

**2018-2019 GRADUATE CATALOG DESCRIPTION OF AND RECOMMENDED
TIMELINE FOR THE M.A. PROGRAM IN ENGLISH (Revised September 2018)**

2018-2019 Graduate Catalog Description of English M.A. Program

1. Each candidate must complete a total of thirty credit hours.
2. Each candidate must take:
 - a. ENGL 5203/Introduction to Graduate Studies, one course emphasizing theory, and two courses at the seminar (6000) level
 - b. ENGL 5213/Portfolio Workshop (and successfully present a portfolio for the final project) or six thesis hours (and successfully defend a thesis for the final project)
 - i. The candidate's portfolio or thesis, which will be used to fulfill the comprehensive exam requirement for the degree, is evaluated by faculty committee and scored Pass/Fail.
3. Each candidate must also select either the Generalist Concentration or the Specialist Concentration and take the following courses:

Generalist Concentration (Portfolio Track)

- a. Two courses selected from two of the following three areas: Medieval Literature and Culture; Renaissance Literature and Culture; Restoration and Eighteenth-Century British Literature and Culture
- b. Three courses selected from three of the following five areas (at least one course being in British literature and at least one course being in American literature): Nineteenth-Century British Literature and Culture; Modern and Contemporary British Literature and Culture; American Literature and Culture before 1900; Modern and Contemporary American Literature and Culture; World Literature and Culture in English
- c. Three elective courses offered by the Department of English or as approved by the student's graduate advisor

Generalist Concentration (Thesis Track)

- a. Two courses selected from two of the following three areas: Medieval Literature and Culture; Renaissance Literature and Culture; Restoration and Eighteenth-Century British Literature and Culture
- b. Three courses selected from three of the following five areas (at least one course being in British literature and at least one course being in American literature): Nineteenth-Century British Literature and Culture; Modern and Contemporary British Literature and Culture; American Literature and Culture before 1900; Modern and Contemporary American Literature and Culture; World Literature and Culture in English
- c. Two elective courses offered by the Department of English or as approved by the student's graduate advisor

Specialist Concentration (Portfolio Track)

- a. Five courses in one of the following areas of specialization: Comparative Literature; Cultural Studies; Ethnic and Regional Literatures; Gender and Sexuality; Medieval Literature; Modern American Literature; Rhetoric, Composition, and Literacy
- b. Three elective courses offered by the Department of English or as approved by the student's graduate advisor

Specialist Concentration (Thesis Track)

- a. Five courses in one of the following areas of specialization: Comparative Literature; Cultural Studies; Ethnic and Regional Literatures; Gender and Sexuality; Medieval Literature; Modern American Literature; Rhetoric, Composition, and Literacy
 - b. Two elective courses offered by the Department of English or as approved by the student's graduate advisor
4. Each candidate must demonstrate a reading knowledge of a language other than English that is relevant to the student's area of study. French, German, Italian, Spanish, Russian, Ancient Greek, and Latin are the normally acceptable choices, although other languages may be used with the approval of the Director of Graduate Studies. (For details about this requirement, see section 2, a-c, under "Requirements for the Doctor of Philosophy Degree," below.)
 5. Each candidate must have a cumulative GPA of at least 3.33 for the total number of hours presented for the degree and may take a maximum of one course at the 4000 level for credit with approval from the Director of Graduate Studies.

Graduate Student Appeal Process: Any M.A. student who is notified that he or she is being dismissed from the graduate program due to inadequate progress toward his or her degree has the right to appeal such a decision. The process for appealing is as follows:

1. The student may contact the Director of Graduate Studies to determine whether the student can take further steps to avoid being dismissed from the program.
2. If the Director of Graduate Studies advises the student that the student can take no further steps to remain in the program, the student may appeal this decision to the Department Chair.
3. If the Department Chair advises the student that the student can take no further steps to remain in the program, the student may appeal this decision to the Academic Appeals Committee of the Graduate Council through the graduate student academic grievance process.

If the Graduate Council advises the student that the student can take no further steps to remain in the program, the student will be dismissed from the program.

Recommended Timeline

At the beginning of your M.A. program, you will meet with the Director of Graduate Studies (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 ENGL 5203/Introduction to Graduate Studies. In addition, 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. As a new M.A. student, you should take at least six hours but no more than nine hours the first semester of your program. Students who wish to take courses in addition to any required courses (like ENGL 5203) should consult with the DGS first.

B. January Intersession / Spring Semester

1. When you come in to your fall advising appointment (in October), **inform the DGS or Assistant DGS whether you wish to pursue the Generalist Concentration or the Specialist Concentration** so that you can begin focusing upon the course work you will need to take to complete that concentration by the spring semester of your second year. Remember that if you choose the Specialist Concentration, you will also need to choose one of seven areas in which to specialize: Comparative Literature; Cultural Studies; Ethnic and Regional Literatures; Gender and Sexuality; Medieval Literature; Modern American Literature; Rhetoric, Composition, and Literacy.
2. During spring semester (and also perhaps during the January intersession), **take 2-3 courses that fulfill requirements of your chosen concentration** (Generalist or Specialist). It is recommended that you fulfill at least one of your two seminar requirements, if you have not already taken a seminar in the fall. (In the course descriptions, seminars have course numbers at the 6000 level. The seminar requirements, like the theory requirement, can overlap with your distribution requirements and elective course requirements.)
3. By the end of spring semester, **choose between the thesis option and the portfolio option** for the final project of your M.A. program. If you decide to pursue the thesis option, you should ask a faculty member to be your Committee Chair at this time. By doing so, you will be able to 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. *May Intersession / Summer Semester*

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, an elective course requirement, and/or the **Foreign Language Requirement**.

You will need to demonstrate a reading knowledge of a 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**. You may also fulfill the **Foreign Language Requirement** by enrolling in one or two of Dr. Josh Smith's language courses, like Old High German, Old French, Medieval Latin, Middle Welsh, the 2-course sequence of Old English (both courses must be taken to fulfill the requirement)—but not Middle English or Intro to Germanic Languages. (Dr. Smith's language courses can also fulfill a Medieval distribution course requirement or an elective course requirement for a student's English M.A. program.)

Note: The University of Arkansas's Global Campus (<http://globalcampus.uark.edu>) offers FREN 3063, SPAN 3063, and GERM 3063 online and throughout the year. (LATN 3063 is offered as only a face-to-face summer course.) Any of these online 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.

Note: Any M.A. students planning to take a Global Campus course over the summer (with or without a summer assistantship) should enroll in the first summer session offered and plan to do so as soon as the registration period begins for that class.

- 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.

- 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 use the summer to prepare for wrapping up your M.A. program by spring semester of your second year. If you plan to write and defend a thesis document, you can use the summer after your first year to 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.

If you plan to present a portfolio for your program's final project (also spring semester of your second year), it is recommended that you use the summer after your first year to review some of the course documents you have already completed, as well as any professionalization documents you have (e.g., CV, statement of teaching philosophy, letter of application, conference abstract, alt-ac writing/editing projects), that you might want to include in your portfolio later.

Summer is also a good time to attend professionalization events (like conferences) and to prepare doctoral program application materials, if you are considering going on for a Ph.D.

II. Second Year

A. *August Intersession / Fall Semester*

Take 2-3 courses to continue completing distribution requirements, elective course requirements, and/or seminar requirements for your chosen concentration (Generalist of Specialist).

Whether a student intends to pursue the thesis option or the portfolio option as the final project to conclude the M.A. program, he or she is encouraged to complete a graduate internship for credit by registering to take **ENGL 5193: Graduate Internship in English**, ideally in the spring semester of one's second year. To do this, by no later than the middle of fall semester of the second year, or during the week of fall advising in the second year, the student must arrange for the internship with either an on-campus office/department or with a local business, non-profit organization, school, etc. The student may wish to collaborate with the DGS or Assistant DGS to set up the internship, and the DGS will have to approve the internship before requesting that the main department office register the student for **ENGL 5193**.

For Those Students Pursuing the Thesis Option

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://uark.sharepoint.com/sites/ENGL/GradAdvising/default.aspx>) to access and review several prospectuses developed by past M.A. graduate students.

Note: Before trying to access the SharePoint site for the first time, e-mail Dr. Sparks so that she can give you permission to sign in to the system.

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://graduate-and-international.uark.edu/_resources/forms/masters-committee.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 the third box 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 document 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.

B. January Intersession / Spring Semester

If a student is enrolled in **ENGL 5193: Graduate Internship in English** this semester, he or she will complete those credit hours (3) in addition to the other hours in which he or she is enrolled, counting as an elective course if the student still needs to fulfill that requirement for his or her program. For **ENGL 5193**, the student will be graded by a member of the English Department faculty who either is directly overseeing the internship or is in contact with the individual, outside of the department or off campus, who is overseeing the internship.

A graduate student should choose an internship that aligns in some way with his or her professional and/or scholarly interests. An internship can greatly benefit a graduate student by

- allowing for a student's further development of specific professional skills (e.g., researching, publishing, editing, copywriting, technical writing, graphic design, social media outreach, marketing, corporate or non-profit communications, university administration, library management, public presentations, etc.)
- offering a student the opportunity to apply his or her research or program knowledge within a professional context;
- allowing a student to explore academic or alt-ac career options;
- allowing a student to network beyond the department or off campus; and/or
- allowing a student to enhance his or her job market materials (resume, CV, cover letter, etc.).

For Those Students Pursuing the Portfolio Option

1. **Complete your final distribution and/or elective course requirements.**
2. **Take ENGL 5213: Portfolio Workshop.** By the end of the course, you will have put together a portfolio of a number of scholarly and/or professional (ac and/or alt-ac) documents under the supervision and with the feedback of the professor leading the workshop. Then, you will present your portfolio to an Advisory Committee to be evaluated on a Pass/Fail basis. Your portfolio will count as your final project for the English M.A. program.
3. **Apply to graduate** through the Registrar's Office by accessing your UAConnect account, clicking first on the "My Academics" link (within the "Academics" section of the page) and then on "Apply for graduation." 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://graduate-and-international.uark.edu/graduate/current-students/commencement-graduation.php>.)

4. Go to <http://graduate-and-international.uark.edu/resources/forms/masters-committee.pdf> and print the **Master's Committee Form**. Fill in the top portion of the form, add your signature, check the "Advisory Committee" box *only*, and give the form to the professor of your ENGL 5213: Portfolio Workshop course before March 1st.

For Those Students Pursuing the Thesis Option

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 that 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://graduate-and-international.uark.edu/resources/forms/masters-committee.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 <https://graduate-and-international.uark.edu/resources/forms/td-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. If you do not decide on your thesis title until later in the semester, still 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 that document. 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 or conference room in Kimpel Hall).
 6. Go to http://graduate-and-international.uark.edu/_resources/forms/thesis-dissertation-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 UAConnect account, clicking first on "My Academics" (within the "Academics" section of the page) and then on "Apply for graduation." 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://graduate-and-international.uark.edu/graduate/current-students/commencement-graduation.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://graduate-and-international.uark.edu/graduate/current-students/commencement-graduation.php>.) Further instructions for completing the **Pre-Check** process can be found on p. 3 of the **Guide to Preparing Theses and Dissertations** (http://graduate-and-international.uark.edu/_resources/forms/thesis-dissertation-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://graduate-and-international.uark.edu/_resources/forms/progress-record-masters.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 conduct a degree audit. If all requirements for the degree have been completed, the DGS 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**

<http://graduate-and-international.uark.edu/resources/forms/thesis-dissertation-submission.pdf>

- **Intellectual Property Disclosure Form**

<http://graduate-and-international.uark.edu/resources/forms/intellectual-property-disclosure.pdf>

- **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.

****Carefully review the "ProQuest Submission Process" section on p. 10 of the **Guide to Theses and Dissertations** document (https://graduate-and-international.uark.edu/_resources/forms/thesis-dissertation-guide.pdf) before you upload your document to ProQuest so that you are fully informed on issues of copyright, publication, embargoes, etc.****

Fall 2018 Professionalization and Social Events (Tentative)

The Professionalization Committee (Dr. Jo Hsu, Dr. Toni Jensen, and Dr. Casey Kayser), the GSE (Graduate Students in English organization), and others will be hosting a number of events this fall (and also next spring) that we hope you will consider attending. Here is a tentative schedule:

September:

- **Alt-Ac:** Skype Speaker Presentation - Joe Fruscione will be speaking on his new book, *Succeeding Outside of the Academy*, due out this month.
- **GSE Picnic:** Saturday, Sept. 22nd, 5:00-7:00 p.m., Wilson Park Pavilion, Fayetteville

October:

- **Graduate Internship Event:** Representatives from on-campus departments, local businesses, and non-profits will speak on their internship opportunities at 5 p.m., Tues., Oct. 2nd, as part of Dr. Dempsey's Introduction to Graduate Studies class.
- **Pedagogy Lunch Series:** Dr. Jo Hsu will present on developing the Article Writing Workshop course (offered this past August Intersession) on Tuesday, Oct. 23rd.
- **Thesis versus Portfolio:** Dr. Hinrichsen and Dr. Sparks will meet with first-year M.A. students to discuss thesis versus portfolio options. Day/time TBA.

November:

- **Alt-Ac Speaker Panel:** M.A. Alumni Speaker Panel to present at Sean's class meeting on Tues., 11/13. Leigh can reach out to alumni. Day/time TBA.