The defense date must be approved by the Graduate School. Once the student has confirmed a date and time with the dissertation committee, they inform the Graduate Coordinator know so that a room for the oral defense can be scheduled. This information will be needed for the Oral Defense application. Students requiring special accommodations for this exam must receive approval from the Graduate Committee in advance.

Dissertation Oral Defense requirements / process is listed below.

- Graduate students must be enrolled for a minimum of three credit hours (nine credit hours for GEs) during the term of the defense as stated in the Final Term Registration Requirements on the Graduate School website.
- Graduate students must provide their dissertation committee members with a final, bound copy of the dissertation manuscript at least five to six weeks prior to the defense (at a committee member’s request,
the document may be submitted as an electronic file instead of as a bound, printed copy or printed but not bound). This deadline is because four weeks before the defense, committee members must sign a document indicating that they have read the dissertation; they will need at least two weeks to read it.

- Graduate students must fill out the Application for Oral Defense on the Graduate School website with the time and place of the defense. A completed application is due a minimum of 3 weeks before the defense or by the deadline found on the Degree Completion Deadlines page, whichever comes first.

- An approved application includes four steps (allow 2 weeks for processing from step #1 to step #4):
  1. Student fills out the on-line application through GradWeb.
  2. Committee members must respond to automatically generated emails from GradWeb confirming attendance. **Faculty should agree ONLY if they have read the completed dissertation and find it acceptable.** (“Acceptable” means that they anticipate that any revisions still required can be completed by the student in the two-week period between the defense and the deadline for depositing the dissertation with the Graduate School)
  3. Graduate Coordinator gathers signatures of the DGS and Department Head
  4. Graduate Coordinator gives department approval in GradWeb

The dissertation defense is an oral examination; the candidate passes or fails based not primarily on the written dissertation (again, if a defense is held, the committee members have indicated their anticipation that the written document will require only minor revisions) but chiefly on their ability to discuss the subject, research findings, and methodology and to field questions about the written text and the field.

The defense is a formal, public examination and should be conducted professionally. Protocols for the defense should be established by the dissertation director and communicated to the committee and candidate at the beginning of the defense. Guests may not be present during the committee’s deliberations, and decorations and refreshments are inappropriate at the defense itself.

**RESIDENCY**

The Graduate School requires at least three years of full-time work beyond the bachelor’s degree for the doctorate, with at least one year (3 terms) spent in continuous residence on the Eugene campus. For doctoral students in English this means enrollment in at least two formal English graduate courses (excluding independent study courses ENG 601, 603, 605 and teacher-training classes ENG 608, 611, 612, 613) per term for one academic year. This on-campus requirement is usually satisfied during the first full year for which the student has been admitted. The Graduate School regulations specify a minimum of nine credits a term for three consecutive terms to fulfill the doctoral year of residency requirement, and the English department specifies that those consecutive terms run fall through spring and that the student carry 16 credits a term.

**FILING FOR DEGREE**

The Getting Ready to Graduate page on the Graduate School website will walk you through the process to graduation. The Application for Advanced Degree is on GradWeb and must be filled out by the second Friday of the term in which you plan to graduate.

In order to graduate, students must be enrolled with a minimum of 3 credits during the term of graduation unless the dissertation defense occurred in the term prior to graduation (typically after the deadline for defenses in that term), in which case the student may petition the Graduate School to register for just 1 credit. All grade changes and removals of incompletes necessary to complete the degree requirements must be filed with the Graduate School the term prior to the term of graduation.
TIMETABLES FOR YEARLY PROGRESS TOWARD THE PHD

BAs and MAs with 5 or fewer transferrable degree-satisfying courses: (Norm: 6 years of support)

1st year: (Student normally holds a .40 non-teaching GE appointment)
- ENG 690, Introduction to Graduate Studies in English (fall term)
- ENG 614, Introduction to Literary and Cultural Theory
- Completes 4 additional seminars or equivalents, for a total of 6
- ENG 611, Composition GE Seminar I (winter term; does not count toward seminar requirement)
- ENG 613, Composition Apprenticeship (winter or spring term; does not count toward seminar requirement)
- Completes first language of language requirement (if pursuing 2)

2nd year: (Student normally holds the first year of .49 GE teaching appointment)
- ENG 612, Composition GE Seminar II (fall term; does not count toward seminar requirement)
- Completes PhD language requirement
- 6 degree-satisfying courses (for a cumulative total of 12)
- Submission and approval of PhD breadth fields in winter term and breadth examination reading lists in spring term

3rd year:
- PhD breadth examination at start of academic year
- Takes Reading and Conference Course plus Publishing Colloquium associated with the Journal Article Requirement
- Completes 5 additional seminars or equivalents (for a cumulative total of 18, completing all coursework requirements)*
- Submission and approval of PhD major field examination materials in spring term

4th year:
- PhD major field examination in fall term
- Prospectus submission and approval in winter term
- Advancement to candidacy when prospectus is approved

5th year:
- Dissertation
- Dissertation Progress Meeting in fall term
- Submission of fully drafted dissertation chapter by end of winter term

6th year:
- Dissertation
- Dissertation defense in spring term

*Note: All transfer credits count toward this total of 18 seminars (or equivalents) as stated in the English Department General Duties and Responsibilities Statement (GDRS).
MAs with 5 or 6 transferrable degree-satisfying courses: (Norm: 6 years of support)

Note: MAs in this group have the ability to accelerate their exams (like MAs with 7-9 transferrable degree-satisfying courses) while retaining the longer, 6-year period of support (like BAs or MAs with 4 or fewer credits). This can yield extra time for the major field exam and, especially, the dissertation.

1st year: (Student may hold a .40 non-teaching GE appointment or a .49 teaching GE appointment)
- ENG 690, Introduction to Graduate Studies in English (fall term)
- ENG 614, Introduction to Literary and Cultural Theory
- Completes 4 additional seminars or equivalents, for a total of 6
- ENG 611, Composition GE Seminar I (winter term; does not count toward seminar requirement)
- ENG 613, Composition Apprenticeship (winter or spring term; does not count toward seminar requirement)
- Completes first language of language requirement (if pursuing 2)
- Submission and approval of PhD breadth fields in winter term and breadth examination reading lists in spring term

2nd year: (Student normally holds the first year of .49 GE teaching appointment)
- PhD breadth examination at start of academic year
- ENG 612, Composition GE Seminar II (fall term; does not count toward seminar requirement)
- Completes PhD language requirement
- 6 degree-satisfying courses (for a cumulative total of 12)
- Submission and approval of PhD major field examination materials in spring term

3rd year:
- Takes Reading and Conference Course plus Publishing Colloquium associated with the Journal Article Requirement
- Completes 5 additional seminars or equivalents (for a cumulative total of 18, completing all coursework requirements)*
- PhD major field examination in winter term or term after which coursework is complete
- Prospectus submission and approval in spring term or term after major field exam
- Advancement to candidacy when prospectus is approved

4th year:
- Dissertation
- Dissertation Progress Meeting in fall term
- Submission of fully drafted dissertation chapter by end of winter term

5th year:
- Dissertation

6th year:
- Dissertation
- Dissertation defense in spring term or before
<table>
<thead>
<tr>
<th>Year 1</th>
<th>Fall term</th>
<th>Winter term</th>
<th>Spring term</th>
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<tbody>
<tr>
<td></td>
<td>Submit breadth fields for approval</td>
<td>Submit breadth lists for approval</td>
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<tr>
<td>Year 2</td>
<td>Breadth exam in fall</td>
<td></td>
<td>Submit major field lists and materials for approval</td>
</tr>
<tr>
<td>Year 3</td>
<td>Coursework complete – this term is article requirement</td>
<td>Major field exam (or spring, depending)</td>
<td>Submit dissertation prospectus for approval; advance to candidacy</td>
</tr>
<tr>
<td>Year 4</td>
<td>Dissertation</td>
<td>Dissertation progress meeting</td>
<td>Chapter requirement</td>
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<td>Year 5</td>
<td>Dissertation</td>
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<td>Year 6</td>
<td>Dissertation</td>
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MAs in English and American Literature, Film, or Folklore with 6 to 9 transferrable degree-satisfying courses and holding a .40 GE first year: (Norm: 5 years of support)

1st year:
- ENG 690, Introduction to Graduate Studies in English (fall term)
- ENG 614, Introduction to Literary and Cultural Theory
- ENG 611, Composition GE Seminar I (winter term; does not count toward seminar requirement)
- ENG 613, Composition Apprenticeship (fall, winter or spring)
- Completes 4 additional seminars or equivalents, for a total of 6
- Completes first language of language requirement (if pursuing 2)
- Submission and approval of PhD breadth fields in winter term and breadth examination reading lists in spring term

2nd year:
- PhD breadth examination at start of academic year
- ENG 612, Composition GE Seminar II (fall term; does not count toward seminar requirement)
- Completes PhD language requirement
- Takes Reading and Conference Course plus Publishing Colloquium associated with the Journal Article Requirement
- Completes 5 additional seminars or equivalents (for a cumulative total of 18, completing all coursework requirements)*
- Submission and approval of PhD major field examination materials in spring term

3rd year:
- PhD major field examination in fall term
- Prospectus submission and approval in winter term
- Advancement to candidacy when prospectus is approved

4th year:
- Dissertation
- Dissertation Progress Meeting in fall term
- Submission of fully drafted dissertation chapter by end of winter term

5th year:
- Dissertation
- Dissertation defense in spring term

*Note: All transfer credits count toward this total of 18 seminars (or equivalents) as stated in the English Department General Duties and Responsibilities Statement (GDRS).
MAs in English and American Literature, Film, or Folklore with 6 to 9 transferrable degree-satisfying courses and holding a .49 GE first year: (Norm: 5 years of support)

1st year:
- ENG 690, Introduction to Graduate Studies in English (fall term)
- ENG 614, Introduction to Literary and Cultural Theory
- ENG 612, Composition GE Seminar II (fall term; does not count toward seminar requirement)
- ENG 611, Composition GE Seminar I (winter term; does not count toward seminar requirement) English Department General Duties and Responsibilities Statement, Page 7
- Completes 4 additional seminars or equivalents, for a total of 6
- Completes first language of language requirement (if pursuing 2)
- Submission and approval of PhD breadth fields in winter term and breadth examination Reading lists in spring term

2nd year:
- PhD breadth examination at start of academic year
- Completes PhD language requirement
- Takes Reading and Conference Course plus Publishing Colloquium associated with the Journal Article Requirement
- Completes 5 additional seminars or equivalents (for a cumulative total of 18, completing all coursework requirements)*
- Submission and approval of PhD major field examination materials in spring term

3rd year:
- PhD major field examination in fall term
- Prospectus submission and approval in winter term
- Advancement to candidacy when prospectus is approved

4th year:
- Dissertation
- Dissertation Progress Meeting in fall term
- Submission of fully drafted dissertation chapter by end of winter term

5th year:
- Dissertation
- Dissertation defense in spring term

*Note: All transfer credits count toward this total of 18 seminars (or equivalents) as stated in the English Department General Duties and Responsibilities Statement (GDRS).
STRUCTURED EMPHASIS OPTIONS

The structured emphasis option allows faculty members in a shared field to create a special curriculum for their students in order to assure that they receive appropriate and in-depth training. Structured Emphases are optional, including for students in field. They provide a map of training deemed optimal by faculty in field.

STRUCTURED EMPHASIS IN FILM STUDIES

The structured emphasis in Film Studies is designed for students interested in developing research and teaching skills in the areas of film, media and cultural studies. Students pursuing this emphasis design a course of study that enables them to develop specialized knowledge of media theory, criticism, and history while also gaining a strong foundation in literary studies. This background equips them for advanced, versatile, and interdisciplinary research on a broad range of cultural texts, including film, television, and other popular cultures. In addition, students are trained as thoughtful teachers: in addition to the English Department’s composition pedagogy courses, students with this emphasis work closely with faculty as part of the undergraduate History of Motion Pictures sequence and through other teaching opportunities. This course of study draws on the English Department’s film, television, and popular culture offerings as well as on communications and media-related courses across campus.

PARTICIPATING FACULTY
Michael Aronson, Jordache Ellapen, Sangita Gopal, David Li, Quinn Miller, Priscilla Peña Ovalle

REQUIREMENTS
- Distribution Courses: Six distribution courses as outlined in the regular PhD program in the English Department
- Individual Plan of Study:
  Two 600-level English film studies seminars
  Three courses, preferably 600-level, outside of English in film studies or related areas
  Three 500-level English film studies courses
  Two 600-level English 20th century studies courses
  One 600-level seminar in theory
  One 600-level seminar in race or gender studies
  (No course can be used to satisfy two requirements.)
- Film Studies PhD Major Field Exam:
  Students completing the Structured Emphasis will be examined on the Film Studies reading list (see appendix) as part of their Major Field Examination. The reading list should be incorporated into Part I of the exam reading lists and participating faculty will pose questions about those works as part of the regular format of the exam.
- Complete and successfully defend a dissertation related to film, media, performance, or cultural studies with at least one of the film faculty on the committee
STRUCTURED EMPHASIS IN FOLKLORE

The structured emphasis in Folklore offers an interdisciplinary approach to the culture of everyday life and its expressive arts in the context of ethnic, regional, religious, gendered, and other identities of individuals in specific communities. Folklore studies also explores notions of the “traditional” as well as the so-called imagined identities of individuals and groups, and the ways such identities convey meaning. Students study the extent to which tradition continues to enrich and express the dynamics of human behavior in local and cross-cultural contexts. Folklore courses examine the historical, cultural, social, and psychological dimensions of everyday culture as communicated through narratives, art, religious belief, music, dance, speech, ritual, and other forms of cultural expression, in both modern urban and rural settings. Theoretical analysis, research methods, and fieldwork techniques are integral parts of the program's offerings in folklore studies.

PARTICIPATING FACULTY
Martha Bayless, Daniel Wojcik

REQUIREMENTS

- **Distribution Courses**: Six distribution courses as outlined in the regular PhD program in the English Department

- **Individual Plan of Study**:
  - Folklore 681, History and Theory of Folklore Research
  - Folklore 607, Folklore Fieldwork; or Video Fieldwork Production
  - Three 500 or 600-level Folklore courses, or Folklore-related courses as approved by the Folklore advisor
  - Two courses in other departments in areas related to folklore (e.g., Literature, Music, Anthropology, Art Administration, or Journalism) as approved by the Folklore advisor

- **Complete and successfully defend a folklore-oriented dissertation with at least one of the folklore faculty on the committee**

After course work, students will proceed to the major field exam and the dissertation under the same guidelines as other English department graduate students.

ADDITIONAL RESOURCES
American Folklore Society [http://www.afsnet.org](http://www.afsnet.org)
International Society for Ethnology and Folklore (SIEF) [http://www.siefhome.org/](http://www.siefhome.org/)
Smithsonian Center for Folklife and Cultural Heritage [http://www.folklife.sledu/index.html](http://www.folklife.sledu/index.html)
STRUCTURED EMPHASIS IN LITERATURE AND ENVIRONMENT

The Literature and Environment structured emphasis allows a strong grounding in the evolving theory and practice of this field, introducing students to the canon of ecocritics, nature writers, scientists, and environmental philosophers who have established critical positions in the last three decades. Work in colonial American and nineteenth-century British and American writers on the landscape and natural world and other standard literary fields can be used to provide backgrounds for contemporary approaches, and interdisciplinary links with other departments and programs on campus allow the student to emphasize environmental concerns in course work in a more focused way than the regular program permits.

Purposes:
- To provide a coherent framework for ecocritical focus in English graduate studies.
- To offer opportunities for building a supportive cohort of graduate students interested in environmental humanities studies within the English Department.
- To provide a formal credential in this rapidly expanding interdisciplinary area.

PARTICIPATING FACULTY
James Crosswhite, Sangita Gopal, Stephanie LeMenager, William Rossi, Gordon Sayre, David Vazquez, Sarah Wald

REQUIREMENTS (which will be included under the required 18 seminars for the PhD):
- Distribution Courses: Six required seminars (Eng. 690, Eng. 614, and four distribution courses) as outlined in the regular English PhD program.

- Individual Plan of Study:
  o English 569 or English 615 in ecocritical theory.
  o Two English department seminars with an ecocritical/environmental focus.
  o Two environmentally focused courses (500- or 600-level) in other departments, at least one in environmental humanities, to be determined in consultation with the individual faculty advisor and subject to approval by the Director of Graduate Studies.

- One field within the Breadth Exam will be constructed by the student and advisor, based on the Structured Emphasis Reading List and either focusing on primary works or secondary works, or a combination of both. It is to represent the broad interdisciplinary range of ecocritical studies geographically, chronologically, and theoretically.

- Complete and successfully defend a dissertation in the discipline of literature and the environment with at least one of the literature and environment faculty on the committee

During and after course work, students will undertake the breadth exam, the major field exam, and the dissertation under the same guidelines as other English department graduate students. Students completing joint PhD degrees in Environmental Studies and English are subject to special requirements set by the Environmental Studies Program and coordinated with English requirements in consultation with the individual faculty adviser and the Directors of Graduate Studies in the two programs.
STRUCTURED EMPHASIS IN MEDIEVAL STUDIES

The Medieval structured emphasis ensures a breadth of knowledge in the medieval period and allows the student to put greater emphasis on medieval studies in both coursework and the major field exam than the regular program permits.

PARTICIPATING FACULTY
Martha Bayless, Stephanie Clark, Anne Laskaya

REQUIREMENTS
- Distribution Courses: Six distribution courses as outlined in the regular PhD program in the English Department

- Individual Plan of Study:
  - A year of introductory Latin, to be completed by the time of the PhD breadth exam. (May have been fulfilled before entering the program. This does not count toward degree credit.)
  - Medieval Backgrounds course (offered at 500- or 600-level)
  - Nine courses in Old and Middle English or other medieval courses as approved by the individual faculty advisor
  - One seminar in Medieval Latin or one term of advanced Classical Latin (students are encouraged to prepare for the Toronto Certificate in Medieval Latin)
  - One term minimum of another medieval language or a relevant course in another department
  - Elective seminars to bring the total number of seminars to 18

- Structured Emphasis Exam: Students in the structured emphasis option also complete an examination in the field of medieval studies, based on a reading list prepared by medieval studies faculty (the reading list appears in Appendix E). The student will write an essay on one of three questions. Three hours are provided for the exam and the essay should be no longer than 10 pages. This exam will be scheduled some time between the second year of study and the PhD major field exam in consultation with the individual faculty advisor. Unless there are pressing reasons otherwise, it should be taken in the spring following the fall in which the student takes the breadth exam.

After the structured emphasis exam and course work, students will proceed to the major field exam and the dissertation under the same guidelines as other English department graduate students.

- Complete and successfully defend a dissertation in the discipline of medieval studies with at least one of the medieval studies faculty on the committee
STRUCTURED EMPHASIS IN POETRY AND POETICS

PARTICIPATING FACULTY
Lara Bovilsky, James Crosswhite, Paul Peppis, Forest Pyle, Ben Saunders

The structured emphasis in Poetry and Poetics offers a theoretically diverse and historically broad study of poetry and poetic theory, which provides students with a rigorous training in the formal, rhetorical, and historical understanding of poetry. The participating faculty is comprised of an open roster of scholars who embrace a wide range of critical approaches and whose research and teaching interests extend from early modern to postmodern poetry in a variety of British, North American, and post-colonial Anglophone traditions. This structured emphasis will prepare students to write a dissertation on the topic and in the period of their choosing. It will also train students in the teaching of poetry; graduate students pursuing this concentration will be encouraged to teach the department’s introductory course in poetry when scheduling and resources make it possible. Finally, a structured emphasis in poetry and poetics provides students and faculty alike with an advanced forum for the collective consideration of the problems and possibilities of poetry.

REQUIREMENTS

- **Distribution courses**: ENG 690, ENG 614, and four distribution courses as outlined in the regular PhD program in the English Department.

- **Six additional courses** with substantial focus on poetry and poetics, preferably at the 600 level, one of which is to be taken in a department other than English.

- **ENG 608: Poetics Colloquium**

The examination reading list for the Poetry structured emphasis can be found at [http://english.uoregon.edu/wp-content/uploads/2012/02/PoetryReadList.pdf](http://english.uoregon.edu/wp-content/uploads/2012/02/PoetryReadList.pdf)

Poetry and Poetics Examination: The Close Reading

Following the completion of the breadth exams and the submission of the major field examination reading list, the student will perform a close reading of a poem before the assembled participating faculty. On the morning of the exam, the student will be given three poems; the student will choose one poem and will have six hours to prepare. This oral presentation, which will involve (1) a recitation of the poem, (2) a close reading that reflects the student’s understanding of the relevant portions of the reading list in poetry and poetics as well as their interpretation of the poem in question, and (3) a discussion period that will include questions from the assembled faculty following the presentation by the student. The exam will last two hours. The assembled participating faculty will determine whether the student has passed or failed the examination. In the event of a failed exam, the student will confer about how to prepare for a retake with the Poetry and Poetics Coordinator and will have one opportunity to retake the exam later in the term.

After the completion of course work and the close reading, students will proceed to the major field exam and the dissertation under the same guidelines as other graduate students. Students will complete and successfully defend a dissertation that devotes significant attention to poetry and/or poetic theory with at least one of the participating faculty serving on the committee.
STRUCTURED EMPHASIS IN RHETORIC & COMPOSITION

The structured emphasis in Rhetoric and Composition provides historically rich and theoretically diverse resources for the study of discourse over a wide range of issues, from the question of how to teach writing to controversies about philosophical and scientific reasoning. The rhetoric and composition structured emphasis provides training in the history of rhetoric, in rhetorical theory, and in rhetorical criticism. Students must maintain a minimum GPA of A- in course work taken to satisfy the emphasis.

PARTICIPATING FACULTY
James Crosswhite, Anne Laskaya

REQUIREMENTS
- **Distribution Courses**: Six distribution courses as outlined in the regular PhD program in the English Department

- **Individual Plan of Study**:
  - In the first two years of study, complete, for graded credit:
    - English 515 Theories of Literacy
    - English 592 History of Rhetoric and Composition
    - English 593 Modern Rhetorical Criticism
  - and two seminars in the field, typically English 691 (repeatable) and/or another seminar designated by the rhetoric faculty
  - In the first and second years of study, complete:
    - English 611 Composition GE Seminar I
    - English 612 Composition GE Seminar II
    - English 613 Composition Apprenticeship
    - and satisfactorily teach both WR 121 and 122 (or 123)

Note: Though required for this structured emphasis, ENG 611, 612 and 613 do not count toward the 18-seminar requirement.

- **2 hours of 605 credits** to be taken simultaneously with or directly following 611, for research and a paper on composition pedagogy. This credit will be arranged through faculty teaching 611.

- **Complete one term of English 605 in a designated internship under faculty supervision, 1-4 graded credit hours**
  (Note: Internships may be coordinated through the Center for Teaching Writing, the Community Literacy Program, the Composition Program, the Oregon Writing Project, or other areas designated by the rhetoric faculty, with projects to be agreed on by the student and one rhetoric faculty serving as internship supervisor. This course will not count toward degree progress.)

- **Participate in a colloquium on professional development in rhetoric and composition in the spring term of dissertation year one, together with the rhetoric faculty and others in the field**
  (Note: The colloquium will be merged with the ongoing student-faculty reading group in rhetoric and composition, and will carry 5 hours of 605 credit once only, with a supervised project, for those students completing the emphasis; it will not count toward degree progress.)

- **Complete and successfully defend a dissertation in the discipline of rhetoric and composition with at least one of the rhetoric faculty on the committee**
**SPECIALIZATION IN POLITICS, CULTURE, IDENTITY** (with Political Science Department)

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

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

**PARTICIPATING FACULTY**

David Vazquez, Kirby Brown, Courtney Thorsson, Betsy Wheeler, Quinn Miller, Sarah Wald, Sangita Gopal, Tara Fickle, Mark Whalan, Mary Wood, Mark Quigley, Sharon Luk, Priscilla Ovalle

**REQUIREMENTS**

- **Required Coursework**: 16 credits of approved specialization-related curriculum offered at the 600 level. At least 4 of those credits must come from the Department of English and at least 4 must come from the Department of Political Science. The Coordinating Committee will issue a list of approved courses each year. In addition, students must complete a 1-credit P/NP colloquia course and two terms of a 1-credit P/NP dissertation writing course.

- **Dissertation**: The student’s dissertation must have a substantive focus on themes of culture, identity, and politics, as defined by the criteria above. At least one member of the student’s dissertation committee must be a PCI participating faculty member.
FELLOWSHIPS AND AWARDS

ENGLISH DEPARTMENT FELLOWSHIPS AND AWARDS

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

COMPOSITION GRADUATE EMPLOYEE APPOINTMENTS
Most graduate students in English are eligible for Composition Graduate Employee (GE) appointments on the basis of successful completion of teacher-training seminars, teaching experience, language proficiency, progress toward their degree, and academic standing. The award includes a stipend and a waiver of Oregon graduate tuition (except for certain fees). Teaching appointments are not available for first-year graduate students who have no college-level teaching experience. (See Tutoring Graduate Employee Appointments below.)

The English department provides a year-long teacher-training program for new graduate students who wish to make themselves eligible for Composition GE appointments for their second year of study. The program consists of English 611, Composition GE Seminar I, in winter term (1-3 credits); English 613, GE Composition Apprenticeship, in the winter and/or spring terms (depending on demand and the availability of supervising teachers) (1-3 credits); and a series of non-credit class observations during the non-apprenticeship term. First-year GE.s are also required to take English 612, Composition GE Seminar II (1-3 credits), during the fall term of their first year of teaching.

All Composition GE appointments are determined by the Graduate Appointments Committee. Because of uncertainties in funding, the department cannot guarantee that every student who completes the teacher-training program successfully will be given a GE appointment, although qualified students have received GE appointments in the past. (For more details about Composition GE appointments, see the Composition Program policy and procedure manual: Policies and Procedures: Teaching Written Reasoning at the University of Oregon.)

The English department also provides a spring term workshop on teaching literature, ENG 608, required for GE.s wishing to be considered for teaching literature courses.

TUTORING GRADUATE EMPLOYEE APPOINTMENTS
The English department has available each year a number of Tutoring GE appointments for incoming PhD students, an award which includes a stipend and a waiver of Oregon graduate tuition (except for certain fees). Tutors serve in the English departments Center for Teaching Writing. Tutoring GE appointments are usually offered to those individuals with the best academic records who have no previous teaching experience and are therefore not eligible for Composition GE appointments during their first year of study. (See “Composition Graduate Employee Appointments” above.)

RUDOLF ERNST DISSERTATION FELLOWSHIP AWARD
This dissertation fellowship offers a $4000 summer stipend to a student with an exemplary graduate record whose dissertation is considered to be especially promising. All students who have had their dissertation prospectuses approved on schedule are automatically made eligible for this fellowship.

SARAH HARKNESS KIRBY ESSAY PRIZE
This $150 prize is awarded to the English graduate student who writes the best English department seminar paper each quarter (Fall, Winter, Spring). Student papers are nominated by faculty teaching graduate seminars.

JANE CAMPBELL KROHN ESSAY PRIZE IN LITERATURE AND ENVIRONMENT
The annual Jane Campbell Krohn Prize is given for the best coursework essay by a graduate student in English on the theme of literature and the environment. The winner receives $300.
JANINE THORNTON ESSAY AWARD IN AFRICAN AMERICAN STUDIES
The Janine Thornton Essay Award in African American Studies offers $150 for the best essay in the field each academic year. English graduate students can submit any work completed while at the University of Oregon, including work drawn from dissertations.

TRAVEL AWARDS

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

DEPARTMENT OF ENGLISH TRAVEL AWARD
The Department of English is pleased to provide a travel award for English graduate students who have been invited to present a paper at a professional conference. The current award supports up to two trips per year (July through June) for a maximum of $700. Department of English Travel Awards are approved by the Department Head. University of Oregon travel policies apply. (Appendix M)

ELIGIBILITY
1. Applicants must be current English graduate students in good standing, enrolled for a minimum of three credits during the term of conference travel (excluding Summer Session).

2. To be eligible for the Department of English Travel Award, the Travel Authorization form must be submitted at least four weeks prior to the departure date of your trip. Travel Authorization form must be submitted and approved in advance of travel per University of Oregon travel policy. Forms are submitted to Julie Anderson, Accounting Technician, jlanders@uoregon.edu.

3. Other travel awards (i.e., Sherwood, Diversity, Ecocritical, CSWS, Humanities) have policies, procedures, and applications specific to the award, to follow guidelines set by specific funding sources. Application for one award does not automatically transfer to another award. Each award will need to be applied for individually.

ECOCRITICAL FUND
The Ecocritical Fund supports research and conference travel related to ecocritical studies. Requests should be made to the Department Head. University of Oregon travel policies apply.

SHERWOOD TRAVEL GRANTS
The Department offers 6-10 Sherwood awards of up to $700 each year to support graduate travel to conferences, research archives, and towards expenses of professional development opportunities away from UO (e.g., courses in DH or paleography at research libraries or universities). These awards are competitive and may be combined with the Department of English Travel Award. Awards are offered in both fall (October 15) and spring (April 15) terms. Approved Travel Authorization form is required for application to the Sherwood Travel Award. University of Oregon travel policies apply.

ENGLISH DIVERSITY COMMITTEE GRADUATE DIVERSITY ENHANCEMENT FUND
The English Department Diversity Committee has established a Diversity Enhancement Fund of up to $500 (typically awarded annually) to support graduate student research and travel which advance department commitments to diversity, inclusion, and equity. The Diversity Committee understands such concepts in broad terms, prioritizing race, ethnicity, gender, sexuality, ability, class, and other areas of social equality. Graduate students across fields whose research and professional interests substantively engage any of these areas are encouraged to apply.
UNIVERSITY FELLOWSHIPS AND AWARDS

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

Questions about general scholarships, loans, and financial aid information should be addressed to the Office of Financial Aid, 541.346.3221. Information about Financial Aid for graduate students is also available on the Graduate School website, under “Funding and Awards”. For information on funding opportunities for international students, contact the Office of International Affairs, 541.346.3206.

UNIVERSITY OF OREGON DOCTORAL RESEARCH FELLOWSHIPS
This fellowship offers support (currently $18,000 stipend plus tuition waiver) for a student in the final year of doctoral work; one student per year will be nominated by the department.

TARGET OF OPPORTUNITY LAUREL AWARDS
The TOLA offers tuition waivers for students of color with strong academic records (U.S. Citizens/Permanent Residents only). Contact the Graduate School, 541.346.5129.

MARGARET McBRIDE LEHRMAN AWARD
The McBride Lehrman Awards (available in alternate years) support graduate students who have extreme financial need in fields emphasizing communication, especially writing ($9,000 stipend plus tuition waiver). Departments nominate candidates. Check the Graduate School’s Awards and Fellowships webpage.

CENTER FOR THE STUDY OF WOMEN IN SOCIETY GRADUATE AWARDS
Awards for graduate students whose area of specialization involves research or creative work on gender, feminist theory, or aspects of women’s experiences; travel grants, $100-$400; research grants, $100-$2,000; Jane Grant Dissertation Fellowship, $10,000; International Laurel Research Award, $2,500; Laurel Research Award, $2,500. Contact CSWS, 541.346.5015, or the CSWS Funding page.

HUMANITIES CENTER FELLOWSHIPS
The Oregon Humanities Center offers support for advanced dissertation research and for research travel with humanistic emphasis. Contact the Humanities Center at 541.346.1001.

COLLEGE OF ARTS & SCIENCES (CAS) SCHOLARSHIPS
The Everett D. Monte Scholarship ($1,000) goes to one graduate student in the dissertation year; the Mary Chambers Broekelbank Endowed Assistance Fund ($500-$1,000) is available to students of limited means; the Risa Palm Graduate Fellowship ($1,000) goes to one or more graduate students. Contact CAS Department Scholarships at 541.346.3950.

For information on these and other internal and external funding opportunities (such as Ford Foundation Fellowships, Fulbright Fellowships, NSF Fellowships, Woodrow Wilson Grants in Women’s Studies, etc.), students may visit the Graduate School Awards and Fellowships webpage.
EXTRA-CURRICULAR OPPORTUNITIES

ENGLISH GRADUATE ORGANIZATION

The English Graduate Organization (EGO) is composed of all graduate students in the department who wish to participate in discussions on a variety of professional and scholarly topics twice a term at casual “wine and cheese” meetings or brown bag lunches. Faculty members are often invited to participate in the discussions and answer questions regarding graduate student concerns and issues of the discipline. EGO also hosts an annual fall picnic to welcome new graduate students and faculty to the English department and a spring party to congratulate recent graduates, polls graduate students regarding student membership on departmental committees, and runs an annual book sale. Contact Megan Reynolds, EGO President (mreynol2@uoregon.edu), Molly Hatay-Ferens, EGO Vice President (mhatay@uoregon.edu), or Amanda Saeed, MA Student Liaison (asaeed@uoregon.edu).

STUDENT/FACULTY READING GROUPS

19TH-CENTURY BRITISH STUDIES GROUP
The 19th-Century British Studies Group is a hybrid digital and in-person reading group dedicated to the exploration of all things long nineteenth century (as well as modern adaptations thereof). For more information see the group blog: https://blogs.uoregon.edu/19cbritstudies/. You can also follow us on Twitter: @UOregon_19C. Contact Courtney Floyd with any questions (cfloyd3@uoregon.edu).

COMIC STUDIES READING GROUP
The Comics Reading Group is an interdisciplinary group that meets monthly to read and discuss comics and visual art. The group welcomes participants from all academic disciplines, as well as new and casual comic readers. If you are interested in participating or learning more about the group, please contact Turner Lobey (tlobey@uoregon.edu).

CONTEMPORARY POETRY (COPO) READING GROUP
The CoPo Reading Group meets twice per term to read and discuss contemporary poetry and criticism on contemporary poetry. The group welcomes graduate students and faculty from all departments who share a critical interest in contemporary poetry. Readings include primary texts as well as critical and theoretical works on contemporary poetry and poetics. At our first meeting, we will discuss Don’t Call Us Dead by Danez Smith. Thereafter, group members will help choose readings for upcoming months. Contact Lisa Fink (lfin@uoregon.edu).

ELLENWEORCAS
Ellenweorcas (EW) is a reading group open to graduate students and faculty, concentrating on British and continental medieval literature. Each year we choose a topic to explore, and meet monthly to discuss primary texts, usually chosen by group members. Previous topics have included saints’ lives, medieval women writers, and Arthuriana, and have covered texts in Anglo-Saxon, Middle English, and Latin. Anyone interested in medieval literature is welcome to attend. Contact Justin Brock (jbrock@uoregon.edu).

MESA VERDE READING GROUP
Mesa Verde is a group of graduate students and faculty, both within the English department and from other departments, who are interested in the study of literature and the environment. The group participates in several different activities. Mesa Verde sponsors an ongoing colloquium series which provides an opportunity for graduate students and faculty to present their current work in the field. Members also meet regularly to discuss ecocritical texts and related works in environmental philosophy, public policy, and film. And they occasionally go camping. There is no need to define yourself as an ecocritic to attend meetings. Mesa Verde has a full range of specialists—medievalists to Americanists—in their ranks. If you are interested in the topic and in good
company, you are welcome to subscribe to their email list and join them. Contact Kate Huber (khuber2@uoregon.edu).

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

MULTIETHNIC FUTURISMS READING GROUP
The Multiethnic Futurisms Reading Group is an interdisciplinary reading group that explores the intersections of critical race theory, gender and sexuality studies, and speculative literature by writers of color. We meet once each term to discuss a piece of creative fiction or media that addresses these topics. We have both faculty and graduate student members from several departments, resulting in an excellent opportunity to meet and interact with diverse scholars interested in similar topics. For more information or to join our mailing list, please write Angela Rovak (arovak@uoregon.edu).

QUEERING ACADEMIC STUDIES: A CSWS RESEARCH INTEREST GROUP
The Queering Academic Studies RIG is a networking and reading group, meeting bi-weekly during terms to discuss articles, book chapters, and works-in-progress on queer theory and its intersections within a broad range of disciplines. The group is open to anyone interested in queer studies. Our aim is to promote an open exchange of ideas and to foster cross-disciplinary alliances and projects within the queer discourse community at UO. For more information, see the CSWS website.

THEORY READING GROUP
The Theory Group meets monthly to read and discuss works of critical theory and philosophy. Readings include both contemporary and “classic” texts in Marxism, poststructuralism, and narrative theory. In addition, the group provides an opportunity to discuss the historical and institutional role of theory, how it has shaped the literary professions, and what it means for us as critics. Contact Abby Johnson (asj@uoregon.edu).

TRAUMA STUDIES READING GROUP
The Trauma Studies Reading Group meets monthly to discuss readings related to the study of trauma, literature, and media studies. Readings include theoretical and critical works, literary works (including fiction, memoir, graphic mediums, etc.), and film and television. If you are interested, please contact Megan Reynolds (mreynol2@uoregon.edu).

OREGON RHETORIC SOCIETY
The Alfred R. Kitzhaber (ARK) Rhetoric Society is a collection of students studying rhetoric at the graduate and undergraduate levels. We meet quarterly to discuss selected readings and works-in-progress on rhetorical theory, discourse analysis, and composition and literacy. Our goal is to create a space for rhetoric studies at the University of Oregon by sharing the value of this work in its many forms. We partner with other student organizations on campus to increase awareness of rhetoric across disciplines and in various public arenas. If interested in ARK, please contact (Will Conable (wconable@uoregon.edu), June Manuel (jmanuel@uoregon.edu), and Paul Kratwell (pkratwe2@uoregon.edu).

INCLUSIVE PEDAGOGIES READING GROUP
The Inclusive Pedagogies Reading Group meets twice a term to read and discuss current composition theory and research in support of student writers from diverse backgrounds. No preparation is required. We read together and then discuss at the meeting. All are invited. Contact Emily Simnitt (esimnitt@uoregon.edu) with questions.
APPENDICES
Appendix A - Permission to Register for Individualized Study Form

UNIVERSITY OF OREGON
English Department
PERMISSION TO REGISTER FOR INDIVIDUALIZED STUDY

Form must be submitted prior to registration.

TERM: Fall [ ] Winter [ ] Spring [ ] Summer [ ] Year: ________

STUDENT NAME: ___________________________ ___________________________

Last Name First Name

UO ID: ___________________________

CREDITS: _______ Variable credit courses will default to lowest credit offered. Change variable credits in DuckWeb (from "Student Menu", go to "Registration Menu", go to "Change Variable Credit/Grading Option").

COURSE #

[ ] ENG 503 Master’s Thesis Incomplete, until Oral Defense
[ ] ENG 601 General Study Hours P/NP
[ ] ENG 601 Breadth [ ] MFE [ ] Prospectus P/NP
[ ] ENG 603 Dissertation (must be "Advanced to Candidacy") Incomplete, until Oral Defense
[ ] ENG 605 Independent Study/Reading and Conference Graded

Attach to this form a description of the approved Independent Study Project for ENG 605, signed by the Instructor.

DGS Signature ____________________________________________

CRN # ____________ (found at http://classes.uoregon.edu)

Printed ADVISOR NAME: ____________________________________________

ADVISOR SIGNATURE: ____________________________________________ DATE: ____________

NOTE: Students must submit completed form to the English Graduate Coordinator (118 PLC) for pre-authorization. THEN after receiving a confirmation email, may register for this course through DuckWeb.

Printed STUDENT NAME: ____________________________________________

STUDENT SIGNATURE: ____________________________________________ DATE: ____________
APPENDIX B - ENGLISH DEPARTMENT SUMMER EXTENSION AGREEMENT FORM

UNIVERSITY OF OREGON
DEPARTMENT OF ENGLISH
SUMMER EXTENSION AGREEMENT FORM
To be submitted by June 15th

STUDENT: ____________________________  BANNER ID: ____________________

Please print

INCOMPLETE:

INSTRUCTOR: ____________________________  COURSE NUMBER: __________________

CRN: __________  COURSE TITLE: __________________

Description of work required to complete this course:

________________________________________________________________________

DUE DATE: Above work to be submitted to instructor by ____________________________

Instructor submits grade to department by August ___________ (Last day of 8-week summer session)

INSTRUCTOR SIGNATURE: ____________________________  DATE: __________

COURSE WORK:

<table>
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<th>METHOD OF COMPLETION</th>
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LANGUAGE REQUIREMENT:

LANGUAGE: __________________  METHOD: __________________

DUE DATE: Language requirement will be completed by September ___________ (Last day of 12-week summer session)

PROSPECTUS: DUE DATE (signed by all committee members): August ___________ (Last day of 8-week summer session)

STUDENT SIGNATURE: ____________________________  DATE: __________

DGS SIGNATURE: ____________________________  DATE: __________

Please use the current form found on the English Website – Resource Page.
APPENDIX C - REQUEST TO COUNT NON ENGLISH COURSE TOWARD DEGREE

Request to Count Non English Course Toward Degree

Department of English

English graduate students may take up to 2 extra-departmental courses when relevant to their degree and/or their professional or intellectual development. In exceptional cases, more than two such courses may be taken. All such courses require permission of the advisor and DGS. Graduate students who wish to count a non-English course towards their degree are strongly encouraged to submit this request prior to the course start-date. Doing so will allow sufficient time to enroll in an alternate course if this request is denied, thus ensuring compliance with enrollment requirements. Requests will be routed to your Advisor, who will make a recommendation to the Director of Graduate Studies, who will make the final decision. Courses must be taken for letter grade and receive a grade of B or better. Courses used to satisfy a concurrent degree will not be counted toward the English degree requirements.

Student Name: ___________________________ Date: ___________________________

Course number: _______________ Title: _______________________________________

Instructor: ___________________________ Course Term/Year: ___________________  

Please provide an explanation/justification for your request to count this course towards your degree:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

A course syllabus or course description from the instructor (if a syllabus is not yet available) must be attached to this request.

Student Signature: ______________________________________________________

Advisor Recommendation

__________________________

_____ Approved  _____ Disapproved

Advisor

Director of Graduate Studies – Final Decision

__________________________

_____ Approved  _____ Disapproved

Director of Graduate Studies

Please use the current form found on the English Website – Resource Page.
APPENDIX D - SEMINAR PLAN FOR USE IN COMPLETING INDIVIDUAL PLAN OF STUDY

GRADUATE SEMINARS AND WORKSHOPS IN ENGLISH 2017-18 (subject to change)

Fall 2017

ENG 528     Old English I            Clark
ENG 607     Energy Humanities        LeMenager
ENG 608     Workshop: Job Search    Peppis
ENG 608     Workshop: Publication   Bovilsky
ENG 612     Comp GE Sem II          Gershon
ENG 613     GE Comp Apprentice       Myers
ENG 650     19th C British Culture: Epoch of Feeling     Pyle
ENG 660     Race, Nation, and Belonging in the Ethnic American Bildungsroman     Brown
ENG 690     Introduction to Graduate Studies     Bovilsky
ENG 691     Kenneth Burke            Gage
ENG 695     TV Aesthetics             Ovalle

Winter 2018

ENG 529     Old English 2            Clark
ENG 611     Comp GE Seminar I        Bergquist
ENG 613     GE Comp Apprentice        Myers
ENG 630     Thinking Matter in Early & Late Modernity     Dawson
ENG 660     Contemporary Black Fiction     Thorsson
ENG 660     Bioethics & Literature, 1850-present     Wood
ENG 670     Popular Modernisms        Peppis
ENG TBD     Theorizing Global Blackness and the African Diaspora  Ellapen

Spring 2018

ENG 530     Old English 3            Clark
ENG 607     Secret Identity Politics: Transmedia Economies and Postmodern Subjectivities     Saunders
ENG 608     Workshop: Teaching Literature     Bohls
ENG 613     GE Comp Apprentice        Myers
ENG 614     Introduction to Literary and Cultural Theory     Gopal
ENG 620     Religion in Anglo-Saxon Literature     Clark
ENG 615     Species and Print, Extinction and Archive     Sayre*
ENG 660     Asian American Literature     Fickle
ENG 660     Literary Monsters and the Anthropocene     Vazquez

* Note: ENG 615 meets the Area C requirement.
CURRENT LIST OF SEMINARS FOR 2018-19 (subject to change)

Please note: where two courses are listed, the first is most likely to be taught.

ENG 528-530  Old English I, II, III (Fall-Spring) (Bayless & Clark)
ENG 614     Introductions to Literary and Cultural Theory (Gopal)
ENG 620     Legend, Rumor and Scandal in Medieval Culture (Bayless)
ENG 620     Chaucer and Pedagogy (Laskaya)
ENG 630     Race Theory and Early Modern Culture (Bovilsky)
ENG 645     Literature of the Black Atlantic (Bohls)
ENG 650     19th-Century British Novel, Digital Humanities component (Kaufman)
ENG 660     Philip Roth: Jewish American Fiction and the 20th Century (Li)
ENG 660     Young Adult and Children’s Literature (Wheeler)
ENG 660     Environmental Justice Cultural and Literary Studies (Wald)
ENG 660     American Realism and Naturalism (Wonham)
ENG 670     Cultures of American Modernism (Whalan)
ENG 670     Irish Modernism (Quigley)
ENG 690     Introduction to Graduate Studies (Director of Graduate Studies)
ENG 691     Knowledge, Skills, Habits, Virtues, and Rhetorical Capabilities (Crosswhite)
ENG 695     Theories of Film and Media OR Media Feminisms (Gopal)
APPENDIX E - MA CHECKLIST – PLAN OF STUDY

MA CHECKLIST – PLAN OF STUDY

Name ___________________________ Entrance Date ____________

Specialization (if applicable) ____________________________

Faculty Advisor ________________________________________

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<tr>
<td>1 English 690</td>
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Due date for completion of course work: ________________________________

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<p>| INDIVIDUAL PLAN OF STUDY                                                  |
| Agreement and Approval Signatures                                          |</p>
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<td>Director of Graduate Studies</td>
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Please use the current form found on the English Website – Resource Page.
APPENDIX F - PHD CHECKLIST - PLAN OF STUDY

PHD CHECKLIST – PLAN OF STUDY

Name ________________________________ Entrance Date __________________

Specialization ________________________________

Individual Faculty Advisor ________________________________

18 GRADUATE SEMINARS

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<td>6 Area D, E, F</td>
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6 REQUIRED SEMINARS

12 SEMINARS IN INDIVIDUAL PLAN OF STUDY

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Transfer?</th>
<th>Term/Year</th>
<th>Grade</th>
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Due dates for completion of course work:

6 seminars: __________________

12 seminars: __________________

18 seminars: __________________

ADDITIONAL COURSES

<table>
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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Term/Year</th>
<th>Grade</th>
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LANGUAGE REQUIREMENT

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<th>Due Date</th>
<th>Language &amp; Method</th>
<th>Term/Year</th>
<th>Grade</th>
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</table>

INDIVIDUAL PLAN OF STUDY

Agreement and Approval Signatures

Student ___________________________ Date ________________

Individual Faculty Advisor ___________________________ Date ________________

Director of Graduate Studies ___________________________ Date ________________

Please use the current form found on the English Website - Resource Page.
APPENDIX G - MA THESIS FORM

UNIVERSITY OF OREGON
English Department
Application for Master’s Thesis Option

Date: ______________________

Student ______________________   UOID ______________________

Thesis Writing Term/Yr ____________
Thesis Oral Defense Term/Yr ____________

Thesis Title:

______________________________________________

The following faculty have agreed to membership in the MA thesis committee.

Thesis Advisor ______________________   Signature ______________________

Reader ______________________   Signature ______________________

Reader ______________________   Signature ______________________

____ Approve   ____ Not Approved

________________________________________________
Director of Graduate Studies

Please use the current form found on the English Website – Resource Page.
APPENDIX H - BREADTH EXAM COVER SHEET

Student Name

Breadth Exam Lists Submission

Term/Year

Field One: ___________ ; Professor ___________

Field Two: ___________ ; Professor ___________

[A brief one- or two-paragraph statement explaining the rationale of the breadth areas and the aims of each individual list, including the way each assists the student’s special field and future plans. Print in Courier 10 or Times New Roman 12 fonts (not smaller), single sided, with one-inch margins all around.]

Field One: __________________

Type in Professor Name

Field Two: __________________

Type in Professor Name

Permission to be used as a future resource ________ Student Initials

---

Student Name

Name of Breadth List

Examiner: Professor __________

Primary Texts:

Secondary Texts:

---

Student Name

Name of Breadth List

Examiner: Professor __________

Primary Texts:

Secondary Texts:
APPENDIX I - MAJOR FIELD EXAM COVER SHEET

(Student Name)  Approved: (Chair’s Signature)  [Chair’s name typed]
Date: ____________________________

Permission to be used as a future resource  Student Initials

[Project Description Title]

[One- to three-page, single-spaced project description. Print in Courier 10 or Times New Roman 12 fonts (not smaller), single sided, with one-inch margins all around]

[Name pg#/]

Part I Reading List
[Designate Special Field]

[Name pg#/]

Part II Reading List
[Project Description Title]
APPENDIX J - PROSPECTUS COVER SHEET

[Title]
A Dissertation Prospectus by
[Student]
[Term and Year]

Approved by:

________________________
Chair, [name]

________________________
Member, [name]

________________________
Member, [name]

Institutional Member, [name], Department

________________________
Submitted [date]

________________________
Director of Graduate Studies

________________________
Approved [date]

Permission to be used as a future resource __________________

Student Initials

Please use the current form found on the English Website – Resource Page.
APPENDIX K - FIRST YEAR DISSERTATION STATUS MEETING FORM

First-Year Dissertator’s Status Meeting Form

Student: _____________________________________________
(please print)
________________________________________________
(signature)

Advisor: _____________________________________________
(please print)
________________________________________________
(signature)

Committee member: __________________________________
(please print)
________________________________________________
(signature)

The Status Meeting between the student, advisor and committee member
occurred on __________________________ of Fall term, 20____, (date)
to discuss the student’s progress with their dissertation.

When complete, please turn into the Graduate Coordinator. Thank you
Appendix L - Dissertation Check-in Form

Dissertation Check-In Sheet

Name ___________________________ Advisor ___________________________

Dissertation Work ___________________________ Date: ___________________________

☐ 1st ☐ 2nd ☐ 3rd meeting of __________ term __________ year

Since the last meeting, I have done the following:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

For the next meeting, I will:

☐ Read ____________________________________________________________

☐ Draft ____________________________________________________________

☐ Revise ____________________________________________________________

☐ Outline ____________________________________________________________

☐ Other ____________________________________________________________

Notes:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

_______ Student initials _________ Advisor initials
APPENDIX M - TRAVEL AWARD POLICY AND AUTHORIZATION FORM

UO English Department
Graduate Student Travel Policies and Procedures

The Department of English is pleased to provide awards for English graduate students who have been invited to present a paper at a professional conference. The current award supports up to two trips per year (July through June) for a maximum of $700. Research and/or personal funds may be added to this award to cover expenses. Travel that occurs during the academic year needs a completed Travel Authorization form even if funding is not being requested.

Criteria
- Applicant must be a current graduate student in the Department of English, and must be in good standing.
- The student must be enrolled for a minimum of three credits during the term in which the conference travel occurs (excluding Summer Session).
- Awards are for direct expenses related to conference travel and registration. Each student has the responsibility and duty to keep travel costs at a minimum.
- If a student holds a Graduate Employee position, all courses the student teaches, or the duties assigned to research GE’s must be covered during the time of travel. The College of Arts and Sciences policy states that classes should be covered, not canceled.

Application Procedure
- A Travel Authorization form needs to be submitted at least four weeks prior to the departure date of your trip. No departmental funds will be awarded for Travel Authorization forms received later than four weeks prior to the departure date. As soon as you have been formally or informally invited to present a paper at a conference, submit a Travel Authorization form to the Accounting Technician, Julie Anderson (janders@uoregon.edu). This form can be found on the English Department resource webpage.
- Other travel awards (ie: Sherwood, EcoCritical, CSWS, Humanities) have policies, procedures, and applications specific to that award in order to comply with guidelines set by the funding source. The Travel Authorization form does not serve as an application for any other travel awards. However, some award applications may require a copy of the approved Travel Authorization form that was completed prior to the trip to be considered a complete application.
- By signing the Travel Authorization form, the applicant is agreeing to return any unused funds.
- Note: If you receive federal financial aid, any award may affect your financial aid eligibility. Students who receive federal aid have a responsibility to report all awards earned to the UO Office of Financial Aid and Scholarships (http://financialaid.uoregon.edu/).

Award Disbursement
- Once the Travel Authorization form is approved, the administrative unit will process a payment for the awarded amount and will send the recipient an email with confirmation of the approval. The email will also confirm that the payment was processed and what receipts will need to be submitted within one week of the recipient’s return date.
- By applying, the applicant is agreeing to return awarded funds to the department if the trip is cancelled for any reason.

Post-Trip Procedure
- Recipient must submit receipts for all travel-related non-food expenses covered by the departmental travel award within one week of the return date. Failure to submit receipts within one week of returning from the trip will result in a request for the recipient to return the travel award funds to the Department.

Last updated: September 8, 2017
Please use the current form found on the English Website – Resource Page.
APPENDIX N - STRUCTURED EMPHASIS IN FILM STUDIES READING LIST

(Note: This list contains readings in critical theory but does not stipulate primary texts, that is, titles of films. Mass media texts are ephemeral, and the goal of graduate education in film studies is not to study “film classics” but rather to understand how the mass media use narrative and genre in the light of ongoing historical, technological, and institutional change. This reading list establishes a firm methodological base which will allow students to evaluate a film’s style and narration from a variety of theoretical perspectives. Students are expected to use this list as the basis for the Special Field exam and to modify it as needed in consultation with their advisors.)


Selections from *Home Is Where the Heart Is: Studies in Melodrama and the Woman’s Film*, ed. Christine Gledhill (London: British Film Institute, 1987): “The Melodramatic Field: An Investigation,” Christine Gledhill; “Producing and Consuming the Woman’s Film: Discursive Struggle in *Now, Voyager*,” Maria LaPlace; “The ‘Woman’s Film’: Possession and Address,” Mary Ann Doane


White, Richard Dyer (New York: Routledge, 1997)

  *Encoding, Decoding,* Stuart Hall; *On Collecting Art and Culture,* James Clifford;
  *Entertainment and Utopia,* Richard Dyer; *Axiomatic,* Eve Kosofsky Sedgwick


Selections from *Film Theory and Criticism*, fifth edition, ed. Leo Braudy and Marshall Cohen (New York: Oxford University Press, 1999): *On Editing,* by Vsevelod Pudovkin, *The Dramaturgy of Film Form,* Sergei Eisenstein; *The Evolution of the Language of Cinema,* Andre Bazin; *On Suture,* Kaja Silverman; *Basic Concepts,* Sigfried Kracauer; *Broadcast TV as Sound and Image,* John Ellis; *Notes on the Auteur Theory,* Andrew Sarris; *From The Imaginary Signifier,* Christian Metz; *Aesthetics of Astonishment: Early Film and the (In)Credulous Spectator,* Tom Gunning


“Film Bodies: Gender, Genre and Excess,” Linda Williams, *Film Quarterly* 44.4 (1991)

*Cinema and the Invention of Modern Life*, Charney, Leo and Vanessa R. Schwartz, eds. (Berkeley: UCP, 1995)


*The Language of New Media*, Lev Manovich (Boston: MIT Press, 2002)


*Watching Race: Television and the Struggle for “Blackness,”* Herman Gray (Minneapolis: University of Minnesota Press, 1995)


APPENDIX O - STRUCTURED EMPHASIS IN FOLKLORE READING LIST

STANDARD REFERENCES-GENERAL: To help with orientation to the readings.

STANDARD REFERENCES-VARIETIES OF NARRATIVE (ballad and folktale): Have familiarity with these catalogues and collections:


STUDIES ON ASPECTS OF FOLKLORE: Be able to discuss these works.
Origins and Forms:

Orality and Print Media:
Performance, Ritual, and Creativity:

Fieldwork and Collecting:

Presentation and Representation of Culture:

History and Philosophical Issues:


APPENDIX P - STRUCTURED EMPHASIS IN LITERATURE AND ENVIRONMENT READING LIST

The Examination
Typically students take the exam as a breadth field. The breadth reading list draws primarily on the below texts; individual student emphases are encouraged.

Reading List

PRIMARY WORKS
Shakespeare: King Lear and As You Like It.
Austin, Mary. The Land of Little Rain (Albuquerque: U of New Mexico P, 1974).

Twentieth-century American poetry:
Frost: “Design,” “A Brook in the City,” “Ovenbird,” “Once by the Pacific,” “Nothing Gold Can Stay,” “Mending Wall”
Stevens: “Snow Man,” “Anecdote of the Jar,” “Idea of Order at Key West”
Bishop: “The Fish,” “The Moose”
Ammons: “Corson’s Inlet,” “Singing and Doubling Together”
Miller: “Landscape,” “Hawk,” “Wild Geese”
Harjo: “Eagle Poem”
Merwin: “For a Coming Extinction,” “Rain at Night”
Snyder: “Piute Creek,” “Milton by Firelight,” “What Happened Here Before,” “For All”
Levertov: “O Taste and See,” “Come into Animal Presence”
Rogers: “The Hummingbird: A Seduction”
Olds: “The Underlife”

* In order to have a complete and accurate understanding of this work, it is critical that you consult the specific publication and edition listed. Editions listed above for works without an asterisk are recommended only.

Ecocriticism


Gender and Ecofeminism


Philosophical Perspectives (2 essays & a book OR 4 essays):


Wilderness and Its Discontents:


GlobalizationPost-Colonial Perspectives


The Heritage of the Pastoral


The Animal

Food and Agriculture
Berry, Wendell. *The Unsettling of America, Culture and Agriculture* (Sierra Club, 1977), chapters 1 and 4; and “The Pleasures of Eating” in What Are People For? (North Point, 1990).

Environmental Justice

Science Studies Connections
APPENDIX Q - STRUCTURED EMPHASIS IN MEDIEVAL STUDIES READING LIST

Anglo-Saxon period
Christ I and III
Judith
The Lives of Oswald, Edmund, and Aethelthryth
Sermo Lupi ad Anglos
“The Wife’s Lament,” “The Husband’s Message,” “Wulf and Eadwacer”
The Finnsburgh Fragment
Genesis B
“The Battle of Maldon”
Bede: Historia Ecclesiastica
Asser: Life of Alfred
The Benedictine Rule
Waldere and the Waltharius
“Deor,” “Caedmon’s Hymn,” “The Battle of Brunanburh”
Boethius: The Consolation of Philosophy
The Elder Edda
Grettis Saga

Middle English
Pearl OR Sir Gawain and the Green Knight (whichever was not read on the standard list)
Two of the following: “Cleanness,” “Patience,” St. Erkenwald
Two of the following: The Book of the Duchess, The Parliament of Fowls, The House of Fame
Canterbury Tales: “Pardoner’s,” “Merchant’s,” “Clerk’s,” “Tale of Melibee”
Troilus and Criseyde
The Stanzaic Morte or the Alliterative Morte
Piers Plowman, B-text
Henryson: The Testament of Cresseid and the fable that corresponds to the “Nun’s Priest’s Tale”
The York Crucifixion Play
15 Middle English lyrics
Sir Orfeo
Dante, The Divine Comedy (Inferno and Paradise only)
Chrétien de Troyes, selections

David Wallace, Medieval English Literature
Angelo di Bernardino, Patrology (vol. 4), trans. Placid Solari
L.D. Reynolds, Texts and Transmission
E.R. Curtius, European Literature and the Latin Middle Ages
APPENDIX R - STRUCTURED EMPHASIS IN POETRY AND POETICS READING LIST
(Revised August 2012)

Students will be expected to own a copy of the Princeton Encyclopedia of Poetry and Poetics

Adorno, “Lyric Poetry and Society”
Agamben, “Word and Phantasm”
Allen & Tallman, The Poetics of the New American Poetry (selections, which should include Olson, O’Hara, Levertov)
Aristotle, Poetics
Brooks, The Well-Wrought Urn
Burke, Counter-Statement
Cameron, Lyric Time
Cave, The Cornucopian Text, Part I
Coleridge, “Biographia Literaria” Chapters 12, 13, 14
Cunningham, “How Shall the Poem be Written?”
de Man, “Anthropomorphism and Trope in the Lyric,” “The Rhetoric of Temporality”
Derrida, “The White Mythology”
Eliot, “Metaphysical Poets,” “Tradition and the Individual Talent”
Empson, Seven Types of Ambiguity
Fineman, “Introduction,” Shakespeare’s Perjured Eye
Fish, Stanley, “How to Recognize a Poem When You See One”
Freccero, “The Fig Tree and the Laurel”
Frost, “The Figure a Poem Makes,” “Education by Poetry”
Greene, The Light in Troy: Imitation and Discovery in Renaissance Poetry
Heidegger, “Hölderlin and the Essence of Poetry”
Horace, “The Art of Poetry”
Hulme, “Romanticism and Classicism”
Jakobson, “Two Types of Language and Two Types of Aphasic Disturbances”
Johnson, Prefaces to first and second editions of American Book of Negro Poetry
S. Johnson, Preface to Shakespeare
Kristeva, Revolution in Poetic Language
Levinas, “Reality and its Shadow”
Loy, “Modern Poetry”
Longinus, On the Sublime
Lowell, A., “Poetry as Spoken Art”
Owen, “Unpublished Preface”
Pigman, “Versions of Imitation in the Renaissance”
Plato, Ion, Republic (excerpts in Adams, Critical Theory Since Plato)
Pope, “An Essay in Criticism”
PoundFenollosa, The Chinese Written Character as a Medium for Poetry
PoundFlint, “A Few Don’t by an Imagiste” & “Imagisme”
Puttenham, The Arte of English Poesie
Shelley, A Defense of Poetry
Sidney, A Defense of Poiesie
Spitzer, “Speech and Language in Inferno XIII,” Representative Essays, ed. Alban Forcione, Herbert Lindenberger, Madeline Sutherland
Stein, “Poetry and Grammar”
Stevens, “The Noble Rider and the Sound of Words”
Trimpi, Muses of One Mind
Tsvetaeva, “Poetics with History and Poets without History”
Vance, “Mervelous Signals: Sign Theory, and the Politics of Metaphor in Chaucer’s *Troilus and Criseyde*,”

*Mervelous Signals: Poetics and Sign Theory in the Middle Ages*

Wimsatt and Beardsley, “Intentional Fallacy,” “Affective Fallacy”

Winters, “The Audible Reading of Poetry”; Foreword to *In Defense of Reason*

Wordsworth, Preface to *Lyrical Ballads* (1805)

Yeats, “The Symbolism of Poetry”

Zumthor, “Introduction,” *Toward a Medieval Poetics*
APPENDIX S - STRUCTURED EMPHASIS IN RHETORIC AND COMPOSITION READING LIST

Plato, *Gorgias, Phaedrus, Protagoras*
Aristotle, *Rhetoric, Topics*
Demetrius, *On Style*
*Rhetorica ad Herennium*
Cicero, *de Oratore, de Inventione*
Quintilian, *Institutio Oratoria*
Longinus, *On the Sublime*
Augustine, *De Doctrina Christiana*
Vinsauf, *Poetria Nova*
Alcuin, *Disputatio de rhetorica...*
Bede, *De Topicis Differentia*
Margery Kempe, *The Booke of Margery Kempe*
Erasmus, “On Copia of Words and Ideas”
Christine de Pisan, *The City of Ladies*
Puttenham, *Arte of English Poesie*
Wilson, *The Arte of Rhetorique*
Ramus, *Brutinae Quaestiones*
Vico, *Institutiones Oratoriae*
Hobbes, *Breie of the Arte of Rhetorique*
Bernard Lamy, *De l’arte de parle*
Mary Wollstonecraft, *Vindication of the Rights of Women*
Hugh Blair, *Lectures on Rhetoric and Belles Lettres*
George Campbell, *Philosophy of Rhetoric*
Edward Channing, *Lectures to the Seniors at Harvard*
Sojourner Truth, selected speeches
Kenneth Burke, *Rhetoric of Motives, Grammar of Motives*
Chiam Perelman and L. Olbrechts-Tyteca, *The New Rhetoric*
Wayne C. Booth, *Rhetoric of Fiction, Modern Dogma and the Rhetoric of Assent*
Julia Kristeva, “The System and the Speaking Subject”
Adrienne Rich, selected essays
James Crosswhite, *Rhetoric of Argumentation*
Andrea Lunsford, et al., eds., *Reclaiming Rhetorica*
Karilyn Kohrs Campbell, *Man Cannot Speak for Her*
### APPENDIX T - DEPARTMENT CALENDAR OVERVIEW

**AY 2017-2018 CALENDAR – English Department**

<table>
<thead>
<tr>
<th>September</th>
<th>October</th>
<th>November</th>
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<tbody>
<tr>
<td><em>PhD Breadth Exam: week of Sept. 11-15; oral component to follow in first three weeks of Fall Term</em></td>
<td>*Sherwood Travel Awards Due: Oct. 15</td>
<td>*PhD MFE scheduled by Thanksgiving (Nov. 23)</td>
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<td><em>Composition Conference: during WOW (Sept. 18-20)</em></td>
<td>*MA program application deadline: Jan. 15</td>
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<td><em>New Student Orientation Meeting with DGS Friday before WOW (Sept. 15)</em></td>
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<td><em>New Student individual advising appointments with DGS during first week of classes</em></td>
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<tr>
<td><em>Reception and introduction for new and returning students during WOW (Sept. 20)</em></td>
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<tr>
<th>December</th>
<th>January</th>
<th>February</th>
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<tr>
<td><em>PhD MFE no later than Friday of finals week (Dec. 8)</em></td>
<td><em>PhD MFE list and project description: second Friday of spring term (April 13)</em></td>
<td>*GE Applications for following year: due last day of February</td>
</tr>
<tr>
<td><em>PhD program application deadline: Dec. 15</em></td>
<td>*Sherwood Travel Awards Due: Apr. 15</td>
<td><em>Breadth Exam field selection due sixth week of Winter term</em></td>
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<td><em>Breadth Exam reading lists due fourth Friday of spring term (April 27)</em></td>
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<tr>
<th>March</th>
<th>April</th>
<th>May</th>
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<tr>
<td><em>Dissertation prospectus: Last day of classes winter term (March 16)</em></td>
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<td><em>PhD MFE list and project description: second Friday of spring term (April 13)</em></td>
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<td></td>
<td>*Sherwood Travel Awards Due: Apr. 15</td>
<td></td>
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<tr>
<td></td>
<td><em>Breadth Exam reading lists due fourth Friday of spring term (April 27)</em></td>
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<tr>
<th>June</th>
<th>July</th>
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<tr>
<td><em>Individual Plans of Study due: June 1</em></td>
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<td><em>Summer Extensions must be completed by the end of the 8-week summer term session (August 17)</em></td>
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</tbody>
</table>
### Appendix U - MA Graduation 2016-2017 Deadlines as per Grad School Website

Link to Graduate School Website:  [http://gradschool.uoregon.edu/](http://gradschool.uoregon.edu/)

#### MA Fall 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, October 6</td>
<td>Last Day to apply for degree online at the Graduate School Website</td>
<td>Student</td>
</tr>
<tr>
<td>Monday, December 4</td>
<td>Last day to upload your completed and approved thesis and submit signed forms to the Graduate School</td>
<td>Student</td>
</tr>
<tr>
<td>Friday, December 8</td>
<td>Term Ends</td>
<td></td>
</tr>
<tr>
<td>Tuesday, December 19</td>
<td>Last day to submit Statement of Completion of Requirements for MA Degree to Graduate School</td>
<td>Grad. Coordinator</td>
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</tbody>
</table>

#### MA Winter 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>Friday, January 19</td>
<td>Last Day to apply for degree online at the Graduate School Website</td>
<td>Student</td>
</tr>
<tr>
<td>Monday, March 19</td>
<td>Last day to upload your completed and approved thesis and submit signed forms to the Graduate School</td>
<td>Student</td>
</tr>
<tr>
<td>Friday, March 23</td>
<td>Term Ends</td>
<td></td>
</tr>
<tr>
<td>Tuesday, April 3</td>
<td>Last day to submit Statement of Completion of Requirements for MA Degree to Graduate School</td>
<td>Grad. Coordinator</td>
</tr>
</tbody>
</table>

#### MA Spring 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, April 13</td>
<td>Last Day to apply for degree online at the Graduate School Website</td>
<td>Student</td>
</tr>
<tr>
<td>Monday, June 11</td>
<td>Last day to upload your completed and approved thesis and submit signed forms to the Graduate School</td>
<td>Student</td>
</tr>
<tr>
<td>Friday, June 15</td>
<td>Term Ends</td>
<td></td>
</tr>
<tr>
<td>Tuesday, June 26</td>
<td>Last day to submit Statement of Completion of Requirements for MA Degree to Graduate School</td>
<td>Grad. Coordinator</td>
</tr>
</tbody>
</table>
APPENDIX V - PhD GRADUATION 2017-2018 DEADLINES AS PER GRAD SCHOOL WEBSITE

Link to Graduate School Website: [http://gradschool.uoregon.edu/](http://gradschool.uoregon.edu/)

### PhD Fall 2016

<table>
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<tr>
<th>Date</th>
<th>Action</th>
<th>Responsibility</th>
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</thead>
<tbody>
<tr>
<td>Friday, October 6</td>
<td>Last Day to apply for degree online: GradWeb</td>
<td>Student</td>
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<tr>
<td></td>
<td>Dissertation is due to the Dissertation Committee 6 weeks before the</td>
<td></td>
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<tr>
<td></td>
<td>Scheduled Oral Defense</td>
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</tr>
<tr>
<td>Wednesday, November 1</td>
<td>Last day to file application for Final Oral Defense</td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td>Approved applications are due at least 3 weeks before the defense</td>
<td></td>
</tr>
<tr>
<td>Wednesday, November 22</td>
<td>Last day to hold Final Oral Defense</td>
<td>Student</td>
</tr>
<tr>
<td>Monday, December 4</td>
<td>Last day to upload your completed and approved dissertation and submit</td>
<td>Student</td>
</tr>
<tr>
<td></td>
<td>signed forms to the Grad School</td>
<td></td>
</tr>
<tr>
<td>Monday, December 4</td>
<td>Last day to submit Statement of Completion to Grad School</td>
<td>Grad. Coord.</td>
</tr>
<tr>
<td>Friday, December 8</td>
<td>Term Ends</td>
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### PhD Winter 2017

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Friday, January 19</td>
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<td>Dissertation is due to the Dissertation Committee 6 weeks before the</td>
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<td>Friday, February 16</td>
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<td>Friday, March 9</td>
<td>Last day to hold Final Oral Defense</td>
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<tr>
<td>Monday, March 19</td>
<td>Last day to upload your completed and approved dissertation and submit</td>
<td>Student</td>
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<tr>
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<td>signed forms to the Grad School</td>
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<tr>
<td>Monday, March 19</td>
<td>Last day to submit Statement of Completion to Grad School</td>
<td>Grad. Coord.</td>
</tr>
<tr>
<td>Friday, March 23</td>
<td>Term Ends</td>
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### PhD Spring 2017

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<tr>
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<tbody>
<tr>
<td>Friday, April 13</td>
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<tr>
<td>Friday, May 11</td>
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<td>Student</td>
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<tr>
<td>Friday, June 1</td>
<td>Last day to hold Final Oral Defense</td>
<td>Student</td>
</tr>
<tr>
<td>Monday, June 11</td>
<td>Last day to upload your completed and approved dissertation and submit</td>
<td>Student</td>
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<tr>
<td></td>
<td>signed forms to the Grad School</td>
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<tr>
<td>Monday, June 11</td>
<td>Last day to submit Statement of Completion to Grad School</td>
<td>Grad. Coord.</td>
</tr>
<tr>
<td>Friday, June 15</td>
<td>Term Ends</td>
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