PROGRAM REQUIREMENTS AND RECOMMENDED TIMELINE FOR COMPLETING THE M.A. PROGRAM IN ENGLISH (THESIS OPTION), Effective 9/15

Note: Those students wishing to pursue the M.A. exam option should consult the Director of Graduate Studies regarding an alternative timeline. This incoming class of M.A. students may be the last one allowed to choose the exam option—that is, to enroll in two additional elective courses (instead of enrolling in 6 thesis hours) and to take a comprehensive exam (instead of writing and defending a thesis). The reason is that the English Department is in the process of requesting approval for a reformed English M.A. program structure that would offer students, among other new features, the option of completing a portfolio rather than taking a comprehensive exam. If these proposed reforms are approved, the comprehensive exam (along with the thesis option) would still be available to members of your M.A. class since you are starting the program fall 2015. However, the new features of the reformed M.A. program, if they go into effect fall 2016, would not be available to you.

PROGRAM REQUIREMENTS

The requirements for the M.A. degree in English (thesis option) include the following:

I. 30 Hours of Credit

Each candidate must have a cumulative GPA of at least 3.33 on the total number of graduate credit hours appearing on the transcript. According to Graduate School policy, each student must receive an Annual Graduate Student Academic Review from the Director of Graduate Studies (DGS) at the end of each spring semester. If a student’s GPA were to drop below the required minimum, the Academic Review form would indicate that the student is not making satisfactory progress, and the student should contact the DGS immediately to discuss his or her status in the program.

A. 24 hours of graduate course work fulfilling the following requirements (Six of these hours must reflect 2 seminars.)

1. Courses in 2 of the following 3 areas:
   a. Medieval Literature and Culture
   b. Renaissance Literature and Culture
   c. Restoration and 18th-Century Literature and Culture

2. Courses in 3 of the following 5 areas:
   a. 19th-Century British Literature and Culture
   b. Modern and Contemporary British Literature and Culture
   c. American Literature and Culture before 1900
   d. Modern and Contemporary American Literature and Culture
   e. World Literature and Culture in English
Note: At least one course in Section 2 must focus on British Literature, and at least one must focus on American Literature.

3. Additional course emphasizing theory

4. 2 elective courses (English 5003/Composition Pedagogy counts as one of these.)

B. 6 thesis hours

II. Approval of Thesis Prospectus and Oral Defense of Thesis

III. Documentation of Reading Proficiency in a Foreign Language

PROGRAM REQUIREMENTS FOR AN M.A. IN ENGLISH WITH A CONCENTRATION IN RHETORIC, COMPOSITION, AND LITERACY

The program requirements for the M.A. in English with a concentration in Rhetoric, Composition, and Literacy are the same as those for the regular M.A. program except that students pursuing the concentration in Rhetoric, Composition, and Literacy must take 33 hours of credit (27 hours of course work plus 6 hours of thesis work on some aspect of rhetoric, composition, and/or literacy). Instead of taking only 2 elective courses, these M.A. students must take 3 elective courses made up of 1) English 5003/Composition Pedagogy; 2) a course in the history and/or theory of rhetoric; and 3) a course in literacy, the English language, and/or linguistics.

RECOMMENDED TIMELINE

At the beginning of your M.A. program, you will meet with the DGS to discuss your course schedule for the fall semester and again, a few months later, to discuss your course schedule for the spring semester. You must continue to meet with the DGS every subsequent semester of your program to receive further advising and to make sure that the paperwork documenting your completion of program requirements is up to date. Otherwise, when you apply to graduate, the DGS may not be able to sign off on the Graduate School forms that ask whether you have completed all of your requirements.

I. FIRST YEAR

A. Fall Semester

Take 2-3 courses that fulfill program requirements. If you are a new teaching assistant, you will have to enroll in English 5003/Composition Pedagogy, which will count as one of your elective courses. It is recommended that new TAs register to take only one additional course for this first semester of the program.
B. *Spring Semester*

Take 2-3 courses that fulfill program requirements. One course might fulfill your theory requirement, if you have not already taken such a course. (In the course descriptions, these courses have been given an M.A. advisory code of “I.”) It is also recommended that you fulfill at least one of your two seminar requirements, if you have not already taken a seminar in the fall. The seminar requirements can overlap with your distribution requirements and elective course requirements. (In the course descriptions, seminars have course numbers at the 6000 level.) Finally, if you have not already taken a course in your expected area of specialization, you should try to do so this semester to begin developing a working bibliography for your thesis and identifying a prospective Advisory Committee Chair (who will probably later serve as your Thesis Director). It is highly recommended that you ask a faculty member to be your Advisory Committee Chair by the end of spring semester so that you can correspond with this individual over the summer regarding your thesis research, your working bibliography, and your *Thesis Prospectus* document (explained in II. A., below).

C. *Summer Sessions*

1. If possible, take 1-2 courses that fulfill program requirements, but note that few English graduate students who have teaching assistantships during fall and spring semesters are awarded assistantships over the summer because of the limited number of assistantships that are available then. Your summer course work can fulfill a distribution requirement, the theory course requirement, an elective course requirement, and/or the *Foreign Language Requirement*.

   You will need to demonstrate a reading knowledge of at least one language other than English that is relevant to your area of study. French, German, Italian, Spanish, Russian, Ancient Greek, and Latin are normally acceptable choices to meet the *Foreign Language Requirement*, although other languages may be used with the approval of the DGS. Reading knowledge may be demonstrated in one of the following ways, two of which do not entail course work:

   a. Pass a reading proficiency course taught by the Department of World Languages, Literatures and Cultures and designed to fulfill the graduate-level *Foreign Language Requirement*. Most students choose this option.

      Note: The University of Arkansas's Global Campus ([http://globalcampus.uark.edu](http://globalcampus.uark.edu)) offers FREN 3063, SPAN 3063, and GERM 3063 online and throughout the year. Any of these courses may be completed (with a letter grade of “C,” or a “P” for “pass,” on the transcript) to fulfill a student’s *Foreign Language Requirement*. Since the Global Campus’s fall semester typically begins toward the end of July, about a month before the regular on-campus fall semester begins, TAs who do not have summer assistantships may choose to enroll in such a course as early as possible in the Global Campus’s fall semester. Doing so allows them to have
their fall tuition waivers apply to the course and to have about a month to work on the course before their regular fall courses begin.

b. Pass an individual exam administered by a faculty member from the Department of World Languages, Literatures and Cultures (or another department on campus approved by the DGS) who is qualified to evaluate reading proficiency in the language you have chosen. This is the second most frequently chosen option.

c. Pass with a “B” or better an upper-level undergraduate course offered by the World Languages, Literatures and Cultures Department and taught in the language you have chosen.

d. Present official documentation showing that the language you have chosen is your native language and that you are already fluent in it.

2. Again, since few teaching assistantships are awarded during the summer, you may choose not to enroll for credit hours during the summer. If you do not take classes over the summer, it is recommended that you begin communicating with your Advisory Committee Chair, researching your thesis topic, and building a working bibliography so you are able to complete your Prospectus by the fall semester of your second year in the M.A. program.

II. SECOND YEAR

A. Fall Semester

Take 2-3 courses to complete your distribution requirements, theory course requirement, elective course requirements, and seminar requirements. Check with the DGS that you will fulfill all course work requirements (not counting thesis hours) by the end of the semester.

Early in the fall semester, if you have not already done so, you should discuss your thesis research and working bibliography with the faculty member you wish to act as your Advisory Committee Chair to discern if he or she is willing to serve in that role. Early fall semester, you should likewise ask two departmental faculty members to serve as the other members of your Advisory Committee. This committee will be responsible for reviewing and approving your Prospectus. Approval of this document by your committee will indicate your officially being allowed to begin writing your thesis. (These three committee members typically serve on one’s Thesis Committee as well, although they are not required to do so.)

It is recommended that you follow the steps below to complete your Prospectus and submit your Master’s Committee Form to the DGS before you finish the fall semester of your second year in the M.A. program:

1. Consult with the faculty member who has agreed to act as your Advisory Committee Chair to determine the specific format and to discuss the preferred
content for the Prospectus. Write your Prospectus according to the specifications offered by your Advisory Committee Chair and outlined in the document “Guidelines for M.A. Thesis and Ph.D. Dissertation Prospectuses” (http://fulbright.uark.edu/departments/english/_resources/graduate/ma-phd-english/guidelines-ma-thesis-phd-dissertation-prospectuses.pdf). By applying your uark.edu login information, you can use the link that appears at the end of the guidelines document (https://uasharepoint.uark.edu/sites/english/GradAdvising/default.aspx) to access and review several prospectuses developed by past M.A. graduate students.

Note: If your research will include human subjects, be sure to ask your Advisory Committee Chair about how to submit a protocol to the Institutional Review Board.

2. When your Advisory Committee Chair feels that you are ready to do so (preferably before the end of the fall semester of your second year), present your Prospectus to your other two Advisory Committee members for their input.

3. Go to http://grad.uark.edu/forms/student/masters-comm.pdf and print the Master’s Committee Form after all three of your Advisory Committee members have approved your Prospectus. Fill in the top portion of the form, add your signature, print the names of your committee members (listing your chair’s name first), and collect the requisite signatures from them before you submit the form and a copy of your Prospectus to the DGS’s office. If you already know that the same faculty members will be serving on both your Advisory Committee and your Thesis Committee, check both boxes at the top of the form. (Most M.A. students have the same faculty members serve on both committees.) When the DGS receives your approved Prospectus, he or she will place that in your student file folder in the DGS’s office. In addition, when the DGS receives your Master’s Committee Form, he or she will forward the original version of that form to the Graduate School, and a copy will go in your student file folder in the DGS’s office.

Note: You should not register for thesis hours until you submit your Master’s Committee Form (signed by all of your committee members) to the DGS.

B. Spring Semester

1. If your Prospectus has been approved and you have completed all required course work, enroll in 6 thesis hours with your committee director. However, if you have not yet completed your required course work, register for those courses that will fulfill your remaining requirements. If you have completed your course work but not yet received approval for your Prospectus, consult
with your committee chair immediately about finishing your Prospectus and getting it approved by your committee.

2. If your Prospectus has been approved and you enroll in 6 thesis hours, and if the same faculty members will be serving on your Thesis Committee as on your Advisory Committee, you will not have to submit a second committee form to the Graduate School. However, if you decide to change the structure of your committee, print a second copy of the Graduate School’s Master’s Committee Form (http://grad.uark.edu/forms/student/masters-comm.pdf), update your committee information, and collect the requisite signatures from your current committee members before you submit the form to the DGS’s office. The DGS will forward the original version of that form to the Graduate School and put a copy in your student file folder in the DGS’s office.

3. If you know the title of your thesis, go to http://grad.uark.edu/forms/student/masters-thesis-title.pdf and print the Master’s Thesis Title Form. Before giving the form to the DGS, fill in the top portion, get the signature of your Thesis Committee Chair, and, if applicable, check the IRB box for human subjects. The DGS will forward the original version of that form to the Graduate School and put a copy in your student file folder. Even if you do not decide on your thesis title until later in the semester, try to submit this form at least a month in advance of your thesis defense in order to help the Graduate School staff with processing the vast amount of paperwork they have to collect.

4. Begin working on your thesis, using the first half of spring semester to complete a draft of most, if not all, of your thesis. Although your Thesis Committee Chair will normally read full chapters (not sketches or disconnected paragraphs) as you produce them, the other two members of your committee may well wait and read the whole thesis after your chair has approved it tentatively and after you’ve appended your bibliography. Be aware, too, that second and third readers sometimes make a minimum of written comments, saving most of their comments for the thesis defense. Ask your chair and the other committee members what they prefer.

5. When your Thesis Committee Chair feels you are ready, schedule your 1-hour thesis defense with the full committee. Reserve a room for the defense (typically, an office in Kimpel Hall).

6. Go to http://grad.uark.edu/dean/commencement/GTandDD_Guide.pdf and print the Guide to Preparing Theses and Dissertations. This document will provide you with information about formatting your thesis according to the Graduate School’s guidelines and submitting all final Graduate School forms required for graduation.

7. Apply to graduate through the Registrar’s Office by accessing your ISIS account, clicking first on “My Academics” and then on “Apply to Graduate.” Follow the
directions given. You must apply to graduate by the deadline listed on the Graduate School’s Graduation Checklist: July 1 for August diploma, October 1 for December diploma, March 1 for May diploma. (Because of the possibility of one or more of the above dates changing, always confirm a particular semester’s deadline to apply to graduate by going to http://grad.uark.edu/dean/commencement/index.php.)

8. Submit a complete draft of your thesis to your Thesis Committee Chair, preferably 2 months before your defense date. Make any revisions requested by your Thesis Committee Chair, and then, no later than 3 weeks before your scheduled defense, submit complete copies of your revised draft to your two other Thesis Committee members for their feedback and approval.

9. AT LEAST 2 WEEKS BEFORE THE GRADUATE SCHOOL’S FINAL SUBMISSION DEADLINE, submit a preliminary copy of your thesis to the Graduate School for a Pre-Check of your formatting. (To determine the submission deadline, check the semester’s Graduation Checklist, accessible at http://grad.uark.edu/dean/commencement/index.php.) Further instructions for completing the Pre-Check process can be found on p. 12 of the Guide to Preparing Theses and Dissertations (http://grad.uark.edu/dean/commencement/GTandDD_Guide.pdf).

10. AT LEAST 2 WEEKS BEFORE THE GRADUATE SCHOOL’S FINAL SUBMISSION DEADLINE, defend your thesis. Take a copy of your Record of Progress Form, located at http://grad.uark.edu/forms/student/progress-record.pdf, to your thesis defense. After successfully defending your thesis and obtaining the requisite signatures on your Record of Progress Form, take the Record of Progress Form to the DGS, who will check that all requirements for the degree have been completed and, if they have been, will sign your Record of Progress Form on behalf of the department chair and forward it to the Graduate School. A copy will be added to your student file folder in the DGS’s office.

11. BY THE GRADUATE SCHOOL’S FINAL SUBMISSION DEADLINE, hand-deliver to the Graduate School your complete Thesis Submission Packet, made up of the following materials:

   • Pre-Check Sheet or E-Mail Showing Format Approval (from the Graduate School)
   • Thesis Submission Form
   • Intellectual Property Disclosure Form
- Full Title Page of Your Thesis with Original Signatures

Only after submitting the above packet of documents to the Graduate School will you be directed to submit an electronic version of your thesis to UMI ProQuest.

ABBREVIATED TIMELINE

I. FIRST YEAR

A. Fall Semester – Begin course work.

B. Spring Semester – Continue with course work. Try to take a theory course and a seminar if you have not already done so. Ask a faculty member to be your Advisory Committee Chair.

C. Summer Sessions – If possible, continue with course work. Try to take courses fulfilling distribution and elective requirements. Fulfill Foreign Language Requirement. If in communication with Advisory Committee Chair, begin researching thesis topic and building bibliography in preparation for writing Thesis Prospectus.

II. SECOND YEAR

A. Fall Semester

1. Complete course work.

2. Consult with Advisory Committee while writing Prospectus.

3. Submit Master’s Committee Form and Prospectus to DGS.

B. Spring Semester

1. Enroll in 6 thesis hours.

2. Submit Master’s Thesis Title Form to DGS.

3. Consult with Thesis Committee Chair while writing thesis.


5. Print and review Guide for Preparing Theses and Dissertations.

6. Apply to graduate.

7. Submit thesis to Thesis Committee.

8. Submit preliminary copy of thesis to Graduate School for Pre-Check.
9. Defend thesis and have committee chair submit Record of Progress to DGS.

10. Submit Thesis Submission Packet to Graduate School.

11. Submit electronic version of thesis to UMI ProQuest.