August 2021

I would like to extend a warm welcome to all new, returning, and prospective graduate students for the 2021-2022 academic year.

This *Manual for Graduate Study* is designed as a general reference source for the graduate programs in the Department of English. The *Manual* is divided into three sections: 1) an opening chapter that describes graduate study policies, requirements, and procedures (along with information concerning financial support); 2) two chapters on the programs at the M.A., M.F.A., and Ph.D. levels; 3) a series of appendices offering such items as the M.A. Reading List, Plan of Study Forms, English Graduate Studies Forms, and a description of the Teaching Assistantship.

For more detailed information about our programs and resources, please see our graduate webpage at [https://www.cla.purdue.edu/english/gradstudies/index.html](https://www.cla.purdue.edu/english/gradstudies/index.html). There you will find profiles and links to homepages of our faculty as well as contact information and procedures for applying. For broader overviews of and guidelines for graduate study at Purdue, please see *The Policies and Procedures Manual for Administering Graduate Student Programs*.

As you face the challenges and opportunities of the current academic season, do not hesitate to contact me with any questions about our programs. I will be happy to assist you.

Best wishes,

Aparajita Sagar  
Director of Graduate Studies  
Department of English  
(765) 494-3748  
asagar@purdue.edu
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Responsible Conduct of Research (RCR) Training:

The Graduate Council, concurrent with endeavors by EVRPR to implement a similar standard for all faculty, staff, students, and trainees, believes that all graduate faculty and students should have some baseline knowledge of Responsible Conduct of Research principles, regardless of the types of research conducted. **All graduate faculty and graduate students must maintain the online, basic CITI RCR certification to preserve their eligibility for teaching and research appointments (students) and graduate teaching and advising (faculty).**

To be certified in Responsible Conduct of Research:

1) Follow the instructions here to register for and take the CITI RCR course: [https://www.purdue.edu/research/docs/pdf/RCR%20Quick%20Reference%20Card.pdf](https://www.purdue.edu/research/docs/pdf/RCR%20Quick%20Reference%20Card.pdf)

2) When you get to the curriculum page, be sure you select “Responsible Conduct of Research (RCR) Training - Faculty, Postdoctoral, and Graduate Students” (it’s under Question 2)

3) Complete the modules, and save the Certificate of Completion. **Notify the DGS office that you have completed your certification.** Certificates are good for five years and must be refreshed thereafter.
ENGLISH DEPARTMENT STATEMENT ON GRADUATE MENTORING

RATIFIED 18 FEBRUARY 2020

This document is intended as an articulation of best practices for facilitating the graduate mentoring relationship. In it, we recognize two main principles:

1) Humanities careers are deeply dependent on the advice, mentoring, and opinions of others. Because of this, students and other early career researchers are in a vulnerable situation. Even the most nurturing mentor relationship necessarily involves a substantial imbalance of power.

2) Both mentor and student enter their relationship with rights and responsibilities, and it is in the best interest of all parties that they remain cognizant of both at all times. This document is intended to assist mentors and students in maintaining an ethical and positive relationship by making clear and explicit the norms that should govern such relationships.

Further, we endorse and affirm our commitment to the principles laid out in the Graduate Student Bill of Rights and Responsibilities (Appendix A) and the Graduate School’s statement on Work Loads and Graduate Staff Appointments (Appendix B).

Committee & Thesis / Defense issues:

The most common area of questions and uncertainty in the mentoring relationship involves the thesis committee, and its responsibilities during the thesis writing & defense process. To help clarify, we affirm that:

- As per Graduate School and departmental policy, major professors must meet with any student who will register for research hours no later than the first two weeks of the semester. At this meeting, the student and professor will agree upon a plan for the rest of the term that includes a specific articulation of what work is to be done by the student, and how often the student and professor will meet. The results of this meeting must be recorded in writing.

- Students and faculty should know when to expect communication and who is responsible for its initiation during the thesis process. Students and faculty should know when to expect distribution of drafts, and when feedback is expected. The role of committee members and the division of labor within the committee, as well as protocols for communication, should be clearly established for all parties no later than the prospectus defense for doctoral theses. For MA and MFA theses, these elements must be established within the first two weeks of the student’s final semester.

- The doctoral prospectus should include a detailed timetable for completion of the thesis.
• In general, no more than four weeks should elapse between draft and feedback. In cases where more time is necessary, the faculty member should still communicate with the student to give what feedback is possible and to make sure the student is acting on other aspects of drafting and revision.

• Major professors should expect to meet with the student regularly throughout the thesis process. Ahead of the defense, such meetings should discuss preparation, format, and some of the questions that may come up. The mentor should help the student develop a full vocabulary on what their intervention or creative innovation is; this cannot happen in the final week before defense.

• Students are never expected to cater defenses. In fact, as many faculty and students prefer to avoid the distraction of eating and drinking during the intellectually demanding space of the defense, we strongly suggest all parties hold off on festive consumption until after the defense.

• The major professor must be physically present for the defense. Committee members must likewise make every effort to be physically present for the defense. We recognize that travel schedules may present a challenge, particularly during sabbaticals and summers; in such cases clear, early communication is required of both mentors and their students to agree upon a solution and schedule that will work for all parties. Should emergency circumstances arise to make physical presence impossible, the faculty member will consult with the DGS and Department Head to explore solutions.

Independent study (590) and similar courses:
Any course of study that will be recorded on the transcript requires an agreement in writing about outcomes or “deliverables”—what, exactly, is to be accomplished in the course—and an understanding between professor and student regarding their mutual responsibilities.

Students are always welcome to propose such courses. They should understand that such courses are taken on by professors as unremunerated service. Professors who agree to the responsibility of these courses should make their expectations for meetings, readings, deliverables, etc. clear from the outset.

Letters of recommendation:
In agreeing to join a thesis committee, a faculty member takes on the role of potential recommender / referee for the student. Letters of recommendation are demanding and require significant labor. They are also, however, an integral part of the work of graduate faculty, and not one that may be ethically avoided except in very unusual circumstances.
• Letters of recommendation must be confidential, both so that they may be honest, and so that they will be regarded as forthright by search, fellowship, or award committees, which will almost never weigh seriously a recommendation that is not marked confidential.

• Students who need letters of recommendation must give adequate notice—ideally, at least four weeks, and more time if at all possible.

• Faculty must be open about their willingness and ability to write the strongest recommendation possible, and should communicate clearly what their needs might be in terms of supporting materials.

Labor issues:

• Hiring student for non-academic work should be done with extreme care. Students may welcome the extra income, particularly if their relationship to the faculty employer is fairly distant and such labor is unlikely to have an impact on their mentoring relationships. Yet asking students to do non-academic labor, even if fairly and promptly remunerated, is ethically tricky. The student may not feel they are able to decline services, or to negotiate employment terms. Any perceived shortcomings in non-academic labor may create tension in the academic relationship and/or community.

• Asking students to guest lecture or substitute teach in the absence of the professor is fraught for similar reasons. The student may benefit from, and may well enjoy, the opportunity to lead a class session, but the power imbalance between professor and student remains, and the student’s true state of mind may be difficult to know. In such cases, the professor should always apprise the DGS office and Dept. Head prior to the class meeting, and should record both the reason for absence and the student’s name and relationship to the teacher. This caution does not apply to cases in which a graduate student is teaching for reasons of professionalization or observation in the presence of a supervising professor.

Personal relationships:

In general, ethical and productive mentoring relationships include strong interpersonal boundaries, and respect for both the student and faculty member’s space and time.

Purdue University prohibits Amorous Relationships between a student and any University employee who has educational responsibility over the student, and supervisors and subordinates where there is a supervisory or evaluative relationship between the parties.

Given the inherent power imbalance between faculty and students, as well as the potential damage to the departmental community caused by such relationships when they become known, and particularly when they end, faculty and graduate students should avoid all amorous contact.
• Should such contact nonetheless occur even once, the department head should be informed immediately.

• The mentoring relationship, if one existed, must end permanently.

• In such cases, the professor shall not be on the student’s committee, be the student’s classroom or mentoring instructor, nor work in any supervisory capacity over the student.

If there is a problem:

As suggested by the Graduate School’s statement on “Guiding Principles for Mentoring” (https://www.purdue.edu/gradschool/academics/mentoring-advising-reporting.html), we remind students that if they experience mentoring relationships that are not aligned with the best-practice principles outlined here, they may report these behaviors to their program director, the Director of Graduate Studies, the head of the department—or they may anonymously report contradictory behaviors to the University Hotline at 1-866-818-2620 or via the web at https://www.purdue.edu/hotline/.

List of Contacts (updated 8/2021):

CW Program Director—Casey Gray
LTC Program Director—Dino Felluga
RC Program Director—Thomas Rickert
SLS Program Director—Tony Silva
DGS—Aparajita Sagar
Dept. Head—S. Dorsey Armstrong
Graduate Ombuds—Thomas Atkinson
Graduate Hotline—1-866-818-2620 or https://www.purdue.edu/hotline/
Appendix A: Graduate Student Bill of Rights and Responsibilities (ratified 2.27.19; ratified by ENGL 12.11.19)

25 September 2019

To the Purdue University Family,

It is my sincere pleasure to present the Purdue Graduate Student Government’s Graduate Student Bill of Rights and Responsibilities (GSoRR). The GSoRR is the result of a multi-year collaborative effort between PSSG and University administration to provide a broadly applicable, high-level expectation of a successful and efficacious graduate education experience.

In unequivocal terms: the GSoRR is not nor is intended to be utilized as enforceable University policy. However, this document represents the mutually agreeable perspectives of graduate students via the PSSG, Graduate School administration, graduate faculty via the Graduate Council, and faculty at large via the University Senate. The project has been reviewed by the Board of Trustees, President, Provost, Legal Counsel, Vice Provost for Student Life, Dean of Students, and Associate Dean for Student Rights and Responsibilities. As such, while the GSoRR does not represent a set of enforceable rules, it is a solid foundation that informs graduate students and empowers them to identify situations in which they should seek advice and advocate for themselves.

PSSG recognizes three related but non-overlapping University documents: (1) the “Purdue University Bill of Student Rights” which describes the relationship for all students, not otherwise specified, with the University, (2) “Guidelines for Graduate Student Mentoring and Advising” approved by the Graduate Council that provides faculty-to-faculty discussion on advising best-practices, and (3) the Graduate School “Policies and Procedures for Administering Graduate Student Programs” which provides important but comprehensive discussion of graduate student rights and responsibilities. The GSoRR is an extension of these documents, representing the true experience of our graduate students to inform other graduate students as a set of fundamental and collectively appreciated rights and responsibilities, even if acknowledged as aspirational. At its heart, the GSoRR intends to promote active communication and an environment that fosters success and validates the importance of graduate students to the mission of Purdue University.

To my fellow graduate students:
Thank you for the dedication and hard work each of you provide that brings the prestige to our graduate programs. Remember always that your role as a graduate student is integral to the University, and that you matter well beyond the research you complete.

To our graduate faculty and University administrators:
In this process I have encountered so many of you who are the exemplary embodiment of mentorship and student support. Thank you for what you do and for your willingness to support this effort to provide foundation for our students.

Together, let us embrace the best of what we have and continue working toward an even greater culture of graduate education at Purdue University.

Sincerely,

Taylor W. Bailey
President, Purdue Graduate Student Government

Footnotes:
1 Ratified by the Purdue Graduate Student Senate on February 27, 2019.
2 Ratified by the Graduate Council on April 18, 2019.
3 The immediate past version endorsed by the University Senate on November 19, 2018. At the time this letter was written, a reconsideration of University Senate endorsement is pending following a faculty referendum on January 6, 2019.
Introduction

The Graduate Student Bill of Rights and Responsibilities is an aspirational document drafted to serve as an agreeable set of standards to shape a standardized expectation of what the Purdue graduate student experience should be. This document is not enforceable university policy, but it demonstrates a commitment of students, faculty, and administration to a set of fundamental norms to promote the most positive graduate education culture and mutual success for everyone at Purdue. It shall inform all Purdue graduate students, irrespective of their roles as students, graduate staff, or fellows, to ensure that their time at Purdue is both enjoyable and efficacious, seeking to foster graduate student engagement with the principles of academic freedom, equal opportunity, inclusion and diversity, discovery and research, teaching, learning, and shared governance.

1. Purdue Graduate Student Rights Article 1. Equal Educational Opportunity for Graduate Students

1. Graduate students have a right to be informed of the rights described in this document upon enrollment and to be free of reprisals for exercising them.

2. Graduate students have the right to clear and specific written requirements for achieving an advanced degree upon admission into their graduate program including, but not limited to, course work, examinations, publications, and conference attendance. Information regarding time-to-degree, availability and administration of graduate assistant salary, and faculty placement options should also be accessible.

3. Graduate students have the right to reasonable and appropriate resources to successfully fulfill their research and academic obligations, acknowledging that the dynamic nature of research and availability of resources may sometimes require adaptation to alternative research approaches.

4. Graduate students have a right to respectful mentoring and advising relationships with faculty and all members of their graduate committee and to evaluation by their committee in accordance with fair procedures in matters of continuation within their program, based solely on the individual graduate student’s academic and professional performance.

5. Graduate students have a right and should be encouraged to pursue academic and professional training that is relevant to their personal career path and that will make them competitive for their career goals after the completion of their program.

6. Graduate students have a right to access wellness resources, including programs for mental and physical well-being, to optimize their academic achievement and their contribution to the university overall.

7. Graduate students have the right to a clearly defined grievance procedure detailed within their graduate program’s manual and to seek resolution without retaliation.

Article 2. Supportive and Constructive Workplace Environment for Graduate Staff

1. Graduate staff working as administrative, professional, research, and/or teaching assistants have the right to clear and specific written job descriptions, responsibilities, and benefits (such as vacation and sick leave) that come with their appointment. This notification should occur prior to the start of employment, and staff members should be immediately informed in writing of changes.

2. Graduate staff members should understand the impact of their earnings on eligibility for student loans and salaries. Relevant university, college, department and/or graduate program resources, including human
resources and business office staff, should be responsive to graduate student inquiries about their working conditions.

3. Graduate staff have a right to structured and specific training to ensure that they can meet the expectation of their appointment.

4. Graduate staff have the right to a competitive salary relative to their colleagues in comparable departments in peer institutions, standardized to cost of living for an individual who is renting housing in the Greater Lafayette area. Graduate salary levels should be evaluated on a triennial basis by colleges and departments. The process and rationale for outcomes of evaluations should be made available to the pertinent graduate staff members.

5. Graduate staff have a right to an accurate written description of the availability, sources, and conditions for the continuity of financial and resource support for a graduate staff appointment, and immediate notice of any changes impacting continued support. If the conditions for employment change, contract obligations by both parties should meet all obligations. Only if the graduate staff leaves the position prior to the Graduate Staff Employment Manual minimums, should any obligation of tuition repayment beyond the graduate staff fee be executed.

6. Graduate staff with a benefit eligible appointment have a right to graduate staff leave and benefits, as defined by Human Resources, and to participate in the process for assessing benefit coverages, plans, and rates.

7. Graduate staff have the right to a clearly defined workplace grievance procedure detailed within their department’s graduate program manual and to seek resolution without retaliation.

**Article 3. Mentoring, Advising, and Performance Feedback**

1. Graduate students have a right to request consultation on all aspects of their progress within their degree program. Graduate students should receive regular and constructive feedback and guidance concerning their performance on a mutually agreeable schedule from all members of their graduate committee. Requests for meetings by either party should be met in a timely fashion, and feedback should be provided in writing when requested.

2. Graduate students have the right to change their major professor(s) and the right to alternative supervision, however, this right should be exercised judiciously and with respect to the investments a faculty member makes when accepting a student. In cases where the student’s major professor departs from the university after the student’s coursework has begun, the graduate student should be informed of all options available to continue studying. If a graduate program is to be discontinued, provisions shall be made for students already in the program to complete their course of study.

3. Graduate students have a right to prompt notification of any concern of their major professor, graduate committee, department, or the university related to their performance that may jeopardize their continued participation in their graduate program. Graduate students have the right to receive a fair opportunity to improve performance and address deficiencies subject to a reasonable, mutually agreed upon set of guidelines and timetable.

4. Graduate students have a right to question and refuse tasks that would impede progress in completing their program or that are not immediately related to their academic or professional development, unless these tasks are explicitly established within the requirements of their program or a staff appointment.
5. Graduate students have a right to full confidentiality in their communication with staff, faculty, and administrators, unless superseded by Title IX, FERPA, or other state or federal law.

Article 4. Research Contribution and Authorship

Graduate students have a right to fair treatment and attribution, including authorship, for significant contribution to ideas and work performed on faculty- or university-sponsored research. The norms and standards within the respective discipline or the implication of interdisciplinary research to authorship should be explicitly explained by the primary investigator and agreed upon by all participating researchers. Individual rights and responsibilities on research projects should be discussed as early as possible and communicated throughout the duration of the project, acknowledging that the dynamic nature of research may dictate transition of responsibilities or authorship positions once a project has been started.

Article 5. Participation in Governance

1. Graduate students have the right to consultation in the decision-making process of all departments and graduate programs when graduate students may be affected.

2. Graduate students have the right to representation in all university committees where graduate students may be affected, with voting privileges when appropriate and without fear of retaliation for exercising this right. Selection of graduate students to serve on university committees should be made in consultation with the Purdue Graduate Student Government.

II. Purdue Graduate Student Responsibilities Article 1. Graduate Student Engagement with the University

1. Graduate students are responsible for understanding and carrying out the responsibilities that are described in this document and the implications to their time spent at the university.

2. Graduate students are responsible for fostering their own success. They should be diligent in carrying out their duties in a conscientious and timely manner and do their best to ensure stability for other students, faculty, programs, and departments with whom and wherein they work.

3. Graduate students are responsible for maintaining active and professional communication with their major professor. They should inform their major professor immediately of special circumstances that may preclude completion of their work. These circumstances could include, but are not limited to, the unique nature of the research, dire financial situations, civic obligations, family obligations, and religious obligations.

4. Graduate students are responsible for attending class and completing all assignments in accordance with the expectations established by their instructors and the academic requirements of their graduate programs.

5. Graduate students are responsible for taking the initiative in seeking information that promote their understanding of the academic requirements and the financial particulars of their graduate program and to be receptive of information and updates provided to them through multiple forms of communication, including Purdue e-mail.

6. Graduate students are responsible for informing the university of changes in address, phone number, enrollment status, or any other circumstance which could affect satisfactory progress in their program or financial aid and assistantship awards.

7. Graduate students are responsible for providing service to and actively participate in the governance of their program, their department, school or college, and the university community, and they should endeavor to
contribute to the administration and ongoing improvement of their graduate program, the graduate student government, and the university.

**Article 2. Purdue Graduate Staff Responsibilities**

1. Graduate staff should recognize that a graduate staff appointment represents an obligatory average weekly time commitment to duties that may be uncoupled from their academic responsibilities. They are responsible for maintaining regular and open communication with their employer, to ensure mutual understanding of the expectations of their appointment, and to perform their duties as outlined and in accordance with institutional guidelines and policies.

2. Graduate staff with teaching appointments are responsible for upholding the highest level of academic integrity, professionalism, and diligence in their teaching practices.

3. Graduate staff with research appointments are responsible for upholding the highest levels of research integrity, consistent with the responsible conduct of research.

4. Graduate staff are responsible to understand their role and due diligence in fostering professional relationships with their advisors and university personnel.

**III. Amendments to the Graduate Student Bill of Rights and Responsibilities**

Any amendments to the Graduate Student Bill of Rights and Responsibilities should seek endorsement from the Purdue Graduate Student Senate, the Graduate Council, and the University Senate.
Appendix B:
Purdue Graduate School on Work Loads of Students with Graduate Staff Appointments

Source: *Policies and Procedures for Administering Graduate Student Programs*, Chapter IX, “Graduate Student Responsibilities and Rights,” Subhead E.

http://catalog.purdue.edu/content.php?catoid=7&navoid=2929

A graduate student employee’s work load should reflect both the work assignment and contractual obligations of the assignment. The following statement of principle, endorsed by the Graduate Council on November 15, 1990, defines the mutual obligations of faculty employers/supervisors and graduate student employees:

The practice of employing graduate assistants is vital to the operation of Purdue, as it is to all large research universities. A good assistantship program benefits everyone. A student on a graduate appointment receives a salary, health and other benefits, tuition remission, and valuable experience in research and teaching. The University is able to conduct classes and to staff research groups at levels that would otherwise not be possible.

For an assistantship program to be successful, certain goals and safeguards need to be kept in mind. Whenever possible, duty assignments should stimulate the intellect and enhance the professional knowledge and skill of the assistant. But in all instances, the duties of the assistant must be fairly and equitably assigned, and the demands placed upon the assistant must not be unreasonable. The Graduate School claims neither the mandate nor the wisdom to direct the day to day interaction of professors and their assistants. However, we do seek to discover a rational frame of reference within which the wide variety of policies and practices may be calibrated and justified.

The generally accepted measure for setting graduate assistant assigned work loads is time. Purdue, like many other major research universities, assumes that a half-time appointment entails 20 hours of service per week. If an assistant’s duties are independent of the student’s coursework and research, the definition of the half-time work load is relatively straightforward: not more than 20 hours per week. Of course some flexibility is necessary, both because one individual may work faster or more efficiently than another and because the pressure of work to be done ebbs and flows across the semester. “Overworking” an individual whose assistantship tasks are distinct from his or her student tasks and thesis research has a double consequence. Not only is the assistant being required to work without pay, the student is being deprived of time that might be spent in study and research.

When there is no clear distinction between the duties required by the assistantship and a student’s own study and research – when all or most of the assistant’s tasks contribute directly toward the student’s degree – judgements as to the reasonableness of a work load can be very difficult. Under such circumstances, it would be foolish to encourage a student to think that a total of 20 hours of work per week would be likely to bring about the desired work product and to advance his or her intellectual and technical progress at an acceptable rate. The very fact that individual cases differ makes it especially important for those who supervise graduate assistants to discuss work obligations with their students, early and often.

One final word. The supervisor is often the assistant’s employer, counselor, advisor, mentor, examiner, and referee. No other academic situation places such power in the hands of the professor nor requires a more thoughtful assumption of responsibility for the well-being of the student. The supervisor needs to be especially aware of the assistant’s health and sanity, of the dangers inherent in extended periods of high stress, and of the reasonable claims family, friends, and society have on the time and energy of the assistant.

Departments are urged to establish a formal mechanism by which students who feel they are being treated unfairly may receive counseling, guidance, and redress.
I. GENERAL INFORMATION

A. Role of this Manual

The role of this manual is to provide guidelines for the administration of the Graduate Programs in the Department of English. With the support of their major professor, students have the right to petition the Director of Graduate Studies and/or the Graduate Committee regarding any policy outlined in this manual that may have an adverse effect on their academic status or progress.

B. Advising

The Directors of Creative Writing, LTC, Rhetoric and Composition, counsel M.F.A., M.A., and Ph.D. students in those programs until the students choose a major professor who is working in their area of research interest. Students in all programs and at any point in their programs are also welcome to seek guidance from the Graduate Secretary and/or the Director of Graduate Studies at any time.

All M.A., M.F.A., and Ph.D. students in all areas must have chosen a major professor and established an advisory committee of three faculty members (including the major professor) by the time they submit their Plan of Study to the Graduate School, which is due by October 15th of the second year of residency. It is possible to amend the Plan of Study later as needed.

All Plans of Study will be filed online. Graduate students may register for their courses using the departmental PIN # that will be available from the English Department Office.

C. Minimum Registration Requirements

All students must make steady progress toward their degree objectives; each student should complete a minimum of six hours per semester and twelve hours per academic year with grades of B-minus or better.

The Graduate School requires that a student holding a half-time teaching assistantship register for a minimum of six credits per semester. Students working one-quarter time should adjust their registrations accordingly.

We recommend that students holding teaching assistantships and writing their dissertations register for 6 credit hours (ENGL 69900) each semester because the Graduate School requires a total of 30 research hours for the completion of the Ph.D. See “Appendix XXIII” for a description of the Teaching Assistantship.
D. Satisfactory Progress

In order to maintain satisfactory progress, students must carry an average grade of “B-minus” or better in their coursework. (Please note that our general expectation is for students to carry an average grade in the “A” range.)

E. Course Levels and Definitions

Graduate students enrolled in 50000- and 60000-level courses are expected to participate actively in their courses and to produce significant independent research and creative work.

50000-level courses are by definition dual-level courses. That is, they are designed to meet the needs of advanced undergraduates and M.A. and M.F.A. students, as well as entry-level Ph.D. students, some of whom are still seeking to fulfill their breadth requirements.

As a rule, 60000-level courses are geared toward graduate students only. They ordinarily require some prior work in the subject matter of, or the methodology employed in, the course. They are especially appropriate for Ph.D. students specializing within a given field. (M.A. students are required to take at least one 60000-level course, and Ph.D. students are required to take at least three 60000-level courses.)

As a rule, fixed-title courses cannot be taken for credit more than once. Seminars, special topics (variable-title) courses (e.g. ENGL 59200 and 59600), and directed reading, writing, and research (ENGL 58900, 59000, 69800, 69900) are repeatable for credit. See the DGS with any questions.

By departmental practice, 50000-level courses are currently capped at 15 students and 60000-level seminars at 10 students.

F. Incompletes

The department sanctions the granting of “Incomplete” as a grade only in those extreme circumstances that plainly preclude the completion of formal course requirements within the semester of registration. In those rare cases in which an Incomplete is appropriate, the Academic Regulation of the University Senate applies: “The student must achieve a permanent grade in the course no later than one year after the incomplete is given, or the incomplete grade will revert to a failing grade.”

G. Leaves of Absence, Research in Absentia, and Opting Out of Departmental Funding

Most students are admitted to a program of study with a number of years of guaranteed Departmental funding set by their degree programs (Ph.D., M.A., or M.F.A.), mainly in the form of TA-ships and RA-ships; the Department expects that students will remain in good academic standing and complete all degree requirements within the years of their funding.
The Department recognizes that, for various reasons, including but not limited to illness, family obligations, off-campus research, and external funding opportunities, students may not always complete degree requirements in consecutive years and may need/choose to opt out of some part of their guaranteed Departmental funding. The following section outlines some of the more common scenarios in which this might occur:

1. **Leaves of Absence**
   The Graduate School allows students to take a leave of absence for up to two consecutive semesters without reapplying. Following an approved leave of absence, the remainder of the student’s guaranteed Departmental funding will be available. Taking an approved leave of absence neither widens nor narrows the funding window from the Department; it simply “stops the clock” for the duration of the leave. Students are required to inform the Scheduling Deputy (Janeen Redman), their Program Director, and the Graduate Studies Office (Jill Quirk) as soon as possible if they plan to take a Leave of Absence.

   Students are advised that, for purposes of calculating leaves of absence, the Graduate School considers summer a regular term (i.e., it counts as one of the allowed consecutive two semesters).

   Students also are advised that reapplication after a leave of more than two consecutive semesters requires completion of all aspects of the standard application process and payment of all application fees to the Graduate School. The Department can make no guarantees regarding readmission, although students in good academic standing generally are given favorable consideration.

   Should a student take a leave of absence of more than two consecutive semesters and then reapply and be readmitted, the student’s remaining window of Departmental funding will be available as long as the student is in good academic standing. Note that, according to the Graduate School, “Students who interrupt their registration should pay particular attention to the ‘five-year rule’ that prohibits the use of out-of-date coursework on plans of study and invalidates outdated examinations.”

2. **Research in Absentia**
   The Graduate School allows research in absentia only to ABD doctoral students. Students who register for research in absentia must do so at least a month before the absence begins; they also must remain enrolled for three credits of doctoral research (699) and pay absentia fees for every session. Students may not register for absentia status while being paid through Purdue University. Moreover, the Graduate School stipulates that absentia can be taken only once: a student who returns to the University and resumes normal registration status cannot take absentia a second time. Please also note that the “five-year rule” relevant to Leaves of Absence (described above) applies here as well.

   The Department requires students to inform the Scheduling Deputy, their Program Director, and the Graduate Studies Office if they intend to register for Research in Absentia.
Students who opt to work in absentia will lose their Departmental guaranteed funding for that period. Those who return to normal registration status are eligible for reappointment for whatever time is left within their 5-year window, but, once their total combined registration time (both normal status and in absentia status) has exceeded 5 years, no guaranteed Departmental funding will be available.

3. Non-Department TA/RA/GA-ships (half-time):
Students who accept half-time (.50) appointments as TAs, RAs, or GAs (graduate assistants) with other units at Purdue during their 5-year funding window will, in most cases, be required to substitute that appointment for the half-time position they otherwise would have received from the Department. Students who subsequently wish to return to a Department-funded half-time appointment may apply to do so, but only through what would otherwise be the fifth and final year of their funding window. In other words, a non-English half-time appointment taken during the guaranteed 5-year window of Department funding does not extend or widen that window but rather substitutes for some part of it.

Students should also understand that in declining an English Department half-time appointment, they lose their guarantee of further appointments in the future. The department will make every effort to accommodate students who wish to return, but cannot guarantee we will be able to do so.

Students who wish to take a non-Department half-time appointment OR return to a Department-funded half-time appointment after working for another unit must inform the Scheduling Deputy, their Program Director, and the DGS of their intent—and they must do so at least a semester in advance of the semester in which they wish to depart from or return to a Department-funded appointment.

Note: the above policy applies only to half-time appointments. Students may hold quarter-time (.25) appointments with non-English units in addition to their half-time appointments with the Department, and such quarter-time appointments will have no effect on their 5-year funding window. On .75 appointments generally, please see Letter M, below.

Students with Non-English TA/RA/GA-ships should be advised that some units on campus may offer stipends lower than those offered by the English Department. The Department cannot make up the difference.

H. Second Language Requirement

All M.A. and Ph.D. graduate students must demonstrate reading knowledge of a second language besides English. ASL satisfies this requirement. Programming languages do not. Students who wish to use an ancient language for this requirement must petition the DGS office to demonstrate a sustained research need.
Satisfaction of the CLA language diversity requirement will also satisfy the MA second language requirement for students in the combined BA/MA in English program.

Ph.D. Students who have satisfied a second language requirement as M.A. students at another school need not do so again. However, they must verify this through their M.A. transcript, or by a letter from their former Department confirming that they have satisfied the language requirement for that school. M.A. and Ph.D. students may satisfy the requirement in one of the following ways:

1) Student sits for the language placement exam administered by the School of Languages and Cultures (SLC), and places above the 202 level. Languages for which we have regular placement tests include Chinese, French, German, Italian, Japanese, Latin, Russian, and Spanish. ASL testing is also available by appointment. https://cla.purdue.edu/academic/slc/placement/index.html

   a. If the student does not place above the 202 level, the language requirement will be considered fulfilled if the student enrolls in and passes the fourth semester course of a regular language sequence at Purdue or the equivalent at another Tier 1 university with a grade of B- or higher.

   b. At Purdue, both the 202 and 205 (accelerated) courses are acceptable for this requirement.

2) Student scores 600 or more on an Educational Testing Service Graduate School Foreign Language Test (for languages where these tests are available).

3) Student passes the appropriate 60300 or 60500 language course, if offered by SLC, with a grade of B-minus or better.

   Please note: a 60100 language course (if offered) is a useful option for those interested in preparing for a language proficiency exam, but this course, taken by itself, does not satisfy the requirement. Students taking a 60100 course still must complete an independent proficiency exam, although often the exam may be arranged in conjunction with or immediately following the completion of 60100.

4) Student passes a proficiency examination given by the appropriate language department or program at Purdue. Students with prior training in a language may study independently or take a language course to prepare for the proficiency exam.

   Please note: the student’s major professor must contact the appropriate examiner in the School of Languages and Cultures for the language in which the student wishes to be examined. The major professor will suggest or submit for the examiner’s approval a text in the appropriate language that has some bearing on the student’s major field (the major professor may consult with the student to select the text). School of Languages and Cultures guidelines specify:
a) that the text must not be of too overtly a technical nature;

b) nor too elementary;

c) nor should it be one with which the student is likely to be intimately familiar.

Examiners:

Raymond Olson – ASL (rcolson@purdue.edu)
Ahmed Idrissi Alami – Arabic (aidrissi@purdue.edu)
Robert Channon – Russian (channon@purdue.edu)
Inigo Sanchez-Llama – Spanish (sanchezl@purdue.edu)
Paul Dixon – Portuguese (tudobem@purdue.edu)
See English DGS – French
Beate Allert – German (allert@purdue.edu)
Keith Dickson – Classical Greek (kdickson@purdue.edu)
Wei Hong – Chinese (hongwei@purdue.edu)
Annalisa Mosca – Italian (mosca@purdue.edu)
Keith Dickson – Latin (kdickson@purdue.edu)
Atsushi Fukada – Japanese (afukada@purdue.edu)

The examiner is the final arbiter of whether or not a text is acceptable for the examination.

The student will arrange with the examiner for a mutually convenient time for the examination. The examiner will select a random passage which the student will translate. A dictionary is permitted.

After taking the exam, the student must complete the Language Requirement Form (Appendix XXIII) and submit it to the English Graduate Office.

If the SLC faculty is not able to accommodate a student’s reasonable request for examination (e.g., the exam is offered only in the spring, and the student has been advised to examine in the fall), the student may petition the DGS for a translation exam to be administered in-house by an ENGL faculty member with demonstrated proficiency in the language. Arrangements for the examination will be made by the DGS in coordination with designated, rotating faculty members for the languages we are able to cover. This option is available only for cases in which SLC is not able to offer a needed exam.

5) Student shows evidence of an undergraduate minor in a foreign language (4 semesters of intermediate or upper-level coursework with a grade of B-minus or better);

6) Student is a native speaker of a second language (must be approved by the Director of Graduate Studies).
For M.A. students, the language requirement must be satisfied before the defense of a thesis can be scheduled.

For Ph.D. students the language requirement must be satisfied before the defense of the Ph.D. prospectus can be scheduled. It is strongly recommended that the requirement be satisfied before the preliminary examination.

M.F.A. students do not need to satisfy a language requirement. They are, however, strongly encouraged to use the resources available to them to explore other languages. In particular, any M.F.A. students who intend to seek a doctorate are advised to use the means specified for M.A. and Ph.D. students to satisfy a language requirement.

I. Academic Dishonesty

“Purdue University values intellectual integrity and the highest standards of academic conduct. To be prepared to meet societal needs as leaders and role models, students must be educated in an ethical learning environment that promotes a high standard of honor in scholastic work. Academic dishonesty undermines institutional integrity and threatens the academic fabric of Purdue University. Dishonesty is not an acceptable avenue to success. It diminishes the quality of a Purdue education which is valued because of Purdue’s high academic standards” (S. Akers, Academic Integrity, A Guide for Students, 1995, revised 2009).

Academic Dishonesty has serious consequences at this University and will not be tolerated.

For “Responding to Academic Dishonesty: A Guide for Faculty” at:

https://www.purdue.edu/odos/osrr/resources/documents/responding_to_academic_dishonesty.html

For students’ responsibilities and rights see: “Academic Integrity: A Guide for Students” at:

https://www.purdue.edu/odos/osrr/resources/documents/academic_integrity.html

J. Criteria and Procedures for Awarding Teaching Assistantships

Teaching assistantships and Writing Lab tutoring positions are awarded to individuals already admitted into one of the department’s graduate programs. Each individual has already satisfied our standards, including excellent undergraduate and, in some cases, prior graduate preparation, good writing skills, high GRE scores, excellent references, and an articulate and mature statement of purpose.

Our graduate students bring diverse preparations and talents into their assistantships. Successful candidates for English teaching assistants will have demonstrated an interest in and sensitivity to language and its usage in one or more of the following ways: through the study of literature, through coursework in Rhetoric and Composition, through the writing of fiction or poetry, through teaching or tutoring composition or languages other than English.
While the credentials listed above constitute the minimum requirements for certification for appointment, other factors, such as the content and quality of the statement of purpose and of other writing samples, remarks in letters of recommendation indicating potential for or experience in teaching and the applicant's ability to work with others, and quality graduate work at Purdue or elsewhere, strengthen the applicant’s case.

International students must submit an official TOEFL iBT score (sent directly from the testing center). The minimum internet-based scores required for admission are the following:

- Writing: 22
- Speaking: 22*
- Listening: 22
- Reading: 22
- Total Score: 100

*Only those with a speaking score of 27 or higher can be considered for a Teaching Assistantship. Unqualified students who gain admission can with permission qualify themselves through the Purdue OEPP test (OEPT), and if necessary, by enrolling in ENGL 620 (Classroom Communication in ESL for International Teaching Assistants).

The Department of English also accepts the International English Language Testing System (IELTS) scores. An overall band score of 7.0 is required for admission. Minimum scores of 7.0 are required for each section of Reading, Listening, Writing, and Speaking. A score of 8 in the speaking section is required if you wish to be considered for a Teaching Assistantship in the Department of English.

Oral English Proficiency Program (OEPP): University policy states that any person whose first language is not English and who holds or is a candidate for appointment as a graduate teaching assistant must demonstrate adequate oral proficiency before being assigned duties involving the direct instruction of undergraduate students. If a student does not initially qualify for a TA-ship via the TOEFL or IELTS speaking subsections, they can qualify themselves when they arrive on campus in August through the Purdue OEPP test (OEPT). If the student fails to receive a passing score, the student must be concurrently enrolled in ENGL 62000 (Classroom Communication in ESL for International Teaching Assistants) while holding the assistantship.

Applicants for teaching assistantships whose programs vote for their admission will be forwarded to the Director of Composition for certification of teaching eligibility. Students previously certified as eligible to be teaching assistants retain that status even if no assistantship is available.

A description of the Teaching Assistantship in the English Department is available in Appendix X.
K. Retaining Teaching Assistantships in the M.A. and M.F.A. Programs

The retention of assistantships is governed by the “Description of the Teaching Assistantship” (X). Broadly summarized, these rules limit employment of M.A. candidates to two years (four semesters), and MFA candidates to three years (six semesters). To be eligible for reappointment, the Teaching Assistant must do well as a student, make reasonable progress toward the degree, pass all mandatory mentoring courses, be an effective teacher, and perform all instructional responsibilities diligently. For a description of the Teaching Assistantship, see Appendix X.

L. Retaining Teaching Assistantships in the Ph.D. Program

The retention of assistantships is governed by the “Description of the Teaching Assistantship” in Appendix X. Broadly summarized, these rules limit employment of Ph.D. candidates to five years (ten semesters) beyond the M.A. To be eligible for reappointment, the Teaching Assistant must do well as a student, make reasonable progress toward the degree, pass all mandatory mentoring courses, be an effective teacher, and perform all instructional responsibilities diligently. For a description of the Teaching Assistantship, see Appendix X.

M. 0.25 and 0.75 Teaching Positions

Teaching assistants in the ICaP program must teach English 10600 before requesting other teaching assignments, but after the first year of teaching, students may request to teach other composition courses such as ENGL 10800 or Learning Community sections of ENGL 10600. After the first year of 106 teaching, students may also apply to teach in other programs and to work in non-classroom assignments such as the Writing Lab or journal assistantships. In some cases, this may mean a student wishes to teach an overload compared to the usual .50 time appointments. In general, however, overloads are strongly discouraged, as they are infelicitous to progress towards the degree, and they will be allowed only in special circumstances, and with the consent of their advisor and the DGS. Students wishing to teach courses besides ENGL 10600 will usually be offered 2:1 or 1:2 teaching assignments, so as to maintain a reasonable half-time appointment, which is defined as teaching 8-10 credits across the academic year.

Students should be aware that overloads represent a minority of cases and are never guaranteed to anyone. Students requesting a .75 appointment must have the permission of their major professor and Director of Graduate Studies, who will consult with other program directors as appropriate.

In the very rare case that a student wants any combination of teaching and non-teaching appointments that would exceed .75, he or she must have written permission both from the major professor and the Director of Graduate Studies. Please note that it is not likely such permission will be granted. Appointments in excess of 100% FTE are forbidden by the Graduate School.
N. PRF Research Grants and Ross/Lynn Research Scholarships

Each year, the Graduate School makes available a few summer PRF Research Grants to students in Ph.D. programs. A student must submit the required application form when the announcement is made. Descriptions of the prioritized categories for applicants are available in the English Graduate Office.

In order to be eligible for a Summer PRF Grant, applicants must be a half-time T.A. in good standing and not have exhausted their 5-year funding eligibility. Students who hold non-teaching appointments during the year are often disqualified from eligibility. (Please note: students must apply for a PRF before they exhaust their 5-year eligibility, but they may hold a PRF grant in the summer following their 5-year eligibility window.)

The number of PRF grants made available to us depends on a calculation made by the Graduate School; we cannot predict from year to year how many we will have. For that reason, students are asked to remember that no one is guaranteed a summer PRF grant, and that they should apply early and often if they hope to win one.

A student may not hold a Summer PRF in conjunction with a year-long PRF. Nor may they teach or hold other appointments while also holding a PRF.

Students who have completed the primary and secondary area examinations and requirements and the Oral Defense of their Dissertation Prospectus are eligible to compete for year-long Ross/Lynn Scholarships (formerly PRF Research Grants). This is a new award and the instructions for the 2021-2022 awards were as follows. The Director of Graduate studies may submit two departmental nominations via Infoready with the following information

1) the project title, 2) the name of the faculty member who would serve as the project director, 3) the name of the student to be supported, 4) the main rationale for these selections, and 5) a 200-word abstract of the project. Attached to the application form (as a single PDF file), please submit a Project Narrative of no more than five double-spaced pages (in 12-point font), written for a general academic audience; including a bibliography and/or tables/figures (using as many additional pages as needed).

Item #4 is to be provided to the DGS by the major professor and #5 by the student applicant.

Students and major professors will submit their application materials to the DGS and then the DGS will appoint a committee from the Graduate Committee which will rank the applications.

Applicants must be in good standing. A year-long Ross/Lynn Scholarship counts as University support and is the equivalent of one year of Teaching Assistant eligibility. However, it is possible for applicants to apply for both a summer and year-long Ross/Lynn Scholarship during their 5th year of funding (although they may not hold both a summer and year-long Ross/Lynn Scholarship. Likewise, students may not hold both a summer PRF and a year-long Bilsland or English Excellence in Research Fellowship).
Guidelines for preparing year-long Ross/Lynn Scholarships are found in Appendix IX.

O. Applying for External (non-Purdue) Grants and Fellowships

All students who are interested in applying for grants or fellowships sponsored by agencies outside Purdue must contact Sponsored Programs Pre-Award Services. Pre-Award Services supports the creation of proposals and contracts that are both technically and administratively sound, and, in some cases, may help with preliminary paperwork for grant or fellowship applications. For information regarding the Central Pre-Award Center see:

http://www.purdue.edu/business/sps/preaward

P. Graduation Procedures

All graduating students must notify the English Graduate Office (griff@purdue.edu) by the third week of the semester in which they plan to graduate. See Jill in the English Graduate Office for the semester graduation deadlines.
II.

THE M.A., M.F.A., COMBINED BA/MA, AND GRADUATE CERTIFICATE PROGRAMS

A. M.A. Transfer Credits

With the approval of the student’s advisory committee, up to six credits toward the M.A. degree may be transferred from another accredited institution. The credits must be for appropriate graduate courses (carrying a grade of “B-minus” or better and earned within the last five years), and they must not have not been used to satisfy the requirements of a degree held by the student. Credit in Creative Writing may not be transferred.

B. M.A. General Requirements

To qualify for a master’s degree, the candidate must meet university and departmental requirements regarding hours of credit, residence, required courses, foreign language proficiency, and grades (cumulative GPA no less than 3.0). The candidate must also pass the M.A. examination or write a satisfactory thesis.

C. M.A. or M.F.A. Advisory Committee

Before the due date for filing a Plan of Study (October 15th of the second year of M.A. or M.F.A. students), the student must identify a major professor who will agree to serve as the student’s advisor. M.A. students must choose a major professor with an appointment in the English Department. M.F.A. students must choose a major professor with an appointment in the Creative Writing Program. In consultation with the major professor and two other faculty members (whom students chooses as members of their advisory committee), students shall complete the Plan of Study. Two members of the MA/MFA committee must be members of the English Department. After filing that Plan, students meet with their major professor every semester on a regular basis to seek advice about course selection and to obtain signed approval on the registration form.

The advisory committee is the liaison between the student and the Director of Graduate Studies or Department Head in matters regarding academic progress (including whether a student will be retained or terminated from a graduate program), the student’s employment status within the Department, and the continuation or termination of financial aid.

D. M.A. Course Requirements (Excluding any coursework needed to meet the foreign language requirement)

Core Requirements

All students in Rhetoric and Composition must complete two core courses: English 50100 (Introduction to English Studies), and one course in English Language and Linguistics: either English 50600 (Introduction to Linguistics) or English 61100 (Old English Language) or English 61300 (Middle English Language). All students in
Literature, Theory, Cultural Studies must complete English 50100, and are strongly encouraged to take 50600, 61100, or 61300. All M.A. students must take at least one 600-level seminar. A student who has completed, within the past seven years, a graduate course equivalent to English 50600 at another institution may request that this core requirement be waived. Requests for such waivers should be made to the Director of Graduate Studies during the first semester of graduate study at Purdue. These requests should be accompanied by the syllabus for, or a detailed outline of, the course the student proposes as a substitute.

No audited courses, courses taken Pass/No Pass, or courses in which a student earns less than a “B-minus” can count toward the required number of hours; these also do not appear on the Plan of Study (see E below).

At the recommendation of their advisory committees, students may take up to six hours of coursework outside the department that will count toward the minimum of thirty hours required on the Plan of Study.

**M.A. Course Distribution**

Students in the LTC program must take one course in each of the four separate areas listed below. For course distribution worksheets see “Appendices II-VII.” At least one course in the sequence must be at the 600 level.

   a. Medieval and Early Modern (16th and 17th Centuries) Literature
   b. Transatlantic and Early Atlantic Literature
   c. 20th Century and Contemporary Literature
   d. Theory and Cultural Studies

Students emphasizing Rhetoric and Composition must take one course in at least three of the separate areas of Literary Studies listed above.

1. **LTC Option**

   Thirty graduate credits plus the M.A. examination are required for the M.A. degree without thesis. Thirty graduate credits plus three credits of English 69800 are required for the M.A. degree with thesis. An M.A. student who has met core, distribution, and program requirements may complete the overall course-hour minimum with any of the 50000-or 60000-level graduate courses offered or cross-listed by the department.

2. **Rhetoric and Composition Option**

   Thirty credits plus a thesis or comprehensive examination are required. The Rhetoric and Composition option must include 59100 and two of the following: 62200, 62400, 62600. Depending on enrollments and faculty availability, students may be able to choose from among three possible tracks: 1) Writing Center; 2)
Community Engagement; 3) Games as Technical Communication. See relevant appendices included at the end of the Manual for specific information on requirements for each track.

E. Plan of Study

The Department of English requires students to choose a major professor and two other faculty members to serve as an Advisory Committee by October 15th of the second year of residency. The chair and at least 2 of the 3 members of the Advisory Committee must be from the Department of English. In close consultation with the major professor, the student is to file a Plan of Study (POS) with the Graduate School at that time. The Graduate School of the University requires that the Plan of Study be filed before the beginning of the student’s final academic session/semester (meaning the session/semester at the end of which a degree is expected). In other words, a student must have the POS on file in the penultimate session/semester of her or his time in the program. This requirement is strictly enforced.

A minimum number of 30 hours of coursework is required by students in all programs.

The following courses do not count towards the 30-hour total: audited courses and courses taken Pass/Fail; mentoring courses (e.g., ENGL 50200); or courses used to satisfy a foreign language requirement. ENGL 692 may be used towards the 30-hour total.

IDIS 59100: “Interdisciplinary Studies in Composition (Hutton Multidisciplinary Lecture Series),” may only be used once on a Plan of Study.

No course for which a student has earned lower than a B-minus may appear.

A limit of three independent study courses (i.e., 58900: “Directed Reading” and 59000: “Directed Writing”) can be used on the Plan of Study. Use of more than three must receive the approval of the student’s major professor, who needs to express the approval in a letter to the Director of Graduate Studies, as well as the approval of the DGS.

Students are encouraged to take required courses (particularly infrequently scheduled ones) when they are offered during their period of study, rather than relying on 58900s and 59000s to meet their degree requirements.

See “Appendices II-VII” for outlines of various degree options. The “Rationales” for various Plans of Study in the back of the Manual for Graduate Studies will help in establishing and filing a Plan of Study. One of them must be submitted with each Plan of Study.

When filling out their Plans of Study students should insert under “Concentration” the appropriate name from the following list:

Creative Writing
Literature, Theory, Cultural Studies
Rhetoric and Composition

Accessing the Graduate School Plan of Study Generator through the myPurdue Portal:

Access to the electronic Plan of Study Generator (POSG) is via the myPurdue Portal. The myPurdue Portal can be found at https://mypurdue.purdue.edu/cp/home/loginf. It is necessary to log in with your Career Account user ID and password to proceed. Once you log in, the POSG is located under the Academic link, then the Graduate School link.

Once you have clicked on the “Graduate School Plan of Study” link within myPurdue, a new browser window will open with the POSG login screen. It is necessary to log in with your Career Account userid and password to proceed. Once you have logged in, the POSG links are available to you.

To begin your POS, click on the Plan of Study Generator link, and then click on the “Create new Plan of Study” link. Once in the POSG, refer to the help buttons located on each page to assist you in using the electronic POSG. You do not need to complete the entire form in one sitting; you may save your POS and return to it later. You may not bookmark any pages within the Graduate School link. To return to the POSG you must log in to myPurdue.

When you have completed your POS, make a copy of it and give copies to your major professor and your Advisory Committee for approval. When they have approved your POS, please submit it as a draft, together with the completed Rationale from the appropriate Appendix (IV-VIII), to the English Graduate Office for review by the Director of Graduate Studies. At any stage during this period you can submit your plan as a Draft. All Plans of Study must first be submitted in Draft form before they can be submitted in Final form. When the POS has been approved by the Director of Graduate Studies, you will be notified by e-mail from the English Graduate Office. You will then return to the POSG and submit your plan as “Final.” The POS will be automatically routed, reviewed, and, if approved, signed by your department coordinator, your Advisory Committee, and the Graduate School. You may check the status of your POS at any time by returning to the POSG and clicking on the Display Submitted Plan of Study link.

Changes in the plan of study should be submitted on an electronic Plan of Study Change Form.

F. M.A./M.F.A. Thesis

The M.A. thesis, developed and written under the supervision of the student’s entire Advisory Committee, should be similar in kind and quality to a doctoral dissertation, but should be restricted in range and scope.

The M.F.A. thesis is a full-length book manuscript of fiction (minimum 40,000 words) or poetry, written under the supervision of a committee chaired by a member of the creative writing committee.

The Graduate School requires a student to be registered for at least 3 hours of research in the session of graduation.
Students should consult with their Advisory Committee regarding format requirements, both within and outside the department. **NO DEFENSES/EXAMINATIONS may be conducted during the last week of classes ("dead week").** The thesis defense must be scheduled with the Graduate School at least three weeks prior to the actual defense. Also, no student may schedule an M.A. or M.F.A. defense before they have satisfied the departmental second language requirement.

The form to schedule defenses with the Graduate School is electronic. Students are required to submit, in writing three weeks prior to the defense, to the English Graduate Office the following information so the paperwork can be processed with the Graduate School.

Date and time of defense
Room number
Title of project
Chair (must be the same that is listed on your plan of study)
Committee (must the same that is listed on your plan of study)

**All three members of the M.F.A. or M.A. thesis committee must have a completed copy of the thesis at least two weeks before the date of the defense.** The members of the thesis committee will email the English Graduate Office at griff@purdue.edu to indicate that they have received the final copy in a timely manner. The English Department cannot submit the Form GS-8 to the Graduate School until the committee acknowledges receipt of the thesis two weeks prior to the defense date.

If all course work (including meeting the foreign language requirement) has been completed prior to the semester during which the thesis is completed, the student may, one time, register for “examination only.” **Such a candidate must DEPOSIT THE THESIS in the thesis office during the FIRST EIGHT WEEKS of the fall and spring semesters (or during the FIRST FOUR WEEKS of the summer semester if applicable).**

Students are required to have been registered for at least three hours during the preceding semester in order to be eligible to register for “exam only” or “degree only.” This policy does not apply to non-thesis M.A. students. A student does not need to be registered for the Summer semester in order to register for “exam only” in the Fall semester, but they must have been registered for research hours in the Spring.

In preparing their thesis, students must follow and satisfy the University's formatting policies found on their website:


The same site also has a checklist form for the Master’s thesis final deposit and other relevant information. A final deposit appointment must be made with the Thesis/Dissertation Office in the Graduate School before the thesis can be officially deposited.
All M.A. and M.F.A. Theses must be deposited electronically.

The Department requires that students deposit a copy of their completed thesis with the English Graduate Office. Students are required to complete a graduate tracking survey.

G. M.A. Examination

1. Scheduling:
The M.A. examination is given twice each year. Candidates wishing to take the examination must sign up with the English Graduate Office before the deadline announced each semester. A student who has completed all course requirements may, one time only, register for “examination only,” provided that they have enrolled for at least three hours the preceding semester. But in order to take the examination a student must be registered for the semester in which the examination is held. The M.A. Exam is offered late in the Spring semester and early in the Fall semester.

2. Examination Committee:
The M.A. Examination Committee includes three members of the Literature, Theory, Cultural Studies faculty and is appointed by the Department Head. This Committee constructs and grades the essay portion of the examination and chooses the passage(s) for extemporaneous explication. It will revise the list of texts on which the examination is based every other year. Whenever possible, the committee will be constituted so that one member is replaced each year and two members are held over from the previous year. The questions in the discipline for those who elect to take part of their examination in Rhetoric and Composition are written and graded by the Ph.D. preliminary examination committees in these disciplines.

3. Book List:
The list contains approximately 20 works. Every other year, approximately 8 of the texts are changed by the M.A. Examination Committee.

Only generally recognized major texts will be chosen, approximately equally across four areas: Medieval and Early Modern (16th and 17th Centuries) Literature; Transatlantic and Early Atlantic Literature; 20th Century and Contemporary Literature; and Theory and Cultural Studies.

The M.A. Examination Committee will designate 8 works on the list as a short list on which students in Rhetoric and Composition will be examined (see Appendix III). One third of their examination will be based on that list, and two thirds on their area of specialization.

4. The M.A. Examination:
This examination, based as it is on a variety of Anglophone texts covering the spectrum of these areas of literary and cultural studies, represents the capstone of this stage of graduate study.
M.A. students are advised to take the exam no later than the spring semester of their second year of residency.

The exam is designed to allow students to demonstrate an ability to synthesize materials, to draw parallels between or among texts, and to read closely for particular details. Examination questions or topics for exploration draw on a variety of ways to read texts (plot, genre, gender, character, relation to critical issues).

The first part of the examination will last 4 hours, with one-half hour for studying the questions and organizing answers, 3 hours for writing, and one-half hour for proofreading and editing the answers.

Students in Literature, Theory, Cultural Studies write for 3 hours, usually on 3 questions chosen from a list of 5 or 6 options. The questions may deal with any of the books on the list, or any combination of those books.

Students in Rhetoric and Composition write for 1 hour on a question or questions dealing with any book on the short list, or any combination of those books, and for 2 hours on questions drawn from their area of specialization.

The second part of the examination, taken by all M.A. candidates, consists of the explication of a passage of prose or poetry, with 15 minutes for study and organization, 1 hour for writing, and 15 minutes for proofreading. Students write on 1 of 3 short passages, printed in full. Titles will not be announced in advance. The instructions will read: “Write a careful literary analysis of one of the following pieces. Your essay should interpret the passage and support that interpretation with evidence drawn from the text.”

No notes, texts, or reference works other than a standard college dictionary may be used.

5. Preparing for the Exam:
Those studying for the exam should take courses in as many periods as they can, but should supplement course work with extra preparation of their own. This preparation ought to consist primarily of several thoughtful readings of the assigned texts. In addition, the careful reading of 2 or 3 critical works on each text is strongly recommended. Students are encouraged to seek help from their Advisors and other members of the faculty in this preparation. Copies of earlier exams are kept on file in the English Graduate Office and are available upon request.

6. Answers:
Students should study the questions carefully and be certain that their answers offer thoughtful, well-organized, and detailed responses to those questions. They should avoid clichés, dead metaphors, vague generalities, plot summaries, and oversimplifications. Relevant criticism should be cited and incorporated into
responses. Examiners look for evidence that students have thought carefully and critically about the texts and topics on which they choose to write.

7. Grading:
Results of the M.A. Examination will be reported to examinees and the Chairs of their Advisory Committees by the Director of Graduate Studies within ten working days of the examination date.

Faculty members of the examination committee meet to discuss the individual parts of the exam and to determine an overall grade (Pass, Fail).

Students wishing to review their performance on the examination may ask to meet with the M.A. Examination Committee. This request should be made within 2 weeks of the report of examination results. The Department considers the M.A. Examination Committee's determination of the grade to be final. Students who may wish to appeal the decision of the examining committee may do so according to the guidelines established by the Graduate School of the University as articulated in its Policies and Procedures for Administering Graduate Student Programs (Section IX: Graduate Student Responsibilities and Rights).

8. Re-examination:
A candidate who fails the M.A. examination may take it a second time, preferably during the next examination period, and certainly within the calendar year. A student who has failed the examination twice may not take it a third time A student who has failed the examination may not then switch to the thesis option.

H. M.F.A. in Creative Writing

Requirements include thirty credits plus twelve thesis credits and a full book-length manuscript of poetry or fiction (minimum 40,000 words) written under the supervision of a committee chaired by a member of the Creative Writing faculty.

Other Creative Writing requirements include:

1) Twelve credits of English 60600 or 60900 (Writing Poetry or Writing Fiction). It is required that all 12 hours be taken in the student's major genre.

2) Three credits in English 60700 (Craft of Fiction or Craft of Poetry), to be taken in the student's major genre.

3) Fifteen credits (five courses) chosen from other English Department graduate course offerings. These five may not include 59000s or 58900s (independent study courses) without permission of the Director of Graduate Studies in consultation with the Director of Creative Writing. One 60700 in a genre other than the student’s major genre may be included here. 58500 and 59600 as a Creative Writing special topic offering may each be taken once as part of the fifteen credit hours. Note: Other
5900s courses and 58900s require the permission of the Director of Graduate Studies in consultation with the Director of Creative Writing. One graduate course in another art form taken either in or outside the English Department—or literature courses taken at the graduate level in the School of Languages and Cultures—may also be included here with approval of the Director of Graduate Studies in consultation with the Director of Creative Writing.

4) Twelve credits in English 69800. The twelve credits in English 69800 constitute the two semester tutorial work with the student’s committee chair toward the thesis. The MFA committee is composed of three members—two drawn from the Creative Writing faculty, both usually in the student’s chosen genre, one as chair and one as member, and the third drawn from within Purdue’s College of Liberal Arts.

The Creative Writing concentration does not require English 50100 or English 50600. It does not require a comprehensive examination, though it does require a thesis defense and a thesis reading.

M.F.A. students need to submit a plan of study (please see Section E, “Plan of Study,” above for details). They are encouraged to choose their thesis committee in their second year and begin serious preparation toward the thesis under the direction of their major professor.

I. Combined Degree Program: Bachelor of Arts in English + Master of Arts in English

Especially driven, self-directed students who desire an accelerated path to an MA degree in English might consider our combined BA/MA degree program, which will allow them to graduate with a BA and MA degree in only five years (standard plan) or in four years (“Degree in 3” plan of study).

Students will apply to the combined BA/MA degree program via the online application process; applications will be handled on a rolling basis and will be due no later than March 15 for admission in the following fall semester.

1) Deadline for Application:

March 15

2) Admission Requirements:

1) Student must be a declared undergraduate English major.
2) Student must be a junior based on credit hours earned.
3) Student must have a cumulative GPA of at least 3.5 for all coursework.
4) Student must have a GPA of at least 3.7 in the major.
5) Online application form, writing sample, curriculum vitae, and one letter of reference from a Purdue English professor. No GRE scores are required.

Please note: Meeting the minimum GPA requirements does not guarantee admission into the MA program.
3) **Degree requirements:**

1. Students will complete 30 hours of graduate-level coursework. At least 24 of these hours must be in the English department, and at least 9 must be at the 60000 level.
2. Students must complete ENGL 50100 with a minimum grade of B-.
3. Students must pass the MA exam, or write and defend an MA thesis under the guidance of their major professor and advisory committee.
4. As undergraduates, students may take up to 12 credit hours of graduate work from their free electives to be counted towards the combined BA/MA degree.
5. Satisfaction of the CLA language diversity requirement will also satisfy the MA second language requirement for students in the combined BA/MA in English program.

4) **Explanation of the BA/MA**

A combined-degree program is reserved for exceptional students. It joins curricula of an existing baccalaureate or professional degree program and an existing master’s degree program within the Purdue University system.

The combined degree shortens the time to degree for students who know they wish to pursue MA-level study on an accelerated timeframe. BA/MA graduates are in strong positions to apply to doctoral programs and professional degree programs (e.g., law, business, pedagogy), as well as MFA programs.

Upon successful completion of the combined BA/MA, students will have acquired:

- The capacity to identify and conduct original research, scholarship, or creative endeavors in the field of English
- The ability to think critically, creatively, and to solve problems in the field of English
- The ability to communicate effectively within and about the field of English
- The ability to conduct English-subject research in an ethical and responsible manner
- Attributes of professional development consistent with expectations within the field of English

5) **Timeline and program requirements for the BA/MA:**

Interested students typically apply in the third year of study. Students should plan to complete their BA requirements, minus about 30 credit hours, by the end of the junior year; this leaves the senior year with ample room to add up to 12 credits of graduate study as free electives and to complete more advanced graduate work in a 5th, MA-focused year.*

*Students who are following the Degree-in-3 program will be able to complete the MA in a fourth year. In such cases, they would apply in Year 2, begin MA work in Year 3 via free electives, and finish in Year 4.

The baccalaureate or professional degree must be awarded prior to awarding the master’s degree. Students enrolled in Combined Degree Programs are expected to complete the baccalaureate degree on schedule. Students in Combined Degree Programs, who are funded by an external grant at 0.25 CUL or higher, will have a primary classification of graduate. Other students in
Combined Degree Programs will have a primary classification of undergraduate until the baccalaureate degree is awarded.

Students will take ENGL 50100: Introduction to English Studies in the fall of their fourth year. Coursework in the final year must include at least 3 60000-level ENGL courses. The breadth requirement for the MA degree in English may be met via coursework undertaken in both the fourth and fifth years of study, provided it is at the 50000-level or above.

The breadth requirement for MA students requires a course in each of the following tracks:

- Medieval & Early Modern Studies
- Transatlantic & Early Atlantic Studies (17th – 19th centuries)
- 20th- & 21st-Century Literary Studies
- Theory & Cultural Studies

Students should finish their 30 credits of coursework, including ENGL 50100, the breadth requirement, and the language requirement within two years, at the end of which they may either take the MA exam or defend a thesis.

Satisfaction of the CLA language diversity requirement will also satisfy the MA second language requirement for students in the combined BA/MA in English program.

Up to 12 credit hours of free elective 50000- and 60000-level coursework may be dual-counted for both the undergraduate and master’s degree.

Generally speaking, BA/MA students are not eligible to apply for Graduate Assistantships.

CERTIFICATES

Note re: Graduate Certificates: students interested in taking any graduate certificate should apply to the program BEFORE beginning certificate coursework.

J. Natural Language Processing Graduate Level Academic Credit Certificate Program

The Department of English offers a “Graduate Certificate in Natural Language Processing (NLP) Program.” Students currently admitted to a degree program as well as those who are non-degree seeking are eligible to earn a certificate. Students may complete the certificate independently of their field of study.

The required courses are:

ENGL 50600: Introduction to English and General Linguistics
ENGL 51100: Semantics
ENGL 51200: English Syntax and Syntactic Theory
ENGL 62800: Natural Language Processing
and any undergraduate-level course in one or more programming languages or any one of the following courses in programming languages and related areas:

- CS 56500: Programming Languages
- ECE 57000 (IE 547): Programming Techniques for Artificial Intelligence
- IE 54800: Knowledge-Based Systems
- MGMT 54400: Database Management Systems

To fulfill the certificate requirements, a minimum GPA of 3.5 must be attained and a minimum grade of “B-minus” earned for any course that is to be applied to the certificate. All courses must be taken for a letter grade.

A maximum of 6 credits may be transferred from other institutions to meet the requirements of the certificate if the Director of the NLP Certificate Program, upon consultation with related faculty, approves. Only courses with a grade of “B-minus” or above and completed within five years prior to the awarding of the certificate will be accepted.

A maximum of 3 credits from undergraduate-level courses may be used for the Certificate.

Maximum time allowed for completion of the certificate is 5 years.

Courses may be applied for credit toward the completion of more than 1 certificate.

Admission (application to Graduate School) to a certificate program must be done by the end of the first week of classes of any semester.

For information about admissions requirements and application procedures to the Certificate Program, contact the English Graduate Office at griff@purdue.edu.

K. English Language and Linguistics: History of the English Language Graduate Level Academic Credit Certificate Program

The Department of English offers a “Graduate Certificate in History of the English Language.” Students wishing to enroll in the Program must make application to the Graduate School to get credit. (For information about the admissions process, contact the English Graduate Office at griff@purdue.edu.) Students currently admitted to a degree program as well as those who are non-degree seeking are eligible to earn a certificate. Students may complete the certificate independently of their field of study.

Prerequisite: ENGL 50600: Introduction to Linguistics:
The required Courses are:

- ENGL 51000: History of the English Language
- ENGL 61100: Old English Language
- ENGL 61300: Middle English Language
Additional Courses (Take 2)

ENGL 56300: Historical Linguistics
ENGL 61600: Introduction to Old Norse
ENGL 61200: Old English Literature
ENGL 61400: Middle English Literature
ENGL 63100: World Englishes*

*With the permission of the Director of Graduate Studies a student may substitute a seminar on World Englishes; for example, ENGL 62900 Seminar in English as a Second Language: World Englishes

To fulfill the certificate requirements, a minimum GPA of 3.0 must be attained and a minimum grade of “B-minus” earned for any course that is to be applied to the certificate. All courses must be taken for a letter grade.

A maximum of 6 credits may be transferred from other institutions to meet the requirements of the certificate if the Director of the History of the English Language Certificate Program, upon consultation with the English Language and Linguistic faculty, approves. Only graduate courses with a grade of “B-minus” or above and completed within 5 years prior to the awarding of the certificate will be accepted.

Maximum time allowed for completion of the certificate is 5 years.

Courses may be applied for credit toward the completion of more than 1 certificate.

Six (6) hours from the certificate program may be “transferred” to a degree program if a student is later admitted to our MA or PhD program.

Admission (application to Graduate School) to a certificate program must be done by the end of the first week of classes of any semester.
III.

Ph.D. PROGRAMS

A. General Information

The Ph.D. is the highest degree offered by the English Department. Study for this degree is seen as an independent program that builds upon and complements work done at the M.A. level. Ph.D. students are allowed considerable flexibility within the guidelines of the Graduate School and the English Department. It is assumed that students who embark upon advanced graduate work are committed to both preserving and transmitting the work of previous generations of scholars as well as to developing their own abilities to make scholarly contributions.

To qualify for a doctoral degree, the candidate must meet University and Department requirements as to minimum hours of credit (30), second language proficiency, and grades (cumulative GPA no less than 3.0). The candidate must also:

- pass one written preliminary examination
- submit and defend a Dissertation Prospectus
- and write and defend a Dissertation

The individual requirements under these headings for students in Literature, Theory, Cultural Studies; Rhetoric and Composition, can be found in the appropriate sections below.

B. Residency Requirements and Credit Hours (Including Research Hours)

Residency requirements for graduate degrees are governed by rules specified in the Policy and Procedures Manual for Administering Graduate School Programs. The Graduate School requires a total of 90 hours. The M.A. degree counts as 30 hours. Ph.D. coursework and 69900 (research credits) constitute the remaining 60 hours.

C. Advisory Committee

Upon admission to the Ph.D. program, the Directors of Literature, Theory, Cultural Studies; Rhetoric and Composition will advise Ph.D. students in those programs until the students choose a major professor. Students must meet with their assigned advisor at least once in the fall and once in the spring to seek advice regarding course selection and receive signed approval for registration. Two of the four members of the PhD committee must be members of the English Department.

By the start of third semester of coursework, each student chooses one faculty member who is working in their primary field to serve as major professor. The major professor helps the student select an appropriate secondary field or fields, choose two other faculty members to serve on the Advisory Committee, and establish a Plan of Study for the Graduate School of the University.

For purposes of serving on graduate committees, the Graduate School certifies faculty members as either “regulars” or “specials” (these are different categorizations based on the Graduate
School’s protocols and policies). Please be advised that more than half of a student’s committee must be designated as “regular” graduate faculty—that is, a committee cannot consist of an even split between “regular” and “special” faculty. For example, if two members on the committee are certified as “specials”, then there must be three (or more) “regular” certified graduate faculty members on the committee. To determine whether faculty members are certified as “regular” or “special” please consult the Graduate Studies Office.

The Plan of Study must be submitted electronically.

For further information, see “Plan of Study” below.

A copy of the draft Plan of Study, together with the Department of English rationale for the student’s particular program, must be submitted to the English Graduate Office by October 15th of the second year of residency for review by the Director of Graduate Studies. The rationales for the individual programs within the Department are found in “Appendices II-VII” of this Manual, and are used to verify that the courses listed on the Plan of Study fulfill the requirements of each program.

Working within basic departmental requirements and guidelines, faculty advisors help students design a program (including courses, tutorial conferences, and additional readings in preparation for examinations) that is suited to the individual’s interests, abilities, and previous training. The major professor, in conjunction with the Advisory Committee, supervises the student’s progress from semester to semester. The Advisory Committee oversees the student’s oral defense of a dissertation prospectus, the writing of the dissertation, and its oral defense. When formal work on the dissertation begins, a fourth member must be added to the Advisory Committee. When possible, the members of the Advisory Committee join with the Job Placement Committee in helping the graduate search for a job.

D. Second Language Requirement

Students who have not fulfilled the Second Language Requirement as part of their M.A. degree (see pp. 9-12 earlier in this Manual) are strongly urged to complete this requirement in the Summer after their first year of coursework (or, if that is not possible, then certainly before they take their preliminary examinations). Students may not advance to ABD status without completing this requirement.

E. Major Fields in LTC

Students in the LTC program must indicate by the beginning of their third semester what their “Major Field” will be. When students prepare their statement of purpose as part of their application to the program, they are in effect signaling what areas and approaches interest them. Even at this early stage, they should be thinking about what area they may wish to take their preliminary exam in (and plan their courses accordingly). By October 15th of their second year of residency, students must have established their Advisory Committees, filed their Plans of Study with the Graduate School, and declared their Major Field according to one of the following designations:
a) Medieval 
b) Early Modern 
c) Eighteenth Century  
(Includes Restoration and 18th-century British Literature, Colonial American 
Literature or a combination of the two.)
d) Nineteenth Century  
(Includes 19th-century British Literature, early republican and 19th-century 
American literature, other national literatures in English or any combination 
of these.)
e) Twentieth and Twenty-first Centuries  
( Includes 20th- and 21st-century British Literature, 20th and 21st century 
American literatures (including ethnic and gendered literatures), other 
national literatures in English or any combination of these.)
f) Designated Major Field  
With the assent of their committees and the Director of Graduate Studies, 
students may designate a Major Field that does not fall into one of the 
above broad historical periods. Such a Major Field may be one that 
crosses historical boundaries (such as Pre-Romantic and Romantic 
British Literature or American Literature post-Civil war to early 20th 
century); or a genre (such as the novel, drama, or poetry); or a particular 
approach to Theory and Cultural Studies that crosses traditional national 
or historical lines (such as gender and literature, postcolonial literatures, 
or ethnic literatures).

In all cases, when designating a Major Field it is the responsibility of the student and the major 
professor to ensure that there will be sufficient regularly-scheduled courses available in that 
area. The Department will do its best to provide courses in a variety of areas depending upon 
staffing and other considerations, but it is not the Department’s responsibility to provide courses 
for every possible primary area. Only one 58900: “Directed Writing” or one 59000: “Directed 
Reading” may count towards the fulfillment of a primary field. In exceptional cases, students 
with the support of their major professors may petition the Graduate Committee to request 
permission to include additional 59000s. Students will indicate in the appropriate spaces on the 
English Department Rationale what their Major Field and their Focus are for their preliminary 
examinations.

F. Plan of Study

All Ph.D. students must choose a major professor and at least two other faculty members to serve 
as an advisory committee by October 15th of the second year of residency. The chair and at least 
half of the members of the Advisory Committee must be from the Department of English. In 
close consultation with the major professor, the student is to file an electronic Plan of Study with 
the Graduate School and a Plan of Study Rationale with the English Graduate Office by October 
15th of their second year of residency. For the departmental rationales, which must be filled out 
according to one’s specialty, see “Appendices II-VII” below. No departmental examinations 
may be taken until a Plan of Study has been filed.
When filling out their Plans of Study students should insert under “Concentration” the appropriate name from the following list:

Literature, Theory, Cultural Studies
Rhetoric and Composition

Access to the electronic Plan of Study Generator (PSOG) is via the myPurdue portal. The myPurdue portal can be found at https://my.purdue.edu/cp/home/login. It is necessary to log in with your Career Account userid and password to proceed. Once you have logged in, information pertinent to graduate students is located under the “Academic” tab, and in the “Graduate Students” box on the lower right. The Graduate School provides access to the POSG through the “Graduate School Plan of Study” link.

Once you have clicked on the “Graduate School Plan of Study” link within myPurdue, a new browser window will open with the POSG login screen. This browser window is now separate from the myPurdue window. It is necessary to log in with your Career Account userid and password to proceed. Once you have logged in, the POSG links are available to you.

To begin your POS, click on the Plan of Study Generator link, and then click on “Create new plan of study” link. Once in the POSG, refer to the Help buttons located on each page to assist you in using the electronic POSG. You do not need to complete the entire form in one sitting; you may save your POS and return to it later. You may not bookmark any pages within the Graduate School link. To return to the POSG you must login to myPurdue.

When you have completed your POS, make a copy of it and give copies to your major professor and your advisory committee for approval. When they have approved your plan of study, submit it as a draft, together with the completed Rationale from the appropriate Appendix (IX-XIII), to the English Graduate Office for review by the Director of Graduate Studies. At any stage during this period you can submit your plan as a Draft. All plans of study must first be submitted in Draft form before they can be submitted in Final form. When your POS has been approved by the Director of Graduate Studies, you will be notified by e-mail from the English Graduate Office. You will then return to the POSG and submit your plan as "Final." The POS will be automatically routed, reviewed and, if approved, signed by your department coordinator, your advisory committee and the Graduate School. You may check the status of your POS at any time by returning to the POSG and clicking on the Display Submitted Plan of Study link.

Changes in the plan of study should be submitted on an electronic Plan of Study Change Form. Your Ph.D. Advisory Committee as designated on your POS must match your Ph.D. Prospectus and Dissertation Advisory Committee as designated on your POS. This may require a revision of your POS after your Prelims are completed successfully.

A minimum number of 30 hours of coursework is required by students in all programs. The following courses do not count towards the 30 hour total: Audited courses and courses taken Pass/Fail; Mentoring courses (ENGL 50200) or courses used to satisfy a foreign language requirement (i.e. 60100 or 60500 courses from Foreign Languages and Literatures. IDIS
59100A: “Interdisciplinary Studies in Composition (Hutton Multidisciplinary Lecture Series),” may only be used once on a Plan of Study. No course for which a student has earned “less than a B” may appear. A limit of three independent study courses (i.e., 58900: “Directed Writing” and 59000: “Directed Reading”) can be used on the Plan of Study. Use of more than three must receive the approval of the student’s major professor, who needs to express the approval in a letter to the Director of Graduate Studies, who must also approve. Students are encouraged to take required courses (particularly infrequently scheduled ones) when they are offered during their period of study, rather than relying on 58900s and 59000s to meet their degree requirements.

The chair or the first co-chair to sign the POS must add the number of Master’s credit hours that will be allowed on it to a new text box before being allowed to sign.

G. Transfer Credits

With the approval of the student’s advisory committee, up to 6 credits toward the Ph.D. degree may be transferred from an accredited institution and may appear on the POS. The courses must be appropriate graduate credits, carrying a grade of “B-minus” or better, earned within the last 5 years, which have not been used to satisfy the requirements of a degree held by the student.

H. Course Requirements

The first step in the Ph.D. program is course work designed to give the student a broad general knowledge upon which to build specialization.

1. Introductions

It is strongly recommended that Ph.D. students take one course in any two of the following five areas if they have not done so in their Master’s program:

   a. Introduction to English Studies (50100)
   b. Rhetoric & Composition (59100)
   c. Linguistics (50600)
   d. Philology (51000, 61100, 61300)
   e. Literary Theory (56900, 58000, 66700, 66800)

The student’s advisory committee will review courses done at the M.A. level and recommend appropriate course selections.

2. Course Credit Requirements

Doctoral students in English are required to take a minimum of 30 graduate credits in English beyond the M.A. program. At least 9 of these hours must be in 600-level courses. (Note: 50200 and any coursework taken to meet the language requirement are not part of the thirty hour minimum.) No 69900s, no audited courses, and no courses taken as satisfactory/unsatisfactory or pass/not pass may be used to satisfy the credit requirement.
As long as all other program requirements are met, the Ph.D. student may satisfy the overall course-hour minimum of 30 with any of the 500- and 600-level graduate courses in the department. **Students may take up to 6 hours of graduate coursework outside the department that will count toward the minimum of thirty hours required on the Plan of Study.**

3. **Breadth Requirement**

   It is strongly recommended that Ph.D. students in Rhetoric and Composition take 1 course in each of the following broadly defined areas:

   a. Medieval & Early Modern Literature
   b. Transatlantic & Early Atlantic Literature
   c. 20th-Century and Contemporary Literature

Courses taken in the primary and secondary areas can be used to satisfy this requirement. Courses taken before entering our Ph.D. program may be used to satisfy the breadth requirement even if they have been used to satisfy previous degree requirements, provided that they were taken for graduate credit within the past 7 years and the grade was at least a B-minus.

Students in Literature, Theory, Cultural Studies must have all of the above areas covered.

4. **Specialty Requirements**

   a) Students in LTC are required to complete 4 courses in their Major Field of study and to take three 600-level seminars in literary studies and/or literary theory. Courses/seminars may overlap, but students must take at least 18 credits (6 courses) of literature beyond the M.A, to fulfill their Ph.D. requirements in Literary Studies.

   b) Rhetoric and Composition requires the completion of the four core courses:

      1) **English 59100, Composition Studies: Theories and Practices**
      2) **English 62200, Ancient Rhetorics:**
      3) **English 62500, Seminar on Empirical Research on Writing**
      4) **English 62600, Contemporary Theory and Rhetoric**

I. **Ph.D. Requirements beyond Course Work**

   I: Primary Area of Study
a) **Primary Area of Study**

Course work alone, even when superior, is not adequate preparation for the preliminary examination. Each student is expected to do independent, in-depth study in the area in which he or she has chosen to be examined. Successful examinees have found the following practices helpful in preparing for prelims: take courses in the relevant area(s), review materials from these courses, look at past exams, consult faculty in the area(s), request copies of bibliographies and tests for surveys and seminars, read faculty publications, write sample responses for willing faculty members to evaluate, consult students who have completed prelims, and form study groups.

Students in most cases should fulfill their course requirements before they sit for their preliminary examinations.

b) **Examination Areas**

The areas in which preliminary examination will be given are the following. The specific form the examination will take in each area is outlined below under: “e): Administering the Examination”:

a) Designated Major Field in Literature, Theory and Cultural Studies
b) Rhetoric and Composition

c) **Examination Committees**

For Ph.D. students in Literature, Theory, Cultural Studies, the preliminary examination is written by the student’s advisory committee. Members of an Advisory Committee who are outside the Department of English are not permitted to participate on preliminary examination committees.

For Ph.D. students in Rhetoric and Composition, an examination committee made up of specialists in the area, is assigned by the Head of the English Department.

Faculty members of the examination committees meet to discuss the individual parts of the exam and to determine an overall grade (Pass, Fail). Following the grading of the examination, the examination committee will present a written evaluation of the examination to the student.

d) **Constructing the Examination in the Primary Area of Study**

In a student’s Primary Area of Study, the student will complete a two-part examination, allowing for different scholarly approaches and treatments. All members of prelim committees must be English department faculty.

The two parts are:
1: A written examination to test the breadth of knowledge in a primary area of study. For Rhetoric and Composition, this will be a 24-hour take-home exam. The maximum length of this examination is 21 double-spaced pages not including Endnotes and “Works Cited.”

For Rhetoric and Composition, the examination is designed by the Departmental Preliminary Examination Committee appointed by the Head.

For LTC students, the Field Exam is comprised of two parts: a written component (5-day, take-home) and an oral interview (2 hours). The examination is designed by the student’s committee.

2: An essay (maximum of 25 pages plus documentation) designed to test the student’s ability to develop and argue a more specialized topic or issue within the examination area. Students in Rhetoric and Composition will submit to the Director of Graduate Studies two sub-areas within the examination area when signing up for the examination. The examining committee will create directives for the 7-day take-home essay based on these sub-areas.

e) Administering the Examination

By a vote of the faculty, all take-home examinations will bear the following sentence: “The Department expects that the graduate student will have no help with the writing of this exam.”

All students must sign up for their examinations during the semester before the examination, and must have filed a Plan of Study prior to signing up. Students must be registered for every semester in the entire examination process from the time of signing up to the time of taking the examination.

1) For Students in Literature, Theory, Cultural Studies

Examinations will be scheduled 2 times a year: in August (7-day portion to coincide with the week before orientation) and in March (7-day portion to coincide with Spring break). All members of prelim committees must be English department faculty. Students must sign up for the exams in response to an email Jill sends out each semester, and must have filed a Plan of Study prior to signing up.

For those taking the exam in August, the reading lists must be approved and recorded in the English Graduate Office by the end of the previous March.

For those taking the exam in March, the reading lists must be approved and recorded in the English Graduate Office by the end of the previous November.
Students must submit a Preliminary Examination Checklist Form (see Appendix VII for a copy) to the English Graduate Office by the above dates to confirm that they have met the appropriate deadline.

The **LTC Field Exam** will emphasize breadth of coverage to prepare students for future teaching expectations, especially standard surveys and upper-division undergraduate courses. The **LTC Focus Exam** will emphasize depth of engagement with primary and secondary sources relevant to a particular research topic/question with the aim of preparing students for the dissertation-writing process.

a) **Reading Lists**

- **Field Exam:** Faculty in each area will consult together to craft a Master Field Exam Reading List of 75 authors/texts designed to show breadth of coverage in that area. Students may offer additions/substitutions to the Master Field list as they build their Individual Field Exam Reading Lists, but that input will be limited and must be approved by the committee (see d. below).

- **Master Field Exam Reading Lists** provided by faculty should feature mostly primary texts, although up to 15 secondary works also may be included. Master Field Reading Lists should include a mix of genres with the aim of preparing students to teach one of the standard surveys (e.g., first or second half of British Literature survey; first or second half of American Literature survey), as well as upper-division undergraduate courses.

- **Master Field Reading Lists** will be kept on file in the Graduate Office and will be updated by faculty every 2 years. For current lists, see [https://www.cla.purdue.edu/academic/english/gradstudies/ltc/prelim.html](https://www.cla.purdue.edu/academic/english/gradstudies/ltc/prelim.html)

- **Individual Field Exam Reading Lists:** students should rely heavily on Master Field Exam Reading Lists as they construct their Individual Field Exam Reading Lists of 75 authors/texts. Up to 10 items may be substituted for items on a Master Field Reading List, subject to approval of the Major Advisor. Also, up to 10 items may be added to items on a Master Field Reading List, subject to approval of the Major Advisor.

- Committees should not allow substitutions or additions that would be better suited for the student’s Focus Reading List (see f. below). There should be no overlap between Field and Focus lists.

- **Individual Focus Exam Reading Lists:** students must construct an Individual Focus Exam Reading List that should include between 20 and 30 texts. Students should consult with their Major Advisors to determine which texts will be most relevant to their Focus Exam question (see Item 2b. below).
Individual Reading Lists for both the Field and the Focus Exams must be circulated to and approved by all committee members.

b) Constructing the Exam

The LTC Field Exam is comprised of two parts: a written component (5 days) and an oral interview (2 hours). The overall goal of the Field Exam is to demonstrate breadth of knowledge and readiness to teach undergraduate surveys and upper-level courses in the student’s area of interest.

The LTC Focus exam (7 days) is an extended, in-depth essay written in response to a question formulated by the student in consultation with the Major Advisor and committee members. The overall goal of the Focus Exam is to engage with relevant primary texts while also showing sufficient depth of knowledge of current critical/theoretical scholarship relating to the student’s topic of interest.

1. Field Exam Questions: Once Individual Field and Focus Reading Lists have been approved, committees will provide students with 7 possible questions for the written component of the Field exam, 3 of which will be chosen later by the committee to be included on the exam itself (the student should not know beforehand which 3 of the 7 questions the committee will choose for the exam). Field questions should prompt students to read for breadth of knowledge of authors/texts/genres on their Individual Field Reading Lists in preparation to teach both standard surveys and upper-division undergraduate courses in their area. Questions must be approved by all members of the committee.

2. Field Exam Preparation (written component): students are encouraged to prepare for the written component by reading works on their Individual Field lists and drafting short essays (5-7 pages) in response to each of the 7 questions provided by the committee. Note: drafting such essays is a recommendation—not a requirement. Committee member are not responsible for monitoring or evaluating drafts. During the 5-day period for the written component of the Field Exam, students will develop and polish essays that respond to the 3 questions the committee has chosen for the exam. Again, these 3 will be chosen from among the 7 questions the student was originally given, but the student should not know before the exam which 3 have been chosen.

3. Total length of the Field Exam written component shall be 21 pages, exclusive of notes and bibliographic material (so approximately 7 pages per question). Students should avoid using the same authors/texts in more than one essay with the overall goal of demonstrating the breadth of their preparation.

4. Oral component of the Field Exam: the aim of the oral component is to provide students with an opportunity to discuss authors/texts/genres not addressed in the written component; the overall goal is to better assess students’ preparation for and approaches to teaching both standard surveys and upper-division
undergraduate courses in their areas. The atmosphere should be that of a conversation rather than an interrogation (i.e. it should not be viewed as a hazing ritual by either students or faculty). Conversations during the oral component should deal exclusively with works on the student’s Individual Field Reading List.

5. **Focus Exam Question** Students and committee members will work together to formulate 1 question for the Focus Exam that addresses the student’s topic of research interest. The Focus question should prompt students to examine both primary and secondary works with the aim of demonstrating in-depth knowledge of a particular research topic. The Focus question must be approved by all members of the committee.

6. **Focus Exam Preparation:** students should read the texts on their Individual Focus Reading Lists with the aim of analyzing primary and secondary works and identifying particular scholarly debates/conversations with which they want to engage. They will use the 7-day period of the Focus Exam to draft, develop, and polish an essay in response to the Focus question.

7. **Total length of the Focus Exam** essay will be no more than 25 pages, exclusive of notes and bibliographic material.

8. **Students whose focus lists are in medieval, Old English, or Middle English language or literature may, at the discretion of the major professor, have a translation requirement on the preliminary exam.**

   Facility with the original language is a core requirement for any student in Old and Middle English; offering the option of a language requirement in the preliminary exam demonstrates that the faculty acknowledge its importance.

   Should the major professor opt to include such a requirement, the language question will constitute one of the three questions on the field exam. The remaining two questions will be essay questions.

   The major professor will select a passage of approximately 500 words chosen from texts on the candidate’s reading list, and will circulate the passage to the examination committee for consultation and approval prior to sending the exam to the DGS office.

   Please note: If multiple students are examining at the same time for the same major professor, and the major professor chooses to include a language question, then the passages will be different for each student.

   Students should be prepared to render a translation of the passage and to comment upon its dialect (as appropriate, and as indicated by the major professor), form, and genre.
9. Summary of Exam Procedures in Literature, Theory, and Cultural Studies

Part one: The Designated Field exam. This is the 5-day, take-home examination

Stage I: the committee prepares 7 questions which will emphasize breadth of coverage to prepare students for future teaching expectations, especially standard surveys and upper-division undergraduate courses. These are given to the student to prepare.

Stage II: Preparing the actual exam. The committee chooses three of these seven questions for the student to write on. The student is not informed which questions are chosen.

Part two. The Focus exam. This is a 7 day take-home examination. The student with the input of the committee prepares a question which should have some connection to the proposed dissertation topic or which could be considered as a dry run for the prospectus.

Part three. A two-hour oral exam related to the designated field.

10. General scheduling of exams: The written component of the Field Exam and the Focus exam may take place during August or March.

1) The oral component of the LTC field exam—will be scheduled by the student, in consultation with the committee members, during the two-week period following the submission of Focus exams.
2) Typically this two-week period would be in late August/early September for those taking August exams, or late March for those taking March exams.
3) Ideally, the oral component will take place no earlier than two days following the submission of the Focus Exam.

c) Evaluation of Exams

a. Students must meet expectations for both the Field Exam and the Focus Exam in order to move forward to the prospectus-writing stage.

b. Possible grades for the Field Exam are either Pass or Fail. A single grade for the two components of the Field Exam should be reported to the Graduate Studies Office immediately after the oral component and not shared directly with the student. The Graduate Studies Office will notify students of their Field Exam grades as soon as possible. Major advisors are encouraged to set up individual appointments with students to provide feedback on the Field Exam after grades have been issued by the Graduate Studies Office.
c. A Fail on the Field Exam means a student must retake both the written and the oral components during the next exam period.

d. Possible grades for the Focus Exam are either Pass or Fail. A single grade for the Focus Exam should be reported by the committee to the Graduate Studies Office within 2 weeks of the student’s submission of the exam and not shared directly with the student. The Graduate Studies Office will notify students of their Focus Exam grades as soon as possible. Major advisors are encouraged to set up appointments with their students to provide feedback on the Focus Exam after grades have been issued by the Graduate Studies Office.

e. A Fail on the Focus Exam means a student must retake it during the next exam period.

**d) Following the Exams**

Students who pass both the Field and Focus Exams will register for research hours (ENGL 699) under the supervision of their Major Advisor with the immediate goal of writing a dissertation prospectus. The prospectus should be finalized within 6 to 9 months after successful completion of the Field and Focus Exams. **Major Advisors are required to meet regularly with students to monitor and evaluate their research and writing and to provide guidelines and expectations for a defensible prospectus.**

If progress towards the prospectus is deemed unsatisfactory during a given semester, Major Advisors will assign a “U” grade for ENGL 699; “U” grades in consecutive semesters require a review and may call into question a student’s standing in the Ph.D. program, future enrollment, and funding.

**2) FOR STUDENTS IN RHETORIC AND COMPOSITION**

Examinations will be scheduled 2 times a year: in August (7-day portion to coincide with the week before orientation) and in March (7-day portion to coincide with Spring break). Students must sign up for the exams in response to an email Jill sends out each semester, and must have filed a Plan of Study prior to signing up.

The examination has two parts: a take-home examination, which must be returned within 24 hours, followed by a 7-day take-home essay.

Topics, based on the sub-area submissions, will be distributed day or two after the 24-hour take home examination. The essay is to be returned within one week.

The 24-hour Take-Home examination usually consists of 5 questions that should be answered by no more than 1200 words per question.

The 7-day Take-Home essay should be 15-18 pages plus bibliography.
3 POLICIES AND PROCEDURES FOR THOSE TAKING PRELIMINARY EXAMINATIONS OFF-CAMPUS

• Students off-campus at a distance may opt to take their Preliminary Examination off-campus with the consent of their Examining Committee. This option is not typically available for students in residence on the West Lafayette campus unless there are major mitigating circumstances.

The Examining Committee submits the examination in Word Format to the English Graduate Office.

The Student submits to the English Graduate Office a phone number and preferred email address.

Students submit the completed examination to the English Graduate Office in WORD or PDF by the date and time deadlines.

Three days prior to the start date of the exam, students should contact the ENGLISH GRADUATE OFFICE to confirm the date and time that the exam should commence as well as the date and time that the finished exam will be returned.

4 PH.D. PRELIMINARY EXAMINATION ASSESSMENT

The Committee will evaluate the two parts of the examination together, giving approximately equal weight to each part in arriving at a single grade. In addition, the Committee will provide the examinee with a brief written evaluation or other form of feedback, as determined by the committee. The feedback will be provided simultaneously with or shortly after the grade.

Grades on departmental examinations are reported to all examinees in writing at the same time by the Director of Graduate Studies. Results will be reported within ten working days of the last scheduled examination.

All examinees—passing or failing—may request a conference over their examinations. Such requests should be made within two weeks of the report of examination results. Examination grades may not be appealed beyond the examination committee.

5 RE-EXAMINATION

An examinee who has failed an examination must take a new examination (both parts) the second time. The student must submit new questions the second time. An examinee who has failed an examination may not switch to another examination area. An examinee who fails a secondary area exam may not switch to the four-course option and may not switch the secondary exam area.
A student who fails a preliminary examination and wishes to retake it is expected to do so during the next Preliminary Examination Period. A student must retake an examination within one calendar year.

Students who may wish to appeal the decision of the examining committee may do so according to the guidelines established by the Graduate School of the University as articulated in its *Policies and Procedures for Administering Graduate Student Programs* (Section IX: Graduate Student Responsibilities and Rights).

http://catalog.purdue.edu/content.php?catoid=10&navoid=12788

II. Secondary Area of Study

Ph.D. students in Rhetoric and Composition must complete 1 secondary area (although we highly recommend students complete 2 secondary areas). See the list below. Students in LTC are not required to complete a secondary area as such, but must take four courses approved by their advisory committee. Any such group of courses must include at least two courses with ENGL designation.

For students in Rhetoric and Composition, the secondary areas referenced above are defined as follows:

1) **Professional, Technical, and Digital Writing & Rhetoric**

ENGL 60500 – Computers and Writing  
ENGL 68000T – Professional Writing Theory

One of the following:

ENGL 51500 – Advanced Professional Writing  
ENGL 68000 – Games & Digital Studio  
ENGL 68000 – Media & Design Studio

One interdisciplinary course, to be decided in conversation with the student’s major professor.

2) **Public and Cultural Rhetorics**

ENGL 68000 – Public Rhetorics

A theory course under ENGL 68000, including but not limited to Cultural Theory, Comparative Rhetorics, Institutional Rhetorics, Environmental Rhetorics, Queer Rhetorics, Minority Rhetorics, etc.
Either an ENGL 68000 methods or archives seminar

One of the following:

ENGL 60500 – Computers and Writing
ENGL 68000T – Professional Writing Theory
ENGL 68000 – Writing Across the Curriculum

One interdisciplinary course, to be decided in conversation with the student’s major professor.

3) Writing Programs and Centers

ENGL 68000 – Writing Program Administration and Theory
ENGL 68000 – Writing Center Administration and Theory

Two of the following:

ENGL 68000T – Professional Writing Theory
ENGL 68000 – Writing Across the Curriculum
ENGL 60500 – Computers and Writing
ENGL 68000 – Assessment

III: Dissertation Prospectus

After satisfying the requirements for the primary and secondary areas of study, and the Second Language Requirement, and the Departmental Preliminary Examinations, the student in consultation with the Major Professor and the other members of the student’s Advisory Committee will determine the steps necessary to undertake the preparation of a written Dissertation Prospectus which must be defended in an Oral Examination and the result reported to the Graduate School (please note: 2 of the 3 members of the prospectus committee must be from the English Department). It is required that the student defend the prospectus on campus.

The Prospectus is generally defined as a document of approximately 20-25 pages (plus a comprehensive bibliography) that describes the student’s project. It should include a survey of existing scholarship in the project’s area to show a need for the proposed study. It also should include a statement of the problem, a rationale or explanation of the method of
exploring the problem, an outline or plan of chapter headings, and a projected schedule for
the completion of drafts of each part. Students should consult their Major Professor and the
other members of their Advisory Committee while drafting the Prospectus and should submit
the final version to the Advisory Committee at least two weeks before the Oral Defense of
the Prospectus.

**Prospectus Timetable**

On completing the departmental preliminary examination, a ten-month period begins for the
writing of the dissertation prospectus. The foreign language requirement and all Plan of
Study course requirements must be satisfied in order to defend the prospectus.

All students who have completed the second language requirement, the departmental
preliminary examination, and the course requirements should consult the “Ten-Month
Prospectus Time Table for Students” (Appendix VIII).

There are three important deadlines to be observed in the process of completing the
prospectus:

1. **By the end of four months**, an Advisory Committee must be formed. If the
   composition of the Advisory Committee is not the same as that filed with the Graduate
   School, the appropriate changes must be made on the Plan of Study.

2. **By the end of seven months**, a prospectus draft of approximately 20-25 pages in
   length must be submitted to the chair of the student’s Advisory Committee.

3. **By the end of ten months**, a written prospectus must be defended.

   **Unless this ten-month deadline is met, the student cannot register for teaching or for
   coursework the following semester.**

In the event of a failed Defense, students have one additional month to defend the prospectus.
In extenuating circumstances, students may petition the Chair of their Advisory Committee
for an extension of time to complete the prospectus or to comply with other deadlines (such a
petition would normally take place within a month of a given deadline). The Chair of their
Advisory Committee would then communicate, in a timely manner, his or her decision
concerning an extension to the Director of Graduate Studies. If the Chair of the Advisory
Committee does not support the petition, the Director of Graduate Studies would review the
situation, if the student so requests.

After the Advisory Committee has administered and graded the Defense, it will report the
results to the English Graduate Office on Graduate School Form GS-10, “Report of
Preliminary Examination.”

Ideally, at least 3 members of the Advisory Committee shall be physically present for the
prospectus defense. It is recommended that the fourth member of the Advisory Committee be
present as well. Under extraordinary circumstances, 1 member of the Advisory Committee may participate in the defense remotely, as is responsible for any expenses incurred as a result of the remote participation. The defending student is expected to be present on campus for the Prospectus Defense and the Dissertation Defense.

Successful completion of this stage will admit students to candidacy for the Ph.D.

After the successful Oral Defense of the Prospectus, the student’s Advisory Committee automatically becomes the student’s Dissertation Committee.

**Scheduling the Oral Defense of the Prospectus**

The form to schedule a prospectus defense is electronic and must be processed by the English Graduate Office and then sent to the Graduate School for approval. The form must be processed in a timely fashion in order for the defense to be approved; therefore, students are required to submit the following information (in writing) to the English Graduate Office 3 weeks prior to the defense:

Date and time of defense
Room number
Title of project
Chair (must be the same as that listed on your plan of study)
Committee (must the same as that listed on your plan of study)

Upon successful completion of this stage, students will be granted the status of ABD (“All but Dissertation”); that is, they will be formally admitted to Candidacy for the Ph.D.

**Policies and Procedures for those Taking a Prospectus Defense Off-Campus:**

Students who are unavoidably off-campus at a distance from West Lafayette may opt to take their Prospectus Defense via video link with the consent of their Examining Committee. The exam is to be conducted face-to-face via a video connection (e.g. Skype, Zoom, WebEx, etc.). It may not be done by an audio link only, except as a backup in the event of an insuperable Internet failure.

This option is not available for students in residence on the West Lafayette campus.

The Chair of the Examining Committee must petition the Director of Graduate Studies (whose approval is necessary for the off-campus defense).

The Committee and the student are responsible for setting up the video link at their respective ends. It is recommended that the Chair of the committee and the student test the video and audio feeds in room where the examination will be held.
The Chair of the committee and the student are responsible for any costs that might be incurred in setting up and proceeding with the examination.

IV: Dissertation

A Ph.D. dissertation is an extended scholarly or critical work that makes a substantial contribution to the understanding of its subject. It may be, for example, an extended critical analysis of a writer’s works, or a scholarly study of a body of significantly related material, or an edited edition of an unpublished manuscript.

A dissertation is the final product not only of the student’s academic career but also of a concentrated program of specific reading in background materials and primary works (as these have been determined by the candidates and their committees). The choice of a subject for the dissertation is the responsibility of the candidate who will carry out the research for and the writing of the dissertation under the guidance of the advisory committee.

Since the dissertation is a longer and more complex work than anything the candidate has so far done, there may be false starts in the initial stages; such challenges may necessitate additional research, reddefining of the thesis topic, and frequent revisions before the final version of the dissertation is approved by the student’s committee for the Graduate School.

In recognition of the wide interest in innovative approaches to performing and presenting graduate-level work – and also in recognition the rich, structurally diverse set of programs for graduate study in English that we offer at Purdue – students may, with the permission of their major professor and advisory committee, incorporate creative elements into the thesis / dissertation.

Such elements could include a piece of poetry, fiction, visual/video art, or translation within a research-based work. Conversely, they might include a visual, performative, or creative non-fictional element in an MFA thesis. Or, a thesis or dissertation in any program might incorporate a multi-modal aspect, using digital tools in its presentation of data and/or narrative and/or verse. Creative pieces that appear in research-based scholarship must be properly theorized and framed with an appropriate introduction or adjacent commentary.

The inclusion of creative elements in the thesis or dissertation must be approved by the major professor and advisory committee before the defense is scheduled.

The Ph.D. dissertation should be thought of as a demonstration of the candidate’s ability to conduct research and present the results in a professionally acceptable way. It also serves as both preparation and foundation for the candidate's career as a productive scholar and teacher.

1. Responsibilities of Dissertation Advisory Committees

Advisory committees exist to facilitate at every stage the successful writing and defense of dissertations. A minimum of 2 committee members must be from the English Department. The chair or a co-chair must be an English Department faculty member. Specifically, members of advisory committees:
follow the appended timeline (outlined in Appendix VIII);

are available to students for discussion and advice;

are physically present, barring extraordinary circumstances, as examiners and advisors at the formal oral defenses of the prospectus and the dissertation.

determine prior to the conclusion of the prospectus meeting who will receive drafts of chapters and at what point in the writing process (initial draft, intermediate versions, all-but-final forms);

**respond promptly (within 4 weeks) to all work submitted.** It is particularly important for directors/co-directors to adhere to this schedule. If such timely response will not be possible for any reason (illness, extended travel, sabbatical, for example) directors/co-directors should inform students well in advance of a proposed alternate schedule, including a projected target date for responding to materials submitted and timing of defenses.

2) Minimum Time

At least two academic sessions (including summer) during which the student is registered for classes must elapse between the completion of the Oral Defense of the Dissertation Prospectus and the Defense of the Dissertation.

3) Dissertation Format

Approval of the format is a responsibility shared by the student’s advisory committee and the Thesis/Dissertation Office in the Graduate School. In preparing their dissertation, students must be in conformity with the University's formatting policies as found on their website.


The same site also has a checklist form for the Ph.D. final deposit and other relevant information. A final deposit appointment must be made with the Thesis/Dissertation Office in the Graduate School before the dissertation can be officially deposited

4) Copy for the English Graduate Office

The Department requires that students deposit a copy of their completed dissertation with the English Graduate Office. Students are required to complete a graduate tracking survey.

5) Electronic Deposit of Dissertation

**All Dissertations must be deposited electronically.**
You will need to get the instructions from the English Graduate Office for depositing your dissertation.

Please Note: The English Department requires that dissertations be deposited during the semester in which they are defended. Exceptions are possible only with written support from the student’s major professor explaining the need for a delay. Such exceptions are not automatically granted and require approval from both the Director of Graduate Studies and the Head of the Department. Under no circumstances will a delay of more than a single semester (including summer) be allowed.


6) Dissertation Defense

The defense of the Dissertation must be scheduled with the Graduate School at least three weeks before the date of the examination. The chair must be present. Under normal circumstances, all 4 faculty members of the dissertation committee shall be physically present for the dissertation defense. Under extraordinary circumstances, 1 member of the dissertation committee may participate in the defense via a video communications medium such as Zoom. Defenses are open to the public, and they are announced on the bulletin board outside the English Graduate Office and via social media.

The form to schedule a dissertation defense is electronic and must be processed by the English Graduate Office and then sent to the Graduate School for approval. The form must be processed in a timely fashion in order for the defense to be approved; therefore, students are required to submit the following information (in writing) to the English Graduate Office 3 weeks prior to the defense:

- Date and time of defense
- Room number
- Title of project
- Chair (must be the same that is listed on your plan of study)
- Committee (must be the same that is listed on your plan of study)

7) Timeliness

All 4 members of the dissertation committee must have a completed copy of the dissertation at least 2 weeks before the date of the defense. The members of the dissertation committee will email the English Graduate Office at griff@purdue.edu to indicate that they have received the final copy in a timely manner. Failure to comply with this deadline may prevent the Form GS-8 from being filed with the Graduate School (which will, in turn, jeopardize the possibility of scheduling the defense).
The student’s dissertation committee member must email (griff@purdue.edu) signifying they have received a copy of the dissertation two weeks before the examination date.

8) Time Frame for Completion of the Dissertation

The Department expects that the student will complete and defend the dissertation within 7 years of the end of the academic year in which the student was admitted to candidacy (i.e. the year the student was classified as ABD). If the dissertation is not successfully defended by this time, the student must re-defend the dissertation prospectus. If the dissertation is not completed and defended within 5 years from the date of the second prospectus defense, the student can no longer continue in the Ph.D. program. The student and his or her major professor may petition the Graduate Committee for an extension. Such a petition must outline the extenuating circumstances that warrant an extension and must include a specific period of time for the extension.

9) Registration for 69900 (Research hours on campus or off campus)

ENGL 69900 hours are renewable contingent upon satisfactory progress. In any semester of enrollment, the student and their advisor must agree upon a deliverable goal or set of goals for the semester. A written record of this agreement must be submitted to the Graduate Studies Office within the first 2 weeks of the semester. The condition for a “satisfactory” grade will be the completion of these goals. In the event they are not completed, a grade of “unsatisfactory” will be recorded (see #11 below).

Note that, in accordance with Graduate School regulations, a student who has been continually enrolled in absentia for research hours and who switches to regular research hours—or who allows a semester to elapse without registering—will not be allowed to re-enroll in absentia for research hours.

Also, we recommend that teaching assistants who are writing their dissertations register for 6 credit hours of ENGL 69900 each semester because the Graduate School requires 30 research hours for the completion of the Ph.D. degree.

10) Research in Absentia

Candidates who have completed the Oral Defense of the Dissertation Prospectus and who leave the University prior to completing the dissertation must submit a request to the Graduate School for Research in absentia. A registration form (Form 23) must also be completed.

This request must be filed at least 4 weeks before the first session of the in absentia registration. Such students must register each semester until they have successfully defended their dissertations. It is the student’s responsibility to contact the English
Department to register each semester. Students graduating in August must be registered for the Summer session.

Registration *in absentia* is automatically considered to be for 3 credits. If students wish to have additional credits, they need to have a letter from their major professor requesting the additional hours along with a reason for doing so. The letter must also include the student’s expected graduation date. A registration form (Form 23) must also be completed.

11) Procedures if unsatisfactory marks are reported for ENGL 69900 Research Hours:

The goal of this section is to define the mutual responsibilities of the Ph.D. student and his/her advisory committee in case of unsatisfactory progress. If one “Unsatisfactory” evaluation is reported for ENGL 69900 Research Hours, it is probable that some sort of communication breakdown has occurred between the dissertation student and his or her major professor. It is the professor’s responsibility to contact the student in order to work together to formulate mutually agreed-upon goals for future semesters. Should a student receive 2 consecutive reports of “Unsatisfactory Progress,” the following procedure takes effect in order to facilitate the student’s progress toward completing the Ph.D.:

a. The student and his/her advisory committee meet to discuss the situation (in the case of students *in absentia* a conference call is a viable substitute);

b. As part of this discussion, the student and advisors negotiate an agreement as to what must be accomplished during the following semester(s) so that the student retains good standing in the program. This agreement is open to subsequent renegotiations should circumstances change;

c. To conform to existing Graduate School policy, copies of the terms of such an agreement are placed in the student’s file in the English Graduate Office and forwarded to the Graduate School;

d. In a rare case that all of the above efforts have failed, the student can no longer continue in the Ph.D. program.

12) Registration for Examination Only

A candidate may register for Examination Only. Such registration must be submitted to the Graduate School for approval and is available only for thesis or dissertation defense, and on a one-time only basis. **Candidates must DEFEND AND DEPOSIT ELECTRONICALLY the thesis during the FIRST 8 WEEKS of the fall and spring semesters and during the FIRST 4 WEEKS of the summer semester (if applicable).**
13) Registration for Degree Only

A candidate who has completed all degree requirements prior to the first day of a semester may register for Degree only. Such registration must be submitted to the Graduate School for approval. **Candidates must DEFEND AND DEPOSIT ELECTRONICALLY the thesis in the thesis office during the FIRST 8 WEEKS of the fall and spring semesters and during the FIRST 4 WEEKS of the summer semester (if applicable).**

14) Degree Only and Exam Only

Students are required to have registered for at least three hours during the *preceding* semester in order to be eligible to register “exam only” or “degree only.” A student does not need to be registered for the Summer semester to register for “exam only” in the Fall semester, but they must have been registered for research hours in the Spring.

Students who do not meet the required Graduate School deadline for exam/degree only will automatically be registered and billed for research hours.

**V: Information and Procedures for Graduate Travel Support**

For information and forms for the department’s Graduate Student Travel support, please visit the website:  
APPENDIX I. M.A. Examination Reading List for Fall 2021-Spring 2023

A. Medieval and Early Modern

Chaucer, *Canterbury Tales* (see selections in the *Norton Anthology of English Literature, 10th ed.*)
Margery Kempe *The Book of Margery Kempe*
Malory, *Morte D'Arthur*, books 1-8, 18-22
Shakespeare, *The Tempest*
Milton, *Samson Agonistes*
Aphra Behn, *Oroonoko*

B. 18th and 19th Century

Daniel Defoe, *Robinson Crusoe*
William Blake, *Songs of Innocence and Experience*
Jane Austen, *Mansfield Park*
Harriet Jacobs, *Incidents in the Life of a Slave Girl*
Emily Dickinson, selected poems (see the selections in the *Norton Anthology of American Literature, 9th ed.*)
Olive Schreiner, *The Story of an African Farm*

C. 20th and 21st Century

T. S. Eliot, selected poems (see selections in the *Norton Anthology of English Literature, 10th ed.*)
Virginia Woolf, *Mrs. Dalloway*
William Faulkner, *As I lay Dying*
Toni Morrison, *Paradise*
Thomas Pynchon, *The Crying of Lot 49*
Chimamanda Ngozi Adichie, *Americanah*
Zadie Smith, *White Teeth*

D. Theory and Cultural Studies

MA students should become well-versed in 3 or 4 of the following schools of thought—
Psychoanalysis
Marxist Theory
Deconstruction / Poststructuralism
Feminism, Gender Studies, and Queer Theory
Ethnic Studies and Critical Race Theory
Postcolonial Studies
APPENDIX II.

Rationale for MFA Plan of Study: Creative Writing

Name ______________________ Date __________________________

Committee Members: __________, __________, __________

I. Required Courses

1. (12) From the following list (may be repeated) __________
   60600 Writing Poetry __________
   60900 Writing Fiction __________
   (It is required that all 12 hours be taken in the student’s major genre.)

2. (3) 60700 Craft of Fiction (or Poetry) __________
   (To be taken from the student’s major genre.)

3. (12) 69800 M.A. Thesis for MFA students __________
   (To be taken over 2 semesters)

II. (15) Five courses chosen from other English Department Graduate course offerings.

   Note: These five may not include 59000s or 58900s (independent study courses) without
   permission of the Director of Graduate Studies in consultation with the Director of
   Creative Writing. One 60700 in a genre other than the student’s major genre may
   be included here. One graduate course in another art form taken either in or outside the
   English Department—or literature courses taken at the graduate level in the School of
   Languages and Cultures—may also be included here with approval of the Director of
   Graduate Studies in consultation with the Director of Creative Writing. Per the necessary
   permissions described above, Creative Writing ENGL 596 courses and ENGL 585 may
   be taken once each.

Number
   ___ ____________ _______
   ___ ____________ _______
   ___ ____________ _______
   ___ ____________ _______
   ___ ____________ _______

III. Requirements include thirty credits plus twelve thesis credits (taken over two semesters)

   and a thesis: either a full-length book manuscript of fiction (minimum 40,000 words) or
poetry, written under the supervision of a committee chaired by a member of the creative writing committee. Note: This means students are required to take 30 hours of coursework plus 12 credits of English 69800.
APPENDIX III.

RATIONALE FOR MA PLAN OF STUDY: LITERATURE, THEORY, CULTURAL STUDIES

Name: Date:

Committee Members (3): ______________________ (chair), ______________________, ______________________

Required Core Course 501 Date completed: ________

Recommended Core Course ONE of 506, 611, or 613 Date (to be) completed: ________

Required Breadth in Historical and Cultural Studies / Theoretical Areas (FOUR courses, one in each area; classes may not overlap for this category)

a. Medieval and Early Modern ______________________

b. 18th & 19th Century ______________________

c. 20th & 21st Century ______________________

d. Theory and Cultural Studies ______________________

Electives (up to five courses)
______________________, ______________________, ______________________,
______________________, ______________________

Three 600-level Seminars (may overlap with breadth and elective courses)
______________________, ______________________, ______________________

Second Language Requirement ______________________

MA Exam or MA Thesis (pick one) Date to be completed _____________

Note: The thesis option in LTC requires 30 credits of course work, plus at least three credits of ENGL 69800

Department of English Spring 2020
APPENDIX IV.

Rationale for MA Plan of Study: Rhetoric and Composition (original)

Name ___________________________ Date _________________________

Committee Members: ____________, ________________, ____________

I. Core Courses Date (to be) completed

50100 “Introduction to English Studies” ________________________

50600 “Introduction to Linguistics”* ________________________

59100 “College Composition: Theory & Practice” ______________

II. Literature/Theory and Cultural Studies Areas (See Manual for Graduate Studies)

Area _______ ________________________

Area _______ ________________________

Area _______ ________________________

III. Rhetoric and Composition: two of the following courses: 62200, 62400, 62600

___________

IV. Electives Two Courses

___________ ________________________

___________ ________________________

IV. Other Requirements

Second Language Requirement ________________________

V. M.A. Examination or M.A. Thesis

Note: The thesis option in Rhetoric & Composition requires 30 credits of coursework, plus at least 3 credits of English 69800.

*With the advisor’s approval, English 61100: “Old English Language” or English 61300: “Middle English Language” can be used instead of English 50600: “Introduction to Linguistics” to satisfy the core requirement.

Department of English
Spring 2020
Rationale for MA in English with a Concentration in R/C [Writing Center Option]

Name _________________________ Date ________________
Committee Members: ____________________________________________________

I. Introductory Courses [list semester completed online]
   - ENGL 501 ________________________
   - ENGL 506* ________________________
   - ENGL 591 ________________________
   - ENGL 680: Writing Center Theory [option related intro] ________________

II. Literature Breadth = 3 [501 can count as one of the 3 literature requirements]
   - ENGL _________________________
   - ENGL _________________________
   - ENGL _________________________

III. Rhetoric/Composition Breadth** = 1
    - ENGL _________________________

IV. Bound Electives for Option = 2 [selected to fit Writing Center preparation]
    _______________________________
    _______________________________

V. Other Requirements
   Second Language Requirement _________________________

VI. M.A. Examination or M.A. Thesis

A thesis is required. Usually this is developed during a related internship that is completed in summer; the university requires 3 hours of thesis writing.

Notes:
* A more advanced course can be substituted with Linguistic coordinator approval
** Normally use an RC core requirement from option 1 (622, 624, or 626)
Department of English, Spring 2020
Rationale for MA in English with a Concentration in R/C [Engagement Option]

Name _________________________   Date: ____________________
Committee members: ______________________________________________________

I. Introductory Courses [list semester completed on line]

   ENGL 501 ________________________

   ENGL 506* ________________________

   ENGL 591 ________________________

   ENGL 680: Experiential Learning and Engagement [option related intro] ______________

II. Literature Breadth = 3 [if 501* taken, it can count as one of the 3 literature requirements]

   ENGL _________________________

   ENGL _________________________

   ENGL _________________________

III. Rhetoric/Composition Breadth** = 1

   ENGL _________________________

IV. Bound Electives for Option = 2 [selected to fit engagement/non-profit preparation]

   _______________________________

   _______________________________

V. Other Requirements

   Second Language Requirement   _____________________

VI. M.A. Examination or M.A. Thesis

A thesis is required. Usually this is developed during a related internship that is completed in summer; the university requires 3 hours of thesis writing.

Notes:
* A more advanced course can be substituted with Linguistic coordinator approval
** Normally use an RC core requirement from option 1 (622, 624, or 626)
Department of English, Spring 2020
Rationale for MA in English with a Concentration in R/C [Games as Technical Communication Option]

Name _________________________ Date _______________________

Committee Members: _________________________________________________________

I. Introductory Courses [list semester completed online]

   ENGL 501* ________________________
   ENGL 506   ________________________
   ENGL 591   ________________________
   ENGL 680: Writing, Games, & Technical Communication [option intro] _____________

II. Literature Breadth = 3 [501 can count as one of the 3 literature requirements]

   ENGL __________________________
   ENGL __________________________
   ENGL __________________________

III. Rhetoric/Composition Breadth** = 1

   ENGL __________________________

IV. Bound Electives for Option = 2 [selected to fit Game Studies preparation]

   _______________________________
   _______________________________

V. Second Language Requirement   _____________________

VI. M.A. Examination or M.A. Thesis

A thesis is required. Usually this is developed during a related internship that is completed in summer; the university requires 3 hours of thesis writing.

Notes:
* A more advanced course can be substituted with Linguistic coordinator approval
** Normally use an RC core requirement from option 1 (622, 624, or 626)

Department of English, Spring 2020
APPENDIX V.

RATIONALE FOR PHD PLAN OF STUDY: LITERATURE, THEORY, CULTURAL STUDIES

Name:       Date:

Committee Members (3): ______________________ (chair), ______________________, ______________________

Required Core Course  501 Date completed: ________

Recommended Core Course  ONE of 506, 611, or 613 Date (to be) completed: ________

Required Breadth in Historical and Cultural Studies / Theoretical Areas (FOUR courses, one in each area; classes may not overlap for this category)

  a. Medieval and Early Modern ______________________
  b. 18th & 19th Century ______________________
  c. 20th & 21st Century ______________________
  d. Theory and Cultural Studies ______________________

Three 600-level Seminars (may overlap with breadth and/or major field courses)

____________________, ______________________, ______________________

Major Field (Four courses; may overlap with breadth): ______________________

____________________, ______________________, ______________________, ______________________

Optional Secondary Field: ______________________

____________________, ______________________, ______________________
OR 12 Credits in Additional LTC Coursework

______________________, ______________________, ______________________

6 Elective Credits ____________________, ______________________

Foreign Language Requirement ________________________________

Preliminary Examination

Field ________________________________

Focus ________________________________

Date to be completed __________

Department of English
Spring 2020
APPENDIX VI.
Rationale for PhD in English with a Concentration in Rhetoric & Composition

Your Name: _____________________________________ Date: _______________

Committee Members: _____________________, __________________________,
________________________

Part 1: Required Courses
Core Courses in Rhetoric & Composition: [to establish breadth in Rhetoric & Composition; list semester completed on the line beside the course title]

   ENGL 59100  Composition Studies: Theories and Practices

   ENGL 62200  Ancient Rhetorics

   ENGL 62500  Seminar on Empirical Research on Writing

   ENGL 62600  Contemporary Theory and Rhetoric

Secondary Area: [for depth; all departmental secondary areas are admissible; list title, courses taken, and semester]

   ____________________________________________

   ENGL _____________________________

   ENGL _____________________________

   ENGL _____________________________

   ENGL _____________________________

   ENGL _____________________________

   Or Completed via Exam ____________________________

Second Language Requirement: [see department requirement] _________________________
Part 2: Courses Recommended for Breadth in English Studies

Recommended Introductions: (one course in two areas)
1. Introduction to English Studies 50100
2. Linguistics 50600
3. Philology 51000, 61100, 61300
4. Literary Theory 56700, 56800, 56900

__________________________________   ,_________________________________

Recommended Breadth in Literature: (one course in four areas)

1. Medieval (see course offerings)
2. Renaissance (see course offerings)
3. 18th Century (see course offerings)
4. 19th Century (see course offerings)
5. 20th and 21st Century (see course offerings)

__________________________________   ,_________________________________

Department of English, April 2020
APPENDIX VII.

English Graduate Studies Preliminary Examination Checklist for Ph.D. Students in LTC

Students must file a copy of this checklist with the English Graduate Office at the time they hand their reading lists and exam questions to their committees.

Note that the dates below are the final deadlines which have to be met and recorded in the English Graduate Office before the student may take the examination. Students are urged to consult with their major professors and their committees over their reading lists and their examination questions well in advance of the published deadlines.

Student’s name _____________________________________________

Email address: ______________________________________________

Examination Area (Field) _____________________________________________

Names of the members of the student’s advisory committee = the examination committee (may be up to four members):

____________________, _____________________, ____________________,
____________________.

Coursework in the student’s major area must be completed before the examination can be taken. Courses for major area and dates completed:

_____________________________________________________

The Foreign Language requirement should be satisfied. Date completed:

_____________________________________________________

Deadlines for handing in Reading Lists to Advisory Committees:

If you plan to take your exam in March, your focus list must be approved by your committee by the end of November: ______________

If you plan to take your exam in August, your focus list must be approved by your committee by the end of March: ______________

Deadlines for handing in Examination Questions to Advisory Committees:

If you plan to take your exam in March, your focus question must be given to your major professor by the end of January: ______________

If you plan to take your exam in August, your focus question must be given to your major professor by April 15th: ______________
APPENDIX VIII.
TEN MONTH PROSPECTUS TIMETABLE

Ph.D. students must write and defend their dissertation prospectus within 10 months of successfully completing their departmental prelim. By this point students are expected to have completed their course and language requirements as well.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Expected Completion Date</th>
<th>Completion Date</th>
<th>Paperwork</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>LANGUAGE REQUIREMENT SATISFIED</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>DEPARTMENTAL PRELIM</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>COURSE REQUIREMENTS COMPLETED AND PLAN OF STUDY UPDATED</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>ADVISORY COMMITTEE UPDATED ON PLAN OF STUDY</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>7 MONTHS After prelim</td>
<td>PROSPECTUS DRAFT SUBMITTED TO COMMITTEE</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>10 MONTHS After prelim</td>
<td>SCHEDULE PROSPECTUS DEFENSE (FORM GS-8)</td>
<td></td>
</tr>
</tbody>
</table>

SCHEDULING THE ORAL DEFENSE OF THE PROSPECTUS:
The form to schedule defenses with the Graduate School is electronic. Students are required to submit, in writing three weeks prior to the defense, to the English Graduate Office the following information so the paperwork can be processed with the Graduate School.

Date and time of defense
Room number
Title of project
Chair (must be the same that is listed on your plan of study)
Committee (must the same that is listed on your plan of study)

The committee designated on the Plan of Study must be the same as the Dissertation Committee.

AT LEAST TWO ACADEMIC SESSIONS (INCLUDING SUMMER IF REGISTERED) MUST ELAPSE BETWEEN THE COMPLETION OF THE ORAL DEFENSE OF THE DISSERTATION PROSPECTUS AND THE DEFENSE OF THE DISSERTATION. THIS IS STRICTLY ENFORCED BY GRADUATE SCHOOL.
APPENDIX IX.

Guidelines for Submitting Applications for Year-Long Ross/Lynn Fellowships (formerly PRF Grants). Note these are new grants and students are urged to follow the specific instructions given when the grant competition is announced. However, these were the instructions for the 2021-2022 award:

The Director of Graduate studies may submit two departmental nominations via Infoready with the following information:

1) the project title, 2) the name of the faculty member who would serve as the project director, 3) the name of the student to be supported, 4) the main rationale for these selections, and 5) a 200-word abstract of the project. Attached to the application form (as a single PDF file), please submit a Project Narrative of no more than five double-spaced pages (in 12-point font), written for a general academic audience; including a bibliography and/or tables/figures (using as many additional pages as needed).

Item #4 is to be provided to the DGS by the major professor and #5 by the student applicant.

Applications are limited to 5 double-spaced pages. Additional pages can be used for the required Research Grant Information Form, references or a working bibliography, and tables or figures, but the number of additional pages must be limited.

In order to make the applications competitive within the college, applicants are strongly urged to follow a standard format which addresses the following issues.

Part 1: Statement of the Problem.
What is the significance of the problem? In other words, what is at stake in addressing this issue? This should be more than just identifying an interesting topic of research but should indicate a working hypothesis and argue a thesis.

Part 2: Significance of the Problem.
The applicant should clearly express the contributions to the knowledge of its field of the problem.

The applicant should spell out how the problem is going to be addressed. Clarity is important, since proposals in our Department represent different fields of research within English Studies, and because proposals from English are evaluated by people from other Departments.

Part 4: Schedule of Research and Writing.
The applicant should provide a brief chapter-by-chapter outline of the dissertation and suggest the argument of each chapter. Applicants should highlight the particular qualifications they bring to their project.

Part 5: Bibliography. (Supplemental materials).

Students may not hold both a summer and year-long PRF Grant.
Appendix X.

Description of the Graduate Assistantship
English Department, Purdue University, January 2021

Thank you for your interest in a graduate assistantship (GA) in the Purdue English Department. Being a GA is a great way to build your experience and enhance your qualifications. Plus, working with Purdue undergraduates can be very satisfying. This description of these positions will explain the basics to you. Please contact the English Department’s Graduate Director or Assistant if you have questions.

Every departmental offer of an assistantship is contingent upon admission by the Purdue Graduate School and upon the student’s satisfactory completion of current, as yet unreported, study. The number of new appointments of teaching assistantships each year is determined by budget, department need, student enrollment in composition courses, and the number of current teaching assistants resigning, graduating, or exhausting the support term limits.

For AY 2021-22, the minimum salary for the nine-month, half-time assistantship will be $19,000 per year, full remission of tuition, and health benefits. Graduate assistants must pay a service fee each semester; it is currently $303 for new students. The salary is paid in 19.5 bi-weekly installments. A half-time graduate assistant’s duties require about twenty hours a week. In your first year, the complete GA Award package is worth $28,009.80 (AY tuition) + $1622 (insurance), per year.

Graduate students on teaching assistantship in their first year will have one of two assignments:

1) Teaching in the Writing Lab: Our Writing Lab and its famous website, the OWL, addresses writers and writing from across the undergraduate and graduate curriculum. Depending on individual appointments, tutors work between 10 and 20 hours, during which on-going staff education programming is scheduled. Tutors engage in one-to-one or small group sessions, conduct workshops or writing groups, and participate in research or other projects. The assistantship is for the Fall and Spring semesters, with possible opportunities to continue in the Summer session.

2) Teaching for Introductory Composition: English 10600 is Purdue’s unique composition course that meets two days a week in a regular classroom, one day a week in a computer lab, and two days a week in conference centers. The course is capped at 20 students. TAs assigned to English 10600 in their first year will teach one section of English 10600 in both Fall and Spring.

Some teaching assistants are later assigned to other courses or other teaching-related responsibilities; a few are assigned as assistants to editors of publications; some are assigned to research or administrative duties. Our annual “What to Teach Next” event, held each winter, provides the opportunity to explore these options.

Although specific assignments are governed by the needs of the department, we try to assign all graduate assistants in a manner that respects their preferences and matches their qualifications and goals for professional development.
Regardless of their assignments, all teaching assistants are expected to adhere to the CLA Instructor Absence Policy. Permission from the Head of English is required for any instructor to miss teaching in the first two weeks of classes.

Teaching assistants are required to enroll in the appropriate practicum whenever they teach a course for the first time. For the Writing Lab, the practicum is English 502, which meets during the fall semester only; during the spring term and concurrent to any hours they work, tutors engage in a self-paced curriculum around teaching multilingual writers from across the disciplines. The practicum for English 10600 is a two-semester course, English 50500A & B, which meets twice a week. A satisfactory practicum grade is required to maintain teaching or WL eligibility.

All new teaching assistants are required to attend orientation (August 12-22, 2021) and are expected to be available for mandatory on-campus meetings and caucuses in the weeks prior to the beginning of Fall and Spring semesters. Graduate assistants are expected to attend quickly to all communication regarding their assistantships, and they must consistently attend required trainings and staff meetings.

All graduate assistants must complete all necessary paperwork in a timely manner. This is especially important for international students: they should begin the process of securing visas, work permits, and/or other necessary permissions immediately upon acceptance of an offer from Purdue. Unfortunately, failure to secure these permissions in a timely manner may invalidate the offer of an assistantship.

To be eligible for reappointment, Graduate Assistants must do well in their courses, make reasonable progress toward the degree, be effective teachers, and perform all instructional responsibilities diligently.

In view of present academic conditions, the Department of English wishes all applicants to understand that while the Department will do what it can to help its students in the search for positions upon completion of their degree program, we can make no promise that the search will be successful in every instance.

With respect to acceptance and commitments, we subscribe to the following resolution of the National Council of Graduate Schools:

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15 and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer.