



THE UNIVERSITY *of*
NEW ORLEANS

DEPARTMENT OF ENGLISH
AND FOREIGN LANGUAGES

Graduate Student Handbook

Master of Arts in English

Contents

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| Contents | 2 |
| I. Objectives and Mission Statement of the Graduate Program in English..... | 3 |
| II. The <i>UNO Catalog</i> and <i>English Graduate Handbook</i> | 4 |
| III. Advising and Enrolling in Courses | 4 |
| IV. Communication..... | 4 |
| V. Other Specifics Concerning the Master of Arts in English..... | 5 |
| A. Course Requirements | 5 |
| B. Concentrations..... | 6 |
| Concentration in American Literature | 6 |
| Concentration in British Literature | 6 |
| Concentration in Professional Writing..... | 6 |
| D. The Portfolio | 7 |
| E. Thesis Option..... | 9 |
| F. Graduate Assistantships | 9 |
| G. Transfer Credit | 10 |
| H. Miscellaneous..... | 10 |
| The Grade of "Incomplete" | 11 |
| Library Privileges..... | 11 |
| Progress Through the Program | 11 |
| I. Completing the Degree | 12 |
| VI. Appendices..... | 13 |
| Appendix I: Guidelines for Preparing a Thesis..... | 14 |
| A. Prospectus | 14 |
| B. Drafts/Timetables | 15 |
| C. Consultations/Readers' Comments..... | 16 |
| D. Thesis Defense | 16 |
| E. Manuscript Preparation | 16 |
| Appendix 2: Record of Progress in the M.A. Program..... | 18 |
| Appendix 3: Graduate Faculty in English and Research Areas | 20 |

I. Objectives and Mission Statement of the Graduate Program in English

The MASTER OF ARTS in English prepares students for careers primarily in (but not exclusive to) teaching or writing or for further graduate study leading to the doctorate. The program, which can be completed onsite or fully online, features advanced study in British and American literature as well as in rhetoric and professional writing and editing. The program requires students to complete one of three areas of concentration, depending partly on their career objectives: American Literature, British Literature, or Professional Writing. The American and British Literature concentrations are excellent preparation for teaching at the secondary level or can serve as a stepping stone for those considering a Ph.D. in literary studies. The Professional Writing concentration prepares students for career outside education in professional writing or who wish to pursue PhDs or teach in one of Rhetoric or Professional Writing.

More specifically, it is the mission of M.A. program in English at the University of New Orleans to provide students instruction that will enable them to:

A. Research/Writing/Analytical Skills

1. Find relevant research materials, evaluate scholarly arguments, and contribute to scholarly conversations.
2. Master the techniques and conventions of scholarly and/or professional writing.
3. Acquire the critical and analytical skills appropriate to the contextualization and interpretation of diverse texts.
4. Demonstrate a command of written English, including how to a) organize and present material in a cogent fashion, b) formulate and develop cohesive arguments, and c) employ effectively the terminology of their concentration.

B. Body of Knowledge

1. Acquire a broad historical understanding of the analytical approaches, theoretical debates, and research methodologies relevant to their chosen concentration.
2. Demonstrate familiarity with related fields outside of their chosen concentration—i.e., a well-rounded and up-to-date understanding of the study of literature, rhetoric, and writing as a whole.

C. Professional Preparation

1. Acquire a basic understanding of the professional opportunities afforded by the M.A. degree—including, teaching, editing, publishing, and writing, and/or further graduate study.
2. Acquire competence in the professional skills and practices necessary to pursue a career in one or more of these fields.

II. The *UNO Catalog* and *English Graduate Handbook*

Graduate students are expected to adhere to the requirements stated in all sections of the *UNO Catalog* that pertain to their programs and to their remaining in good standing with the Graduate School and the University. The catalog, available online in Webstar and at <http://www.uno.edu/registrar/catalog/index.aspx>, contains information on such diverse topics as admission to candidacy, student loans, career planning and placement services, and transfer credit. You should familiarize yourself with the contents of the *UNO Catalog*.

The handbook you are reading now is the specific guide to the MA in English. You should become very familiar with its contents.

III. Advising and Enrolling in Courses

Before students enroll in courses each semester, they are advised by the Graduate Coordinator, who assists students in planning their programs and choosing their classes. These advising sessions are held in person for onsite students and online or over the phone for online students. An important part of the advising session is selecting the courses for the following semester. The Graduate Coordinator issues permissions for each course. Students are not allowed to self-select courses or go into Webstar and register for courses for which they have not received permission. Once a student has been advised, the Graduate Coordinator will issue permissions in Webstar. These permissions should be used in a timely manner or they will expire.

Once a student enrolls in courses, any changes to the student's schedule must be approved by the Graduate Coordinator. Students are able to drop courses in Webstar but not enroll in a new course without permission. Students should also be advised that course availability in Webstar is not always accurate. Permissions may have been issued that have not yet been used, making a class "full" when it appears to have seats available in Webstar. Please contact the Graduate Coordinator first to check on course availability before making any changes (i.e., don't drop a course until you are sure you can get into the new course you hope to replace it with).

Students should also be advised that online classes are made available first to online M.A. students. Spots in these courses can only be made available to onsite students once the online students have all been accommodated. The same is true for 6000-level Creative Writing courses, which are for students in the M.F.A. in Creative Writing program.

The Graduate Coordinator keeps a Record of Progress (see Appendix 2) for each student and updates it after each advising session. This will also be emailed to students after each advising session. Consult it to see where you stand, how far you have to go, and what options remain.

Besides working closely with the Graduate Coordinator, you are also encouraged to consult with other members of the graduate faculty about your course of study and career objectives. (However, faculty are not able to issue permissions for courses. Always contact the Graduate Coordinator about getting into a class.)

IV. Communication

All students are provided with an email account, which will be used for all communications with your professors, the Graduate Coordinator, and the department. **You should check your UNO account regularly**, or you might miss an important deadline, the beginning date of each semester's advising period, or other important information. You may have your email forwarded to another account if you wish.

UNO's learning management system is Moodle: uno.mrooms3.net. All online courses are taught in Moodle, though many onsite courses also use Moodle for assignments and resource management. Courses usually appear in Moodle in the days leading up to a new semester (but at the very latest, by the first day of classes).

The M.A. program has a Moodle shell: c_MA in English. Around the beginning of your first semester, you should see this shell pop up under "My Courses." The Moodle shell is both a reservoir of resources (writing advice, recordings of our workshops, etc.) and where you will go to see course descriptions and make advising appointments. Online students may also email the Graduate Coordinator for advising.

Finally, the M.A. program has a closed Facebook group for current students: <https://www.facebook.com/groups/1988462474725338/?ref=bookmarks>. Here, we post program reminders, as well as opportunities (like job and conference calls) and resources.

V. Other Specifics Concerning the Master of Arts in English

A. Course Requirements

The Master of Arts program in English requires completion of 33 semester credit hours. Admitted MA students who were not undergraduate English majors will be required to take 6 additional hours to make up for deficiencies. Such students may also be advised to take 6-12 credit hours of advanced undergraduate coursework before acceptance into the program.

All graduate courses (and only graduate courses may be counted toward your degree) are numbered as specific 5000-, 6000-level courses. By UL System by-laws, you are required to take at least half of your coursework (at least 18 hours) in 6000-level courses. The Department encourages you to take as many 6000-level courses as possible, since these are seminar courses just for graduate students. 5000-level courses include a majority of undergraduate students enrolled at the 4000-level.

You must maintain a 3.0 GPA in your coursework in order to remain in good standing in the program; you must have at least a 3.0 GPA in order to graduate. According to Graduate School guidelines, no more than six semester hours of credit with a grade of C may be applied to a Master's degree.

Every MA student must take a set of four core courses:

1. ENGL 6280: Introduction to Graduate Studies in English; in some cases, ENGL 6231: Literary Theory may be substituted. It is strongly recommended, however, that all students take 6280, as it is the core course of our program and provides instruction not only in how to succeed in our program but also in how to succeed after completion of the M.A.

2. One course in British literature
3. One course in American literature
4. One course in Writing or Rhetoric. The “Writing” course may be in professional writing, journalism, or creative writing.

B. Concentrations

At some point during your program, you must select an area of concentration and take nine hours of coursework in that concentration. (Core courses are not part of a concentration, so if you took, say, a three-hour course in Shakespeare as a part of the core, you must complete nine additional hours of British literature to complete your concentration.) Students may choose to complete more than one concentration, applying their electives to a second concentration. The four concentrations, and their respective requirements, are as follows:

Concentration in American Literature

- One of the following in Early American Literature: ENGL 5030, 5031, 5091, 6001, or 6090 (where appropriate as determined by the Graduate Coordinator);
- One of the following: ENGL 5032, 5033, 5034, 5092, 5093 (American topic only), 6007, or 6090 (where appropriate as determined by the Graduate Coordinator); and
- One additional American literature course numbered 5000 or above.

Concentration in British Literature

- One of the following: ENGL 5401, 5421, 5501, 5516, 5521, 5522, 5601, 5616, 5621, 6370 (if determined as appropriate by the Graduate Coordinator), 6390 (if determined as appropriate by the Graduate Coordinator), 6400, 6480, 6500, 6520, 6600;
- One of the following: ENGL 5701, 5702, 5715, 5716, 5801, 5802, 5807, 5808, 5815, 6390 (if determined as appropriate by the Graduate Coordinator), 6700, 6801, 6807, or 6900; and
- One additional course in British literature numbered 5000 or above.

Concentration in Professional Writing

- ENGL 5152 or 5155
- One Journalism course numbered 5000 or above; and
- One additional course in Professional Writing or Rhetoric (as determined appropriate by the Graduate Coordinator)

MA students will have 12 hours of electives, unless they are required to take additional hours when coming into the program without an undergraduate degree in English.

Students will normally select their courses from the regular graduate courses offered by the department. In addition to these regular courses, you may elect to take ENGL 6397: Directed Study (3 hours) under the supervision of a graduate faculty member who agrees to direct the course. Except in unusual cases, Directed Study is restricted to students in the later stages of their programs. Students must secure prior approval of their planned study from both the director of the study and the Graduate Coordinator (work up a written proposal of a page or so with the director of the study, and submit it to the coordinator).

With the approval of the Graduate Coordinator, a student can take up to 6 hours in courses in disciplines other than English as long as those courses are cognate with and will enhance a student's degree.

D. The Portfolio

The final requirement for the M.A. degree is a portfolio, which can be completed in the student's final semester or after coursework is complete. Students should view the workshop video and read the supporting documents available in the Moodle shell for M.A. students. Students are encouraged to start saving all of their coursework from the first semester. Students consult with their professors throughout the process of preparing their portfolios. Portfolios are due during the 15th week of the semester (the precise due date will be announced at the beginning of each semester).

Each portfolio must contain:

1. A reflection essay of 5-10 pages that both sums up and reflects on what you have learned in your coursework in the program and other experiences at UNO.
2. A resume or CV that you can use when you begin to apply for jobs. (See the workshop video in Moodle on how to prepare a CV).
3. A syllabus and rationale (for students in the British or American Literature concentrations—whether or not you plan to teach). This should be related to your concentration and could be for a sophomore-level survey or for an undergraduate (sophomore-level or upper-level) period or special-topics course. In any case, it needs to be original work, not based solely on a course you have taken yourself, and it will require considerable research. Your syllabus should provide the readings and assignments for an entire semester (15-16 weeks), either on a T/Th or a MWF schedule, and it should include a 5-7-page description of the course and rationale/explanation for the texts chosen. Models will be provided.

-OR-

A professional website and professional writing portfolio (for students in the Professional Writing concentration). Using a simple web platform (such as Squarespace or Wordpress), you should create a website that presents your qualifications as a professional writer. It should include an "About Me" section that presents a narrative of your history, education, and experience, as well as a portfolio of 5-8 samples of professional writing work you have done. These could be revised assignments from your professional writing classes or other work you have done outside of your coursework, such as copyediting, blog posts, newsletter copy, presentations, etc. A workshop and models will be provided.

4. A substantially revised research paper (15-25 pages) from one of your **literature** courses, submitted with the original version, including the professor's comments. You should consult with the professor as you revise the paper, and your revisions should include, at a minimum, 5 pages of new material (either an entirely rewritten section of the original paper or a new section you have added to the original). While your audience for your original paper was your professor and potentially your classmates, the audience for your revised paper should be broader. Think of yourself as revising this paper for publication in an academic or non-academic setting. Keep in mind that professors do not necessarily mark every error or problem in a paper. Students should be able to show that they have learned from the mistakes or issues pointed out by the professor and that they are able to identify areas to improve on their own. The final paper should be error-free and lucid, it

should cite primary and secondary sources appropriately, and it should make a compelling argument.

A committee of two faculty members will evaluate the portfolios and determine whether they pass or fail the requirement. The committee will have a capstone meeting with the student to reflect on the student's development in the program and discuss the contents of the entire portfolio and any final revisions that need to be made. After the final revisions are made, the committee will use the following criteria to evaluate the portfolio. In the event of a split decision, the Graduate Coordinator will also evaluate the portfolio and determine if it passes or fails.

- Does the portfolio demonstrate that the student had mastered the techniques and conventions of scholarly and/or professional writing?
- Does the revised paper demonstrate a command of written English, including how to a) organize and present material in a cogent fashion, b) formulate and develop cohesive arguments, and c) employ effectively the appropriate terminology?
- Do the syllabus or rationale demonstrate a broad historical understanding of the analytical approaches, theoretical debates, and research methodologies relevant to the student's chosen concentration?
- Does the student's reflection essay and/or research paper demonstrate familiarity with related fields outside of his/ her chosen concentration—i.e., a well-rounded and up-to-date understanding of the study of literature, rhetoric, and writing as a whole?
- Does the portfolio demonstrate that the student has acquired sufficient competence in the professional skills and practices necessary to pursue a career in the student's chosen field?

SUGGESTED TIMELINE

By the end of the semester before you intend to graduate:

1. Decide which paper of literary/cultural analysis, written for a graduate course at UNO, you want to revise for requirement #4. This process should begin well before the end of the semester (although it could be a paper you are still working on for that semester). Discuss with your professor whether this paper has sufficient potential to be revised/reworked/expanded. This faculty member will be one of your committee members. He/she will be responsible for directing you in revising the paper.
2. Choose another faculty member to be on your portfolio committee to oversee the preparation of the other three requirements: #1) the reflection essay, #2) a CV or resume, and #3) a syllabus and rationale; OR a professional writing portfolio.

During the semester in which you intend to graduate:

1. Meet with your professors at the beginning of the semester to determine the following: how you will revise your paper for requirement #4 and what kind of class for which you will make a syllabus for requirement #3 (if applicable).
2. For the revised paper, turn in a first draft for feedback by week 5 and a second draft by week 9.
3. For your CV, reflection paper, and syllabus or professional writing website, have first drafts ready by week 6. And then second drafts by week 10. (You and the committee member you are working with on these may decide to turn in one at a time on a schedule of your own choosing.)
4. Have your entire portfolio ready for review by your committee before week 12.

5. Make the last revisions required before your capstone meeting during week 14 (or earlier). [Committee members will fill out the rubric and turn in to Robyn Hoskins after the meeting.]

After the capstone meeting, make final revisions before submitting the entire portfolio to the Graduate Coordinator by the Graduate School's deadline for submitting the forms for the non-thesis option.

E. Thesis Option

Some students in the M.A. program may want to write a thesis, even though it is not a requirement. Such students may have an in-depth project they are eager to pursue. Those students who wish to continue on to doctoral study may want to write a thesis in addition to submitting their required portfolio. (However most MA programs no longer require a thesis, and the revised paper in the portfolio, which should be a nearly publishable work, may be equally or more impressive to admission committees than a thesis.) A creative writing thesis is also an option.

Although the thesis is usually drafted late in the program, students should begin looking for topics early on. Often a professor may suggest development of a topic a student has already investigated in a course. The topic may also emerge from an interest that has no direct connection with any of the courses a student has taken. Students should feel free to explore ideas for a thesis topic with members of the graduate faculty or with the Graduate Coordinator. Although the thesis topic must have the approval of the Graduate Coordinator and the major professor, the choice of topic is the prerogative and the responsibility of the student; topics are never assigned by the department.

Guidelines for drafting a thesis are included in Appendix 1 to this handbook.

A student may write a thesis in literary criticism, or may elect to do a thesis in creative writing, in rhetoric, or in professional writing. Requirements for each type of thesis are provided in Appendix 1.

Students working on the thesis enroll in ENGL 7000 (Thesis Research), which will count as one of the student's electives. This course may be repeated, but regardless of the number of times it is taken, only three hours of credit for this course may be applied toward the student's degree. Credit is awarded and a grade assigned only on acceptance of the thesis by the department and the Graduate School.

A defense of the thesis is scheduled by the major professor when the final draft of the thesis has been approved by the full committee. The defense is an opportunity for students to further explain what motivated the thesis, how it was conducted, what was learned from the process, and how it might be expanded or revised into a publishable piece of writing. Students should consult the director of the committee for more information on what to expect in the defense.

F. Graduate Assistantships

The department offers graduate assistantships to qualified students. Four types of assistantships are available: teaching positions in the Freshman Composition program, tutoring positions in the Writing Center, research assistantships, and administrative assistantships. The current stipend of each assistantship is at least \$5400 per nine-month academic year for 20 hours of service per

week. Questions about stipend payment can be addressed to the Coordinator Associate. Teaching and tutoring graduate assistants are also granted full tuition waivers for the fall and spring semesters of each year of their appointment (the assistantship does not afford a tuition waiver for the summer semester). Research and Administrative assistantships are currently constructed somewhat differently, but every effort is made to cover the student's tuition and provide comparable additional compensation.

Appointments are made by the chair upon recommendation by the Graduate Coordinator and the graduate advisory committee, generally sometime in March or April. Application forms are available in the office of the Coordinator Associate. To complete the application, students will need two letters of recommendation. Application materials for assistantships are usually due in February; the official date will be advertised on the department's website and emailed to current students.

Teaching assistantships involve teaching one freshman composition or developmental English per semester. In order to comply with a policy of the Southern Association of Colleges and Schools, a student must have earned at least eighteen hours of credit toward the master's degree to be eligible for such a teaching position. The department also requires that graduate assistants with teaching assignments take ENGL 6282, Composition Pedagogy and Practicum, during their first semester of teaching. Teaching assistants must also attend all meetings and workshops in the Department's Freshman Program.

Graduate assistants who are interested in teaching during their second year in the program must reapply in their second year. Those who are not chosen for teaching positions or who do not have the necessary number of credit hours are assigned to tutoring positions, research assistantships or office assistantships.

Assignment of assistants and specification of duties are made according to the needs of the department--which may vary considerably from semester to semester--but in no instance are the duties of an assistant to exceed the equivalent of 20 work-hours per week.

Appointments are normally made for a nine-month term, but each semester the appropriate supervisors, together with the department chair, conduct a review of each assistant's performance in his/her graduate work and job assignment. If problems are observed in the course of this review, reappointment is contingent on their being resolved.

Graduate assistants must be enrolled as full-time students (that is, they must enroll for at least nine hours in fall and spring semesters) in graduate-level courses.

G. Transfer Credit

As stated in the *UNO Catalog*, "a maximum of one-third of the credit hours required for the degree transferred from other schools may be used in a master's degree program, if approved by the program and the College," "the student must be currently enrolled, must have completed at least 9 hours of graduate course work in a degree program at UNO," and "only credits earned in courses with a grade of "B" or higher may be transferred." Application for graduate credit must be initiated through the Graduate Coordinator.

H. Miscellaneous

The Grade of "Incomplete"

In cases of extreme hardship, a student may request the grade of "Incomplete" in a given course. It is up to individual instructors to grant such requests.

For grades of incomplete in 5000-6000 level courses, the student has until the final day of classes during the next semester of enrollment to complete the unfinished work. In rare cases, extensions of these deadlines are possible upon petition to the Graduate School.

Library Privileges

Graduate students may borrow UNO Library books for 3 weeks at a time; those who are registered for thesis research may check out books for the entire semester (in order to obtain this privilege, students must bring to the Circulation desk verification of their enrollment in ENGL 7000 or 7040). Online students have full access to the library's online database and the e-books available through the catalog. Onsite students or local online students may also obtain borrowing privileges at Tulane, Loyola, and other local university libraries through the LALINC arrangement (inquire at the UNO Library Circulation desk). Students who are not enrolled for the following semester will have their borrowing privileges suspended until they enroll again. All students may request materials from Interlibrary Loan. Copies of articles, book chapters, or stories are delivered electronically. Dr. Jeanne Pavy, the Humanities Librarian, welcomes requests from graduate students for research help. She can be reached at jpavy@uno.edu.

Progress Through the Program

Taking nine semester hours during regular semesters is considered a full course load; the maximum is twelve semester hours in a regular semester. Most full-time students take at least four semesters to complete the M.A. program. Those taking more than 33 hours will need additional coursework in the summer or during an additional semester.

Part-time students take longer, of course. The Graduate School, following the UL System's stipulation, requires completion of M.A. programs within six years from the time of initial enrollment.

Below are two sample semester-by-semester lists of courses for a student taking 33 hours.

Sample #1 (Concentration in American literature with thesis option.)

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| <u>Fall 2017</u> Introduction to Graduate Studies (core course) American Literature (core course) Writing/Rhetoric (core course) | <u>Spring 2018</u> British Literature (core course) American Literature (course in concertation) Elective |
| <u>Fall 2018</u> American Literature (course in concertation) Elective Elective | <u>Spring 2019</u> American Literature (course in concertation) Elective--Thesis hours (3 hrs.) and defend thesis before deadline Assemble and submit portfolio before deadline. |

Sample #2 (Concentration in Professional Writing without thesis option)

| | |
|---|---|
| <u>Fall 2017</u> Introduction to Graduate Studies (core course) American Literature (core course) Writing/Rhetoric (core course) | <u>Spring 2018</u> British Literature (core course) Professional Writing (course in concertation) Elective |
| <u>Fall 2018</u> Professional Writing (course in concertation) Elective Elective | <u>Spring 2019</u> Professional Writing (course in concertation) Elective Assemble and submit portfolio before deadline. |

Summer: It is generally not possible to write a thesis or assemble a portfolio over the summer.

I. Completing the Degree

Students in their final semesters need to follow these steps to insure completion of the degree:

1. Complete the application for candidacy form with the Coordinator Associate no later than the semester before the final semester (deadlines for filing this form are published in the UNO Catalog and advertised via email by the Coordinator Associate).
2. Confirm that all degree requirements have been met: for most students, this means 33 hours of coursework and portfolio. Students doing a thesis will also need to pass a thesis defense. Review your academic record with the Graduate Coordinator when necessary, and especially when choosing courses.
3. Be registered in coursework or, if all coursework has been completed, register for 1 credit hour in ENGL 7000 or 7040. Students cannot receive a degree unless enrolled in the final semester. Those needing to use financial aid will need to abide by their guidelines in order to be full-time students. Additional hours of 7000 can be added, or the student may elect to complete an internship or directed study while completing their portfolio.
4. Complete the Application for Graduation in Webstar and pay the diploma fee (\$50). Students who apply for the degree during early registration in the final semester will have the fee added to the fee bill; students applying after this time must pay on the spot. (Students who pay early but are unable to graduate that semester should notify the appropriate person in the Registrar's Office before the eighth week of that semester; they will then save the additional \$5 ordinarily billed when one reapplies for the degree the next semester.)

Students who select the thesis option must pay careful attention to thesis guidelines and procedures (see Appendix 1).

VI. Appendices

Appendix I: Guidelines for Preparing a Thesis

INTRODUCTION

Students have the option to write a thesis in one of four fields: literary studies, rhetoric, creative writing, or professional writing. Requirements for the four options are described in more detail on the following pages.

The thesis is usually written during the last semester of students' master's work, after students have completed all (or most) other degree requirements. Although the thesis is drafted late in the program, all students should from their first semester give serious thought to whether or not they want to do a thesis and, if they do, what they might want to write about. As the timeline below indicates, the selection of a topic and preliminary research should have begun well before the semester during which a student registers for thesis credit (ENGL 7000) and plans to complete the thesis.

It is recommended that students choose a topic on which they have done some previous work, such as a research paper for a course or a directed study on the topic. In such cases, students should first approach the professor who supervised the previous work to ask if he/she is willing to serve as the thesis director. There have been instances, however, of successful thesis topics emerging from interests outside of a student's previous coursework. In any case, students should feel free to approach appropriate members of the graduate faculty to discuss possible topics. It is a good idea to examine the faculty webpages on the department's website to get a sense of each faculty members' areas of expertise and interest. (See also Appendix 3.)

The thesis is written under the guidance of a faculty director chosen by the student in consultation with the Graduate Coordinator. Two additional faculty members, chosen by the student and the thesis director (and subject to the approval of the Graduate Coordinator), serve as readers; the three faculty members (the director and the two readers) constitute the student's thesis committee. Committee members should be qualified in the general topic or area covered in the thesis, or else be experts in specific approaches or methods the student plans to use in the thesis. Unanimous approval of the thesis committee is required for the student to pass the thesis defense examination.

PROCEDURES

A. Prospectus

Before faculty can make a commitment to serving on a thesis committee, students must prepare a formal three- to five-page prospectus in consultation with the proposed director of the thesis. Students should also consult with prospective readers. The prospectus must be formally approved by all members of the committee and then submitted to the Graduate Coordinator. (This can all be facilitated via email.) The Graduate Coordinator will store a copy of the prospectus for future reference. Approving the prospectus constitutes, for the faculty member, a commitment to serve on a student's committee.

The student should complete the prospectus in the semester preceding the semester of anticipated graduation. If the student intends to complete the thesis in a fall semester, he or she must complete the prospectus and have it approved by director, readers, and Graduate Coordinator during the previous *spring* semester (many faculty members are unavailable during the summer).

B. Drafts/Timetables

A final copy of the thesis must be approved by all members of the committee no later than the tenth week of the semester, in order to schedule a defense by the twelfth week. (***)See Graduate School website for each semester's official date for completion of theses and scheduling of defenses.) A committee may approve a thesis with the understanding that the student will complete minor revisions after the defense. The student should understand, however, that, despite the student's graduation plans, a committee is under no obligation to approve a thesis that is not ready.

To prevent last-minute disappointments, the student should stay in close contact with the committee--and particularly the director--throughout the process of drafting the thesis, being sure to have approvals at each step of the way. The student should also leave ample time--no less than one week, and preferably two--for the committee to read and respond to the thesis at each stage.

It is the student's responsibility to discuss and plan with the director a reasonable timetable for preparation of the thesis. The student should never assume that a faculty member will be available during the summer, nor expect a professor to serve on a committee when that professor is on leave.

Given the general availability of all committee members, a suggested schedule is presented below. Consult the Graduate School website for specific instructions and deadlines. Students doing a creative thesis should keep in mind that their director may require a prospectus and first draft before the end of the semester prior to the semester in which the student plans to graduate.

1. Approved Prospectus: end of semester before semester of planned graduation
2. First draft: 4th week of semester of planned graduation; should be distributed to entire committee
3. Final draft: 8th week
4. Approved final draft: 10th week
5. Defense: 12th week
6. Complete revisions required by the committee
7. Submit manuscript for review with the Graduate School
8. File Completed Manuscript with Graduate School by the deadline posted on their website

If the student experiences difficulty having drafts returned by readers in a timely manner (within two weeks), the student should contact the thesis director or the Graduate Coordinator.

Students who fail to meet the deadline for the thesis defense should still try to hold the defense during the same semester. Students who complete the defense late and have only post-defense revisions and final filing of the thesis with the Graduate School to complete are eligible to register in the following semester for ENGL 7040 (Examination or Thesis Only). Students who do not meet these conditions are ineligible for enrollment in ENGL 7040 and must register again for ENGL 7000, a much more expensive course. (Note also that there are limits on the number of times one may enroll in ENGL 7040, and that there are also limits on how many enrollments in ENGL 7000 can be used to constitute "full time" for federal loan purposes.)

C. Consultations/Readers' Comments

The student should consult regularly with both the director and readers of the thesis throughout the planning and writing process. In some cases, a meeting with the entire committee may be desirable, either upon completion of the prospectus or upon completion of the first draft.

Readers and the director are responsible for providing the student with written and verbal responses to the prospectus and all drafts of the thesis that they are given. Committee members should keep one another informed of their responses.

Under no circumstances should a committee member be expected to approve, at the last minute, a thesis that she or he has not seen until the very end of the process.

D. Thesis Defense

Once the thesis has been approved by all members of the committee, a one-hour public defense is scheduled by the Coordinator of Graduate Studies in English. Upon the student's satisfactory response to questions from committee members about the content and form of the thesis, examination approval sheets are signed, and, assuming that all other requirements have been fulfilled, the student is certified for graduation.

E. Manuscript Preparation

Students are responsible for conforming to the manuscript format specified in the current "Thesis and Dissertation Manual" on the Graduate School's website. The Graduate School has very precise requirements concerning margins, grade of paper, etc. Failure to observe these regulations will result in rejection of the thesis by the Graduate School.

The English Department requires that students use MLA style for citations, documentation, and notes. Students should familiarize themselves with the guidelines presented in the current edition of the *MLA Style Manual*. If questions arise, students should consult the Graduate Coordinator.

LITERARY STUDIES or RHETORIC

The thesis in literature or rhetoric is an essay approximately thirty to forty pages long that

- a. emerges from a review of the relevant scholarship;
- b. performs a sustained analysis of its subject; and
- c. makes a contribution to its discipline.

The 3-5-page prospectus should outline the general topic, approach, and tentative conclusions of the thesis and proposing a working bibliography.

PROFESSIONAL WRITING THESIS

ELIGIBILITY AND REQUIREMENTS: A student must have completed at least 6 hours at UNO in journalism or professional writing or editing courses, to be eligible to write a professional writing thesis.

The professional writing thesis should be at least 30 pages long. A 3-5-page prospectus should outline the general topic, approach, audience, and purpose. A bibliography of sources to be consulted should also be appended. (Sources may include websites, news sources, interviews,

legal documents, professional guidelines, and other sources appropriate to the field in which the thesis is being written.)

The professional writing thesis may be a work of nonfiction analysis, reportage, feature writing, travel writing, technical writing (such as a manual, proposal, or analysis), promotional material, or other type of writing from the field of professional writing. In any case, the student should select a topic and approach that will allow for an in-depth piece of writing appropriate to a thesis.

Students interested in a professional writing career should consider what kind of final product would be suitable for them to show prospective employers, as the purpose of a thesis is to provide not only a capstone to a program of study but also to help launch the student into a future endeavor.

CREATIVE THESIS

ELIGIBILITY AND REQUIREMENTS: A student must have completed at least 6 hours at UNO in creative writing courses, 3 of which must be at the 6000 level, to be eligible to write a creative thesis. At least 3 of those 6 hours should be in the genre in which the student will write the thesis.

The thesis committee shall include at least one faculty member with a doctorate in a field other than creative writing and at least one faculty member with demonstrated expertise in writing the selected genre.

A detailed statement and analysis describing influences (authors, schools, specific works), the student's intent, choices made regarding structure of text, point of view, style, narrative sequence and/or the revision processes involved must be submitted with the final draft of the manuscript.

Students writing a creative thesis may be required by their committee to complete a prospectus and first draft before the end of the preceding semester. Please consult with your thesis director for expected deadlines.

FICTION: A minimum of 75 pages of publishable quality, composed of a collection of short stories or a single, complete work of fiction.

A prospectus and a writing sample (about 20 pages of fiction) must be submitted to the thesis director and other committee members before such a thesis is approved.

POETRY: A minimum of at least 25-30 pages of poetry, of publishable quality.

A prospectus and a writing sample (5-8 poems) must be submitted to the thesis director and committee members before such a thesis is approved.

NONFICTION: A minimum of at least 75 pages of nonfiction, of publishable quality, composed of a collection of essays or a single, complete work of creative nonfiction.

A prospectus and a writing sample (about 20 pages of nonfiction) must be submitted to the thesis director and other committee members before such a thesis is approved.

Appendix 2: Record of Progress in the M.A. Program

Name:

Entered Program:

Date Last Adv:

Hours Required: 33 (plus 6 addtl if no BA in Engl)

* Maximum half of courses at 5000-level (15 hrs.)

* Must maintain 3.0 GPA

Core = 12 hrs.

Course #

Term

Course Title

Grade

| | | | | |
|---------------------|--|--|--|--|
| Introductory Course | | | | |
| Am Lit | | | | |
| Brit Lit | | | | |
| Writing or Rhetoric | | | | |

Concentration = 9hrs.

Field:

| | | | |
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Electives = 12 hrs. (18 if no B.A. in English)

(May include 3 hrs. of ENGL 7000, Thesis Research)

| | | | |
|--|--|--|--|
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| | | | |
| | | | |
| | | | |

Portfolio:

Committee Members:

1.

2.

Completed _____

Thesis Option

Prospectus

Turned in—date:

Committee Members

CHAIR:

Second Reader:

Third Reader:

NOTES:

Appendix 3: Graduate Faculty in English and Research Areas

| | |
|-----------------|--|
| FREDRICK BARTON | M.F.A., University of Iowa (Fiction Writing, Film Studies) |
| RANDOLPH BATES | Ph.D., Tulane University (Creative Nonfiction Writing and Literature, Modern American and British Literature) |
| ANNE BOYD RIOUX | Ph.D., Purdue University (American Literature, Women's Literature, American Studies) |
| DAN DOLL | Ph.D., Purdue University (Restoration and Eighteenth-Century Literature) |
| NANCY EASTERLIN | Ph.D., Temple University (British Romanticism, Prose Fiction, Literary Criticism and Theory, Creative Writing) |
| JOHN R. O. GERY | M.A., University of Chicago; M.A., Stanford University (Poetry Writing, Modern and Contemporary American Poetry) |
| RICHARD GOODMAN | M.F.A., Spalding University (Creative Nonfiction Writing and Literature) |
| CAROLYN HEMBREE | M.F.A., University of Arizona (Poetry Writing, Modern and Contemporary Poetry) |
| BARB JOHNSON | M.F.A., University of New Orleans (Fiction Writing) |
| KEVIN D. MARTI | Ph.D., Cornell University (Middle and Old English Literature, Dante) |
| JUSTIN MAXWELL | M.F.A., Hamline University (Drama, Creative Writing) |
| NIYI OSUNDARE | Ph.D., York University (African and Caribbean Literature, Literary Stylistics and Sociolinguistics, Poetry Writing) |
| DOREEN PIANO | Ph.D., Bowling Green State University (Rhetoric and Composition, Rhetoric of Alternative Publications) |

ELIZABETH STEEBY

Ph.D., University of California, San Diego
(Modern Multiethnic U.S. Cultures and Literature, U.S.
Southern Studies in a Transnational Context, Performance
Studies, Gender Studies and Queer Theory)

M. O. WALSH

M.F.A., University of Mississippi
(Fiction Creative Writing)

LESLIE T. WHITE

Ph.D., University of Tennessee
(Nineteenth-Century British Literature, Popular Culture)