

PhD Student Handbook

Department of English
University of Houston



GRADUATE STUDENT HANDBOOK

The PhD Program with Degrees in:

English,
English with a Concentration in Rhetoric, Composition, and Pedagogy,
Creative Writing and Literature

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GENERAL REQUIREMENTS AT A GLANCE

Satisfactory Progress Toward the PhD

All students who are enrolled in the Ph.D. program in the Department of English are expected to make continuous, satisfactory progress toward the degree as specified by the criteria below. Students who do not meet these criteria will be referred to the Director of Graduate Studies (DGS) to draw up a plan for improving their progress during a probationary semester, and if problems persist may be dismissed from the graduate program.

Grades

1. Students must maintain a minimum GPA of 3.0 for all graduate courses attempted at the University of Houston.
2. Students must receive a grade of B- or higher in each course that is applied to the degree program.
3. Students who receive a grade of C+ or lower in 12 hours of graduate coursework at the University of Houston will be ineligible for the Ph.D.
4. Students must not take more than one Incomplete (INC) per year, with a maximum of two INCs during coursework. Students whose circumstances have necessitated exceeding this limit must consult with the DGS and follow the procedure laid out in Rate of Progress, 5.

Rate of Progress

1. Students must successfully complete at least 12 credit hours of seminars or special problems courses in any two-year period.
2. Students must successfully complete 75% of all seminars or special problems courses attempted for graduate credit.
3. Successfully completed courses include only those assigned grades of S or B- or higher.
4. Students must fulfill any conditions of admission within two years of matriculation. Exceptions to this rule must be specified in the letter of acceptance or Graduate Approval/Disapproval form.
5. Students who experience a significant setback (e.g., health, natural disaster, family-related events, caretaking, etc.) that causes disruption to their progress (incompletes, withdrawal, etc.) may consult with the Director of Graduate Studies to explain their circumstances and draw up a plan to resume progress, which must be approved by the DGS.

Continuous Enrollment

1. Students must enroll in at least three credit hours of graduate coursework each long semester.
2. For an exemption of this requirement, students must apply for a leave of absence from the Ph.D. program. The application will be reviewed by the department, college, and graduate school. Information regarding the college's Leave of Absence policy can be found at: <http://publications.uh.edu/content.php?catoid=33&navoid=11946>.

3. Students who fail to maintain continuous enrollment or fail to apply for a leave of absence must petition for re-entrance into the Ph.D. program.

Time Limitations

1. Students must complete all requirements for the Ph.D. within ten years of matriculation. No course—from the University of Houston or transferred from another institution—taken more than ten years prior to graduation may be applied to the Ph.D.
2. Students must complete all Incompletes the beginning of the semester they will take Doctoral Exams.
3. Students must have completed the Foreign Language Requirement no later than the beginning of the semester they will take the Doctoral Exams.
4. Doctoral exams must be completed by the spring of students' fifth year of matriculation.
5. The dissertation prospectus must be submitted and defended no later than the end of the semester following the completion of comprehensive exams. (For details on doctoral exam time limitations see p. 23-24 of this handbook.)
6. Students must complete the dissertation within five years after passing the doctoral comprehensive examinations. By February 1 of students' fifth year of study after the comprehensive exams, they must either schedule a dissertation defense or submit a petition to the Graduate Studies Committee requesting an enrollment extension. The petition must include: (1) An outline of work completed on the dissertation, (2) A rationale for the extension that includes a detailed plan for dissertation completion and a timeline, and (3) A letter from the dissertation chair that supports the extension and plan for completion. After considering petitions, the Graduate Studies Committee will determine if students should be dismissed from the program for lack of satisfactory progress toward the degree or be allowed to continue writing the dissertation. Under ordinary circumstances, students are only allowed one possible extension.

Conduct

All students must abide by the UH Student Code of Conduct . The Student Code of Conduct can be found at: http://www.uh.edu/dos/_files/student-code-of-conduct-2019-2020.pdf. Engaging in prohibited conduct could trigger a complaint directed by any member of the university community to the Dean of Students and cause a Disciplinary Hearing that could potentially expel the student from the University.

Department, College and University Requirements

Students who fail to meet the above requirements and all general requirements of the College of Liberal Arts and Social Sciences and the University of Houston may be dismissed from the program.

The general requirements for graduate study at the University of Houston are found at: www.uh.edu/grad_catalogue/garr/index.htm

Department Grievance Procedures for Graduate Students

Graduate students and involved faculty are encouraged to settle any differences amiably and informally. In the event that an informal resolution is not possible, students should contact the Director of Graduate Studies (DGS). The DGS will then attempt to mediate a resolution. If this is not possible, the Chair of the English Department will be contacted to work to settle any issues between faculty and students in a satisfactory manner. If these steps still do not resolve the issue, the student is encouraged to file a grievance with the English Department's elected Election, Rules, and Grievances (ERG) committee. Once a grievance is filed, ERG will convene to adjudicate the grievance. If it is determined that the grievance can be heard within the scope of ERG's charge, the student and faculty will be contacted if further information is needed for ERG to produce a ruling on the grievance. Once a ruling is determined, both student and faculty are expected to abide by the determination of ERG.

If a student still does not agree with ERG's ruling, they may appeal the judgment at the level of the Associate Dean for Graduate Studies in the College of Liberal Arts and Sciences, as detailed below.

CLASS Grievance Procedures for Graduate Students

Graduate students and involved faculty should make every effort to settle their differences amiably and informally. In the event that an informal resolution is not possible, students are required to resolve any grievance according to the grievance procedure established the College of Liberal Arts and Social Sciences. The CLASS Grievance Procedure for Graduate Students can be found at: <http://www.uh.edu/class/students/graduate/academics-planning/policies-procedures/class-graduate-grievance-policy-procedure-may-2018.pdf>

UH ENGLISH GRADUATE STUDENT RIGHTS AND RESPONSIBILITIES

Graduate Students have a right to the following:

1. Right to Respect

Graduate students have the right to be considered members of the scholarly and academic community, and to be treated fairly and respectfully by members of both the administration and the faculty.

Graduate students have the right to perform scholarly activities, work, teach, and conduct research in an environment free from exploitation, discrimination, harassment, or unreasonable expectations or conditions.

Graduate students have the right to be free from exploitation from faculty members who see the students' lesser authority as an opportunity for personal advantage.

2. Right to Respect of Time and Effort

Graduate students have the right to refuse to perform tasks that are not related to, or are in conflict with, their academic or professional development, or tasks in excess of their obligations as students and employees.

Graduate students have the right not to be coerced into performing tasks in grievous excess of other students.

Graduate students have the right to ownership and access to their intellectual property and to co-authorship in publications to which they have contributed significant content or research, consistent with the generally accepted standards of their fields of study.

3. Right to Academic Freedom

Graduate students have a right to an intellectually stimulating and diverse academic environment that includes members from historically underrepresented groups.

Graduate students have the right to academic freedom and the university shall not curb graduate students' right to exercise this freedom, or use it as grounds for disciplinary action, including dismissal from the university.

4. Right to Data Access

All access shall be provided in a timely manner and in writing.

- *Grievance policy*

Graduate students have the right to be made aware of all available Department and University avenues for grievances and be given clearly defined channels for the receipt and consideration of graduate student complaints concerning instruction and evaluation.

Graduate students have the right to be given the opportunity for full-faith consultation and mediation before actions are taken against them, should be given a fair opportunity to correct or remedy deficiencies in their academic performance, and to defend themselves at disciplinary hearings.

- *Degree Requirements*

Graduate students have a right to specific and concrete requirements for achieving an advanced degree. These requirements should be communicated clearly to them upon entrance to the graduate program.

Graduate students have a right to expect that new policies regarding expectations enacted during the course of a graduate student's studies shall not negatively affect those who were admitted prior to the change.

- *Required classes*

Graduate students have the right to take required classes. This means that either required courses be taught with sufficient frequency not to hinder a fair opportunity to achieve the "normative time to degree," alternative courses be offered, or such courses be dropped as a formal requirement.

- *Academic file*

Graduate students have the right to inspect any of their own educational records, except as waived by the graduate student (e.g., confidential letters of recommendation).

Graduate students have a right to provide a written explanation for documents in their files. The explanation shall be included in the graduate student's educational records.

- *Time to degree*

Graduate students have the right to know the "normative time to degree" and the "average time to degree" within a specific graduate program.

- *Attrition rate*

Graduate students have the right to know a program's student attrition rate and, if available, the predominant reasons for lack of program completion.

- *Hiring rate*

Graduate students have the right to access information regarding expectations of job placement and time expectations regarding the availability of careers upon completion of their degree.

Graduate students have a right to know about job placements of department graduates, as that information is available.

- *Knowledge of Financial Support Availability*

Graduate students have a right to an accurate and comprehensive description of available funding opportunities and the likelihood of financial and resource support within their program.

Graduate students have a right to a thorough description of the requirements and qualifications necessary for academic employment, training, and financial support within the Department and the University.

- *Teaching Assignments*

Graduate students have the right to know how their teaching assignments are decided and that these assignments are done in a fair and equitable way.

Graduate students have the right to be informed about all teaching opportunities (including co-teaching, teaching upper-level classes, and specialty assignments) and have the right to apply for and participate in these opportunities.

5. Right to Compensation and Support

Graduate students have a right to compensation that meets the standard of a fair and reasonable living wage (as defined by city level wage and cost of living data), and part time (defined as under twenty hour) employment stipends should be proportionate to the standards met for full time appointments. This should be regarded as the baseline for compensation, not as the average or standard wage.

Graduate students have a right to compensation packages that are regularly evaluated to ensure they match the cost-of-living standards. Graduate students have a right to access affordable and comprehensive health insurance.

Graduate students have a right to adequate resources being supplied to support teaching and research work including adequate graduate student space and individual workstations.

6. Right to Professionalization

Graduate students, of all levels, have a right to substantial professional development as an essential aspect of graduate and professional students' present and future professional lives, and the Department should offer regular training on: submitting articles for publication, how to create and tailor job documents, professional associations and conferences, and effective job searches and interview techniques as the minimum standard.

Graduate students have a right to enroll in classes offered by other UH departments, provided space is available and they meet the prerequisites.

7. Right to Feedback and Guidance

Graduate students have a right to be evaluated by the faculty of their program in accordance with fair procedures, in matters of both employment and academic success, solely on the basis of

the graduate student's professional qualifications and conduct, and previously agreed upon criteria for evaluation.

Graduate students have the right to timely communication between graduate students, faculty, advisors, and program coordinators.

8. Right to Confidentiality

Graduate students have a right to professionalism and reasonable confidentiality in their communications with professors.

Graduate students have a right to expect that a student's performance or behavior should only be discussed for professional purposes and in a collegial manner, and they should not be discussed with another student without express consent from the student being discussed.

9. Right to be Part of the Department Community

Graduate students have a right to representatives on standing and ad-hoc committees where appropriate, including hiring committees, and be given the opportunity to participate in discussions about university-wide changes that affect their day-to-day lives.

Graduate students have the right to be informed, in a timely manner, of the creation of new committees that will address issues directly related to graduate students and given the opportunity to select or recommend a graduate student representative.

Graduate Students have the following responsibilities:

1. Responsibility to Conduct Themselves Professionally

Graduate students have a responsibility to conduct themselves, in all educational activities, in a manner befitting an academic colleague. Graduate students' behavior should be a credit to themselves, the higher academic unit, and the university.

2. Responsibility to Respect Others

Graduate students have a responsibility to help promote an intellectually stimulating and diverse academic environment and to help foster a professional climate in which all faculty, staff, and students (both graduate and undergraduate) feel safe.

3. Responsibility to Respect Others' Time

Graduate students have a responsibility to be aware of time constraints imposed on other faculty, staff, and fellow students.

4. Responsibility to Communicate Appropriately

Graduate students have a responsibility to communicate regularly with faculty, mentors, and advisors in matters related to research and progress within the graduate program.

Graduate students have a responsibility to use professionalism and reasonable confidentiality in their communications with professors, fellow students, and those they teach.

5. Responsibility to Uphold Ethical Norms in Research and Scholarship

Graduate students have a responsibility to uphold ethical norms of the academy and provide accurate and honest reporting of research results, research methodology, and scholarship.

6. Responsibility to Work to the Best of Their Ability

Graduate students have a responsibility to fulfill their teaching and research obligations to the best of their knowledge, training, and ability; to carry out their job responsibilities in a conscientious and timely manner; and to perform their duties in accordance with all relevant University, state government, and federal government rules and regulations.

Graduate students have a responsibility to focus on their academic career and apply energy toward the advanced degree within normative time, except when special circumstances apply. Graduate students have a responsibility to increase their own learning, thus increasing their teaching effectiveness and individual scholarship over time.

7. Responsibility to Ask Questions

Graduate students have a responsibility to take the initiative in asking questions that promote their understanding of the academic requirements and the financial particulars of their specific graduate program.

8. Responsibility to Participate in Community

Graduate students have a responsibility to contribute to building a healthy department community, enriching the administration, academic development, and the social environment of the department.

9. Responsibility to Work for Sustainability

Graduate students have a responsibility to demand sustainable policies of the University and to both practice and promote habits that protect the environment and raise environmental consciousness.

10. Responsibility to Revisit Rights and Responsibilities Statement

Graduate students have a responsibility to periodically revisit these rights and responsibilities and update them to best reflect the high standards and expectations of the Department.

GENERAL REQUIREMENTS FOR SUCCESSFUL COMPLETION OF THE PHD IN ENGLISH

The PhD handbook sets forth the general requirements for doctoral students in the Department of English. Students must also be familiar with the college and university policies and regulations governing graduate study and can find this information at http://www.uh.edu/grad_catalogue/garr/index.html. After being admitted to the PhD program students must complete their coursework toward the degree according to the guidelines in this handbook.

Enrollment and Residency

Graduate students must enroll in a minimum of three credit hours in each long semester (spring and fall) until completion of the PhD program, unless granted a leave of absence. Failure to maintain continuous enrollment may result in dismissal from the program. In addition, doctoral students are required to spend one academic year in full-time residency. The credit hours taken during the year of residency must be in substantive course work, with a maximum of three credit hours in Reading and Research.

Program of Study

Doctoral students are required to complete 36 credit hours of graduate coursework (PhD in English and English with a concentration in Rhetoric, Composition, and Pedagogy) or 45 credit hours of graduate coursework (PhD in Literature and Creative Writing) according to the requirements of the degree plan set forth in this PhD handbook. Students must complete all requirements for the degree within ten years of matriculation.

Transfer Credit

Students may petition to transfer a maximum of nine credit hours of graduate coursework to the PhD. Transfer courses must be taken in a doctoral-granting institution. No course taken more than ten years prior to matriculation to the PhD program will be allowed for any kind of transfer credit.

Course Credit: Graduate courses that are in excess of previously awarded degree requirements or required degree credit hours may be transferred in for course credit upon the approval of the Director of Graduate Studies. To transfer a course for Course Credit, students must have passed the course with a B- or better and provide a syllabus for the course. If approved, the course will then transfer and give the student course credit, thus reducing their degree requirements *and* required courses for the PhD.

Content Credit: Graduate courses that are applied to another graduate degree may be transferred in for Content Credit upon the approval of the Director of Graduate Studies. To transfer a course for content credit, students must have passed the course with a B- or better and provide a syllabus for the course. If approved, the course will then transfer and give the student content credit toward their degree requirements. The student will still need to make up the credit hours for the course in the form of an elective.

Foreign Language Requirement

The study of a language, even if that language is English, serves a valuable purpose as the focus of critical inquiry. The study of language takes the reader outside the medium and exposes its political, ideological, and cultural underpinnings. The objective is that students will learn how writing functions in relation to different languages within a global context. With that in mind, the language requirements are meant to be part of the curriculum of all graduate students.

To fulfill the foreign language requirement, students must either (1) demonstrate a reading knowledge of two foreign languages; OR (2) demonstrate an intensive knowledge of one foreign language. The avenues available for students to meet these requirements are listed below.

1. Reading knowledge of **two** foreign languages: Students must demonstrate reading knowledge of a foreign language in one of the following ways:
 - completing one year of college-level study in one foreign language (See NOTE),
 - receiving a score of Intermediate Low or Mid on the ACTFL,
 - completing ENGL 8390: Studies in Literary Translation,
 - completing ENGL 6360 and 6361: Old English with a grade of B or higher,
 - completing a graduate-level foreign language reading course for non-majors with a receiving a grade of B or higher,
 - completing three hours of course work in graduate level Linguistics with a grade of B or higher,
 - completing six hours of course work learning a foreign language at the freshman or sophomore level in MCL or Hispanic Studies with a grade of B or higher. (See NOTE)
2. Intensive knowledge of **one** foreign language: Students may demonstrate an intensive knowledge of ONE foreign language in one of the following ways:
 - having a native language other than English,
 - receiving a score of Intermediate High or higher on the ACTFL,
 - passing a translation test administered by the appropriate foreign language department,
 - passing a translation test administered by a qualified faculty member in the Department,
of English in conjunction with satisfactory completion of ENGL 8390: Studies in Literary Translation.

- This two-hour test shall consist of translating a literary passage and a critical passage of 250 to 300 words each. Students may use a dictionary for this exercise.
- completing three hours of literature taught in a foreign language at the graduate level with a grade of B or higher,
- completing six hours of course work in graduate level Linguistics with a grade of B or higher,
- completing six hours of course work learning a foreign language at the junior or senior level in MCL or Hispanic Studies with a grade of B or higher. (See NOTE)

NOTE: All graduate level courses taken to fulfill the Foreign Language Requirement can be paid for by the Graduate Tuition Fellowship *and* will count toward degree plan requirements. Undergraduate courses taken will satisfy the Foreign Language Requirement but **WILL NOT** count toward degree plan requirements *and* cannot be paid for with Graduate Tuition Fellowship Funds.

Students should attempt to fulfill the foreign language requirement as early as possible in the doctoral program and must meet this requirement prior to taking the Doctoral Examinations. Students are encouraged to work in a foreign language that is demonstrably relevant to their areas of specialization.

COURSEWORK REQUIREMENTS

Course Load

The University of Houston currently defines full-time graduate study as nine credit hours of graduate coursework in the fall and spring semesters. Six credit hours constitute full-time study in each six-week summer semester. In the long semesters, full-time students must enroll in at least six hours of formal courses. The remaining three hours may be Reading and Research hours (see page 18); College Teaching of Language and Literature, a course for new teaching assistants; or dissertation hours. Doctoral students may enroll in no more than 12 credit hours in each long semester.

Course Load for University Funded Graduate Students

Students on Graduate Tuition Fellowship (GTF) and/or Teaching Fellowship and/or other fellowships are required to maintain 9 hours per long semester. Once coursework and degree requirements are complete; students should enroll in Reading and Research or Dissertation hours to maintain full time status. During this time students may enroll in additional courses that align with their interests, but it is not required.

Degree Plan and Requirements

Each degree plan has specific course requirements that must be met. Each semester the graduate course rotation takes into account faculty expertise as well as each degree plan's objectives. Therefore, full time students will have no trouble meeting their degree plan requirements. Sample degree plans for each degree and concentration are included in Appendices E-G at the end of the handbook.

Course Selection and Advising

Course selection is governed by the specific requirements of the PhD, the objective of which is to work toward increased sophistication in students' creative and scholarly work.

The English department PhD curriculum provides dedicated faculty advising to all students in coursework. Each area stream and, for Creative Writing students, creative writing genre, has an assigned faculty advisor that advises students each semester regarding course selection. Students will receive an electronic file of their degree plan each semester from the Graduate Advisor. After receiving their degree plans, students will schedule an appointment with their faculty advisor(s). First-year PhD students are required to meet with their assigned advisor(s) prior to enrolling in courses; second- and third-year PhD students in coursework may meet with their assigned advisor(s) or with an English department faculty person of their choice prior to enrolling in coursework. Following advising appointments, students must submit a signed Advising Form to the Graduate Advisor. If students have any questions about their degree plan and/or requirements, they are welcome to set a meeting with the Graduate Advisor or the Director of Graduate Studies.

Graduate Courses Outside of the Department of English

Students may be permitted to take a maximum of nine hours of graduate courses outside of the Department of English. Students must consult with the Graduate Advisor and the Director of Graduate Studies prior to enrolling in courses outside of the department to determine if such courses will be applied to the PhD.

Graduate Courses at Reciprocal Universities

The University of Houston (UH) has a reciprocal arrangement with selected regional universities that enables enrolled, full-time graduate students to take graduate-level course work at those participating institutions. Institutions participating in this inter-institutional agreement are Baylor College of Medicine, Rice University, the University of Texas Health Science Center at Houston and the University of Texas Medical Branch. The agreement with these institutions provides for special admission arrangements, procedures for registration, and posting of final grades.

To be eligible to utilize this program, a student must meet the following criteria: enrolled full-time (including the proposed inter-institutional course), the course involved must cover a topic not being offered at the UH main campus, and the course must be required for student's degree plan.

Students are prohibited from participating in the inter-institutional program during the term in which they intend to graduate. Students are limited to no more than 6 credit hours of inter-institutional work in a single term and no more than 12 credit hours total. Students should initiate this process by completing an Inter-institutional Course Registration Form <https://www.uh.edu/academics/forms/#IICR> and submit it to the Office of the University Registrar in the Welcome Center.

In all cases, the student bears the responsibility for completing all necessary paperwork, obtaining all required signatures, and delivering documents between the institutions. Failure to complete the full registration process may invalidate the credit earned at the partner institution. Students will be enrolled in special course numbers and billed tuition and fees at the UH. Payment for inter-institutional coursework must be made on time according to the university's fee payment calendar along with all other coursework being taken at UH during that term.

Seminars

Graduate seminars are designed for students who have substantive academic preparation in a specific area. Graduate seminars offer students the opportunity to develop intensive knowledge in a specific field and to do scholarly research and scholarly writing on a specialized topic in that field. In addition to reading and discussing primary and secondary texts, seminar assignments typically include student presentations and a writing requirement of 6,000 to 10,000 words.

Individual Study Courses

The heart of graduate studies is independent research. Unlike the undergraduate curriculum in which almost all student work is confined to discrete, three-hour organized classes, the graduate

curriculum is built on a complement of organized seminars and independent research. Formal seminars provide an important foundation for subsequent learning and the faculty who conduct them offer students valuable professional models. However, reading, research and writing undertaken outside of the organized seminar increasingly define the nature and quality of graduate education as students move toward completion of the PhD.

Students have the opportunity for individual study courses under two rubrics: English 7398: Special Problems and English 8398/8698: Reading and Research. Special Problems courses and Reading and Research hours are distinct course categories and are not interchangeable in the course catalog or on the doctoral degree plan. The distinctions are explained below.

When a student and professor agree to work together on either of these courses, both should be clear about the kind of course they are planning and about their expectations for involvement. They should also be clear with the Graduate Studies Office about their intention; otherwise, students may be unable to receive the appropriate credit for the course.

- ***Special Problems Courses:*** These courses offer students an opportunity to (1) conduct substantive research in a specialized area of scholarship with a view to developing a research area for the prospectus defense or (2) concentrate on a specific aspect of creative work with a view to developing the creative dissertation's critical foreword with an individual member of the faculty. Such courses should not overlap with or replace existing formal seminars or workshops within the graduate curriculum but provide the means for students to devote time to an exceptional project that complements and builds on their previous coursework. For this reason, Special Problems courses should be taken later in one's coursework, ideally in the final two semesters.

Special Problems courses are weighted equally with formal classroom courses and consequently require substantial contact time with the faculty member (at least biweekly during the semester) since they fulfill degree requirements in a student's program. Depending on their structure, content, and goals, they could potentially satisfy any of the degree requirements in the doctoral program. Because they are weighted equally with graduate seminars and satisfy degree requirements, Special Problems courses are given letter grades and require an amount of reading and writing commensurate with formal courses. There should be a substantial final project.

The form required for Special Problems courses (available in the Graduate Office) asks the student to provide a detailed course description. The description of a Special Problems course in literature should include a detailed reading list of literary and critical texts; a statement of the number and focus of writing assignments; the frequency of meetings; and the specific degree requirement that the proposed course fulfills. The description of a Special Problems course in creative writing should include a statement of the number and focus of writing assignments; a list of literary and critical texts, where appropriate; the frequency of meetings; and the specific degree requirement that the proposed course fulfills. Doctoral students are allowed to apply a maximum of two Special Problems courses to their degree plan.

- ***Reading and Research Hours:*** These non-credit bearing hours afford students the opportunity to pursue, as a part of their minimum course load requirement, an independent study of various areas and topics in literature and language under the guidance of a member of the faculty. Typically, students enroll for Research and Reading hours when they would profit from time and faculty consultation to read additional texts from a prior seminar, complete a creative manuscript, or revise an article for publication. The expectation is that students will take the initiative in using Research and Reading hours to become familiar with the expertise and scholarly interests of individual faculty members and to identify their own areas of concentration. Reading and Research hours can be important in preparing a student for the kind of independent reading and writing that is expected of a dissertation student, a scholar, and a writer. Reading and Research hours are, thus, an important opportunity for students to shape their graduate study and to select the faculty who will guide and supervise their work.

Unlike Special Problems courses, Reading and Research hours are not weighted equally with formal classroom courses, and they neither fulfill category requirements in a student's program nor count toward the student's academic program. Accordingly, the formal requirements for Research and Reading hours are less than those for Special Programs courses. The student and professor are expected to meet at least three times during the semester of enrollment in Reading and Research hours. Students will receive a grade of (S) Satisfactory or (U) Unsatisfactory for Research and Reading hours.

Because Research and Reading hours do not count toward the student's academic program, they should be used sparingly before the dissertation phase. They are nonetheless very useful if used to productive ends. When students wish to enroll in Research and Reading hours, they must complete a form (available in the Graduate Studies Office) that identifies the specific project for the Research and Reading hours and the faculty member who will supervise the project.

Introduction to Doctoral Studies in English

English 7390: Introduction to Doctoral Studies in English aims to introduce entering PhD students to (1) the objectives of the academic study of literature and writing and the opportunities for research and teaching in the field, and (2) some of the historical and methodological areas of faculty research in the University of Houston's Department of English. Substantive time will be dedicated to the critical practices of English department faculty and other invited scholars. Members of the faculty may speak about a scholarly project, an essay or book chapter that they have authored, or present a reading of a literary text and discuss their critical perspective with the students. Graduate students in the dissertation phase of the doctoral program may also be invited to present to the entering class. Students enrolled in the course will be required to read literary texts and critical works, engage in well-informed and thoughtful discussion with faculty presenters, and produce critical writing. This course should offer students the opportunity to develop their scholarly interests, refine their pedagogical interests, understand the academic opportunities and professional responsibilities in their graduate program, and position themselves within the institutional framework of English as a professional discipline.

Teaching College Writing

English 6300: Teaching College Writing prepares students to teach first-year writing classes. It acknowledges the fact that these classes may involve multiple kinds of instructor-student communication, including traditional face-to-face interaction as well as hybrid or online interaction.

English 6300 is required of all second year Teaching Fellows and can be petitioned if students have taken a course in kind at the graduate level at a previous university.

Certificates

The department of English offers several certificates of graduate study or affiliates with programs that offer certificates. PhD students in English have the opportunity of pursuing advanced study in the following areas during their course of study at UH:

- Translation
- Women and Gender Studies

These certificates each have their own requirements for course work and are included in Appendices A-B at the end of the handbook.

Graduation

PhD students must meet all department, college, and university requirements for the degree prior to graduation. The department requirements are set forth in this handbook and the college and university requirements can be found at: www.uh.edu/grad_catalogue/garr/index.html.

Students must be enrolled for graduate credit in the semester in which they graduate, and they must submit an application for graduation to the Graduate Advisor. The current academic calendar will provide the application deadline.

Possible Degree Timelines

Suggested timelines for completion will vary somewhat because of student circumstances, faculty availability, DGS approvals, etc.

English & English/RCP Option 1:

- | | |
|---------|--|
| Year 1: | Coursework |
| Year 2: | Coursework |
| Year 3: | Exams (committee and lists approved early fall; exams completed in March; Oral defense in March/April) |
| Year 4: | Prospectus defense (early fall, with option for advanced students to defend prospectus early); completion of first dissertation chapter (spring) |
| Year 5: | Complete dissertation |

English & English/RCP Option 2:

- Year 1: Coursework
- Year 2: Coursework
- Year 3: Exams (fall); Prospectus defense (spring)
- Year 4: Prospectus defense (early fall, with option for advanced students to defend prospectus early); completion of first dissertation chapter (spring)
- Year 5: Complete dissertation

Creative Writing & Literature Option 1:

- Year 1: Coursework
- Year 2: Coursework
- Year 3: Coursework
- Year 4: Master Workshop; Exams
- Year 5: Prospectus defense (fall); Dissertation defense (spring)

Creative Writing & Literature Option 2:

Note: You must apply to Graduate Office for this Exception by August 1 of Year 4.

- Year 1: Coursework
- Year 2: Coursework
- Year 3: Coursework
- Year 4: Exams (fall); Master Workshop; Prospectus defense; Dissertation defense (spring)
- Year 5: Prospectus defense (fall); Dissertation defense (spring)

Doctoral Program Review

The Graduate Studies Committee of the Department of English will regularly review the requirements and policies for the doctoral program in literature and creative writing. Upon review, if the Graduate Studies Committee determines the need for a revision of requirements or policies as stated in the PhD handbook, it will bring its recommendation to the faculty of the Department of English for their approval.

DOCTORAL EXAM PROCEDURES AND REQUIREMENTS

Doctoral examinations are a vital element of the PhD program. Examinations function as a means for students to synthesize their knowledge of literary studies, critical theory, rhetoric and composition, and other areas they have studied in their coursework. Examinations are considered future oriented rather than cumulative. Examinations prepare students to do dissertation research and to begin the work of being an English professor. To prepare for doctoral examinations, students read literary, rhetorical, and theoretical texts that complement their graduate coursework in a particular field. Students gain an understanding of current questions in their chosen areas and synthesize their work in terms colleagues in their discipline would recognize. This preparation will ultimately enable students to claim expertise in their fields.

Doctoral examinations, unlike other academic activities in the doctoral program, demonstrate the students' ability to respond knowledgeably to major questions in the discipline. In this way, doctoral examinations exhibit the ways in which doctoral students will be able to field questions from professional colleagues readily and intelligently. For Creative Writing and Literature PhD students, the doctoral exams are seen as the critical portion of the PhD degree. Students who satisfactorily complete the written and oral doctoral examinations are recognized as disciplinary colleagues.

Prior to Exams

There are several steps students must take prior to sitting for their exams. Listed below are the required benchmarks students must complete prior to taking their PhD Examinations.

- Students must complete all coursework.
- Students must complete all Incompletes by the beginning of the semester they will take exams.
- Students must complete the foreign language requirement by the beginning of the semester they will take exams.

Exam Committee

Students will begin forming their doctoral examination committee in consultation with the Director of Graduate Studies and create provisional reading lists during the last semester of their coursework (either spring of year 2 or fall of year 3).

The doctoral exam committee consists of three members: the director and two specialist faculty. All exam committee members *must* be members of the faculty of the Department of English. Creative Writing doctoral students may have one member of the creative writing faculty on their exam committee; they may have two members from the creative writing faculty if one of those is a PhD. It is best if at least one creative writing faculty member on the exam committee also serves on the candidate's dissertation committee. Most often, the chair of the exam committee will continue as the chair of the dissertation committee, but this is not required. Once a faculty member

has agreed to chair an exam committee, the student will select the second and third members of the exam committee in consultation with the exam chair.

Developing Exam Lists

Students will work closely and collaboratively with their faculty advisors to develop examination reading lists. It is recommended that the examination fields aspire to disciplinary fields as defined by the Modern Language Association (MLA), as such accepted disciplinary definitions best prepare students for the academic job market. The student, in consultation with their committee chair, creates two reading lists with rationales to be submitted to the Graduate Committee for review and to the director of Graduate Studies for approval:

- the first in a major field (general list) to establish disciplinary breadth
- the second in a sub-disciplinary field to demonstrate depth in specialty.

This collaborative process should identify foundational texts for each area and should serve as commensurate preparation (with the formal examinations) for writing the dissertation.

Examination plans and lists must be finalized in time for the last Graduate Committee Meeting of the fall semester for spring exams or of the spring semester for fall exams. Once the graduate committee has approved the exam lists, the students will be enrolled in a section of Reading and Research hours with the current Director of Graduate Studies.

Exam Process

Written and oral examinations take place during the traditional March/October period, generally the tenth week of each semester, synchronizing the major-field and sub-field examinations and the oral defense into one semester. The written portion of the exam is take-home and open book, to be completed over a period spanning Friday to Monday. Students write answers to *at least* two questions (one pertaining to each list) provided by the examination committee.

An oral defense of the written exams takes place within two weeks of the written exam and serves a dual function: (1) to prepare students to articulate the relation between the major and sub-disciplinary field exams, and (2) to solicit the committee feedback that will form the basis of the prospectus defense the following semester. English and English/RCP students' oral defense looks ahead to the prospectus and dissertation research; the Creative Writing students' oral defense looks ahead to the critical portion of the creative dissertation.

Evaluation of Doctoral Exams

Because this is a key moment in students' scholarly and professional formation, committee members will provide a simple pass/fail assessment of the written exams, along with written feedback, within seven days of the exam. This feedback should be future-oriented and linked explicitly to prospectus and dissertation work or to work (teaching and research) conducted as a professional in discipline.

At the oral examination (ordinarily scheduled two weeks after the written exam), the committee will evaluate students on their ability (1) to articulate the relation between their major and secondary fields, and (2) to respond to questions/observations raised in the committee's feedback on the written exam. At the end of the oral exam, the committee will submit a pass/fail grade for this exchange, based on the student's performance regarding (1) and (2), along with whatever additional oral or written feedback is necessary for the prospectus defense stage.

Students will be expected to take on the feedback and exchanges from (1) and (2) and use these for formulating the dissertation prospectus. The prospectus defense is typically scheduled the semester following exams, but it may be scheduled sooner. It is the student's and Exam Committee Chair's joint responsibility to ensure that the committee feedback from earlier stages is reflected in the prospectus defense document, which will in turn be evaluated for its incorporation of earlier feedback, as well as its immediate and long-term usefulness for dissertation writing research or critical afterward and professional formation.

The Director of Graduate Studies will be notified of any failing grades during the student's doctoral examination process and will be notified of the finished process when the student has successfully completed the written and oral stage.

Failure in the Doctoral Written Comprehensive Examinations

To pass the doctoral written comprehensive examinations, a student must pass both parts of the examination. If a student fails one or both doctoral written examination(s), the student must retake the examination in that/those field(s) the subsequent semester.

If the student fails one of the written exams, faculty must immediately inform the committee chair, who will cancel the defense.

At the oral examination, the committee will collectively and formally evaluate the student's overall examination performance, assigning a grade of Pass or Fail.

Students who do not satisfactorily complete both sections of the doctoral examinations within the allotted time will be dismissed from the doctoral program. In limited, exceptional circumstances, a student who has failed one section of the examination twice may petition the Graduate Committee to be examined in another field within a specified time. This recommendation will be based on the student's record and rate of progress in the PhD program and the recommendations of members of the faculty.

Doctoral Exam Time Limitations

It is UH policy that a PhD student who has not defended their dissertation within five years of completing exams must retake some form of exams prior to defending the dissertation. To fulfill the university exam retake requirement, a student who is past the five-year limit must submit a 15-page scholarly review essay that analyzes three recent books in their dissertation field. The review essay should:

- clearly articulate the chosen books' significance to the student's dissertation arguments and to the disciplinary conversations their dissertation engages.
- engage with books that have been published since the student completed their comprehensive exams.
- follow the generic conventions of a scholarly review essay, similar to those published in academic journals in the student's disciplinary field(s).
- be submitted and approved prior to scheduling the dissertation defense and applying for graduation.

A student who must retake their comprehensive exams because of the 5-year limit should consult with their dissertation director regarding plans for completing this requirement; and the selection of books to be analyzed must be approved by the dissertation director in advance. Once the student has completed their exam re-take essay, they will submit it to the English department members of their dissertation committee, who will offer feedback and issue a grade of Pass/Fail within two weeks. If a grade of "Fail" is issued and further revision is needed, the student will have an additional two weeks to complete necessary revisions and re-submit for approval. The student's dissertation chair will inform the student and the DGS when the requirement has been successfully completed.

PREPARATION FOR THE DISSERTATION AND DISSERTATION PROSPECTUS DEFENSE

After successful completion of all components of the doctoral exam, students may begin to solicit their dissertation committee, begin the work of the researching and drafting the dissertation prospectus, and ultimately write the dissertation. For Creative Writing and Literature PhD students, the dissertation is seen as the creative portion of the PhD degree.

Dissertation Committee

The dissertation committee consists of four members: the director, a member of the faculty of the Department of English; second and third readers who are also members of the faculty of the Department of English; and an outside reader, a member of the faculty of the University of Houston outside of the Department of English or a member of the faculty of another university.

Creative Writing students must have at least one critical studies faculty from the Department of English on their dissertation committee. Most committees are made up of the members of the exam committee, but they do not have to be. It is incumbent on the student to meet with prospective faculty and ask them to serve on their dissertation committee. Students should select faculty whose research interests align most closely with the student's dissertation topic for their dissertation chair. Once a faculty member has agreed to chair a student's dissertation, doctoral students may select the second, third, and outside members of the dissertation committee in consultation with the dissertation director.

Dissertation Prospectus (English and English/RCP Students ONLY)

Once faculty have agreed to serve as on a student's dissertation committee, the student can focus on the drafting of the prospectus. The dissertation prospectus should: provide a detailed précis of the dissertation project; demonstrate knowledge of the scholarship in the area and awareness of the scope of the project; provide a provisional approach to the problem; include a bibliography for the proposed project.

The process of drafting the prospectus requires feedback from the dissertation committee chair. There is no minimum or maximum number of drafts or cycles of feedback during this process, like all academic writing and the dissertation itself, but it is important for the student to understand that until the committee chair agrees that the prospectus has been revised enough and is ready to be forwarded to the entire committee, the student cannot schedule their prospectus defense. Students may not set up a prospectus defense until their dissertation committee chair and the other committee members agree the prospectus is ready to be defended. Once the committee agrees, the student may contact the Graduate Advisor to reserve a room for their prospectus defense.

The candidate will defend the prospectus in a one-hour meeting with the dissertation committee. At the close of the defense, the committee will register its decision on the proposed dissertation with the graduate studies office. Ideally students will complete their dissertation prospectus and

sit for their dissertation defense the semester after passing their exams; however, if the committee chair deems the prospectus needs further revision or more research, the defense can be delayed.

Dissertation Prospectus (Literature and Creative Writing Students ONLY)

Because of the distinct nature and special importance of the interaction between creative and critical writing in the specialized area of inquiry of the creative writing student, the faculty wishes to acknowledge the student's exceptional interest and expertise through an extended discussion of the major literary texts and/or theoretical works chosen for doctoral exams. Thus, a discussion of the student's plan for their dissertation manuscript and its critical afterword is scheduled the semester after exams. The committee members and the student will discuss the student's specialized area of inquiry and its relationship to the creative work that comprises the majority of the dissertation manuscript.

Therefore, the prospectus defense is a discussion with the dissertation committee on the candidate's proposed dissertation (creative work and afterword). The candidate is responsible for distributing to the committee a one- or two-page description of the dissertation one week ahead of the prospectus defense. The prospectus defense discussion should include 1) a clear recognition of the intersection between the creative work and the written/oral exams 2) suggestions from the committee on source materials, potential connections to other published creative work, and any other potential support for the dissertation's required Afterword 3) a recognition of the connection to the candidate's other creative work completed (or published) during their Ph.D. study and 4) an evaluation of the candidate's professional formation and career plan.

- a) The dissertation committee should include at least one member of the exam committee
- b) The prospectus defense should include a discussion of the schedule for completing the dissertation.
- c) The prospectus defense will culminate in a document describing the discussion and submitted to the Graduate Director by the dissertation committee chair with the approval of the dissertation committee's members.

Dissertation (English and English/RCP Students ONLY)

Once the doctoral student has passed their prospectus defense, they can begin working on the dissertation. The dissertation represents a book-length, original, scholarly contribution to knowledge in any of the disciplines and specializations within the doctoral program of the Department of English.

The drafting process of the dissertation is much like the drafting process of the prospectus. It requires feedback from the dissertation chair. There is no set number of drafts or cycles of feedback during this process, but it is important for the student to understand that until the committee chair agrees that the dissertation has been revised enough and is ready to be forwarded to the entire committee, the student cannot schedule their dissertation defense. The director and the candidate

will determine a working model for drafting, feedback, and revising. A reasonable amount of time for a director to read and return a chapter (of, for example, 30-50 pages) in most cases is 2-3 weeks.

Prior to the dissertation defense, students must enroll in a minimum of 6 credit hours of dissertation work. Students must complete and defend the dissertation within five years after completing the doctoral comprehensive examinations.

Dissertation (Creative Writing students ONLY)

In the final year of coursework, after having completed all other workshop requirements, students will take a Master Workshop, which will allow them the opportunity to shape and refine the dissertation manuscript in consultation with the instructor and a small group of fellow students.

The dissertation consists of two parts: a book-length creative manuscript (a novel, novella or collection of short stories for fiction writers; a collection of essays or a memoir for nonfiction writers; or a collection or cycle of poems for poets) and a 25-40 pp. critical essay, presented as an afterword, that places the creative work in its literary context and treats other historical or theoretical influences. The afterword, an act of intellectual self-definition, will ideally speak to the ways in which the student's work responds to that tradition. Students develop the PhD dissertation under the guidance of a faculty member in the Creative Writing Program of the Department of English who chairs the dissertation defense committee.

Students should adhere to the most recent edition of the *MLA Style Manual* in writing the dissertation and should consult the college and university regulations concerning the format of the dissertation before final preparation of the document. This information, available at http://www.uh.edu/grad_catalogue/garr/index.html, provides instructions for the reproduction of the thesis, deadlines for each semester for submitting the document to the Dean's office, and regulations for graduation.

Students must complete and defend the dissertation within five years after completing the doctoral comprehensive examinations.

Dissertation Defense

The dissertation defense is held following the completion of the dissertation and prior to the submission of the dissertation to the Dean of the College of Liberal Arts and Social Sciences. Prior to the dissertation defense, the candidate will ensure that all substantive revisions requested by the dissertation director have been made. The dissertation should then be submitted to all members of the committee at least two weeks prior to the defense. Upon scheduling the defense, students must notify the Graduate Advisor of the defense date, time, and location. The defense will generally last 60-90 minutes, with ample time for a presentation of the project, questions concerning the dissertation, discussion of future plans for the manuscript, and deliberation. Students should consult the CLASS Graduate website for information about dissertation formatting, required forms, and instructions for submitting successfully defended dissertations to the Dean's office.

SPECIFIC DEGREE PLAN INFORMATION

PhD in English Overview of the Program

Building on a record of excellence in the student's MA preparation in the broad range of literary study, the PhD student in literature should work toward increased sophistication in their scholarship. The career of a PhD student should be marked by increasing independence in thinking and writing. Working toward these objectives advances the student's competence in writing the scholarly dissertation. The PhD in English constitutes solid preparation for scholarly publication and expert undergraduate and graduate teaching.

Minimum requirements for admission

- MA in English or related field
- 3.5 GPA in graduate studies
- Studies in one foreign language (Student can complete while in residence.)

Requirements of the degree

- 36 hours of coursework
- Foreign language: students must demonstrate reading knowledge of two foreign languages or intensive knowledge of one foreign language
- 2 written doctoral exams
- 1 oral doctoral exam
- 1 dissertation prospectus and defense
- Dissertation and defense

Distribution of coursework

- 6 hours Professional Development
 - 3 hours Intro to Doctoral Studies
 - 3 hours Writing for Publication
- 12 hours Area Stream (select one Area Stream; for full requirements see Appendix C-D)
 - Empire Studies
 - Critical Studies of the Americas
 - Critical Poetics
 - Translingual Studies
- 18 hours Elective Courses, each contributing to the student's area of expertise. Students should select each of these courses in consultation with his/her faculty mentors.
 - 3 hours Early Literature*
 - 3 hours Later Literature

If students have taken a course or courses (up to 9 hours) that meet requirements in their MA, the requirements will be waived, allowing students to take additional elective courses (but not reducing the total required hours toward the degree).

* Early literature is defined as 1900 or earlier.

PhD in English with a Concentration in Rhetoric, Composition, and Pedagogy Overview of the Program

Building on a record of excellence in the student's MA preparation in the broad range of Communication, English Education, Literature, or Linguistics, the PhD student in the Rhetoric, Composition, and Pedagogy (RCP) concentration will work toward increased sophistication in their scholarship, as well as sustained study in the fields of rhetoric, composition, and linguistics. The career of a Ph.D. student should be marked by increasing independence in thinking, researching, and writing about language, pedagogy, rhetoric, or the act of writing itself. Working toward these objectives advances the student's competence in writing the scholarly dissertation. The Ph.D. in Literature with a concentration in RCP constitutes solid preparation for scholarly publication and expert undergraduate and graduate teaching.

Minimum requirements for admission

- MA in English or related field
- 3.5 GPA in graduate studies
- Studies in one foreign language (Student can complete while in residence.)

Requirements of the degree

- 36 hours of coursework
- Foreign language: students must demonstrate reading knowledge of two foreign languages or intensive knowledge of one foreign language
- 2 written doctoral exams
- 1 oral doctoral exam
- 1 dissertation prospectus and defense
- Dissertation and defense

Distribution of Course Work

- 6 hours Professional Development
 - 3 hours Intro to Doctoral Studies
 - 3 hours Writing for Publication OR Seminar in Rhetoric and Composition II
- 12 hours Area Stream: Rhetoric, Composition, and Pedagogy
 - 3 hours Methodology
 - 9 hours Composition, Linguistics, Pedagogy, and Rhetoric
- 18 hours Elective Courses, each contributing to the student's area of expertise. Students should select each of these courses in consultation with his/her faculty mentors.

If students have taken a course or courses (up to 9 hours) that meet requirements in their MA, the requirements will be waived, allowing students to take additional elective courses (but not reducing the total required hours toward the degree). Additionally, students may take up to 9 hours of coursework in departments outside of English. These courses will count toward elective hours.

PhD in Literature and Creative Writing Overview of the Program

Building on excellence in creative writing and foundation at the MA or MFA level in literary studies, the PhD student in literature and creative writing strives toward increased sophistication as a writer/scholar. Students also continue to deepen their understanding of three areas of expertise: a specific genre, including its history and contemporary theoretical approaches to the genre; a historical period, literary theory, or rhetoric; and a specialized area of inquiry. The career of a successful PhD student should be marked by increasing independence in their creative writing and in thinking and writing about literature and/or literary theory. Working toward these objectives advances the student's competence in writing the creative dissertation. The PhD in Literature and Creative Writing constitutes solid preparation for creative publication, outstanding scholarship, and expert undergraduate and graduate teaching.

Minimum requirements for admission

- MA in English or MFA in Creative Writing
- 3.5 GPA in graduate studies
- Studies in one foreign language (Student can complete while in residence.)

Requirements of the degree

- 45 hours of coursework
- Foreign language competence. Students must demonstrate reading knowledge of two foreign languages or intensive knowledge of one foreign language
- 2 written doctoral examinations
- 1 oral examination
- 1 dissertation prospectus and hearing
- Dissertation and hearing

Distribution of coursework

- 6 hours Professional Development
 - 3 hours Intro to Doctoral Studies
 - 3 hours Master Workshop
- 12 hours Area Stream (select one Area Stream; for full requirements see Appendix C-D)
 - Empire Studies
 - Critical Studies of the Americas
 - Critical Poetics
 - Translingual Studies
- 12 hours Creative Writing Workshops
 - 3 hours History of Poetry and Poetics OR Narrative and Narrative Theory
 - 3 hours Writers on Literature
 - 6 hours Major Genre Workshop*
- 15 hours Elective Courses, each contributing to the student's area of expertise. Students should select each of these courses in consultation with his/her faculty mentors
 - 3 hours Early Literature**
 - 3 hours Later Literature

If students have taken a course or courses (up to 9 hours) that meet requirements in their MA/MFA, the requirements will be waived, allowing students to take additional elective courses (but not reducing the total required hours toward the degree).

Students in the Creative Writing and Literature PhD program can use up to two workshop courses for electives requirements. Creative Writing PhD students may take Poetic Forms *or* Fiction Forms as an elective course in addition to the two allowed electives workshops. Forms courses may not be used to fulfill literary studies requirements (e.g., area stream requirements or early/late literature requirements).

* English 6320: Poetic Forms can be used to fulfill a Workshop requirement.

**Early literature is defined as 1900 or earlier

History of Poetry and Poetics

History of Poetry and Poetics, a required course for PhD students in Literature and Creative Writing who are poets, provides a comprehensive introduction to the history and techniques of lyric poetry from early literature to the present day. Study of a range of verse forms and genres (such as the ode, elegy, epigram, pastoral) will give students a sense of the possibilities of form, as well as the contours of literary history. Students will acquire a greater knowledge of the stylistic choices that authors make, as well as the influence of earlier writers on later ones. The course will consider definitions of the nature and function of lyric produced by poets and critics over the centuries so that students develop an understanding of the various theoretical approaches to the subject. Guest lectures by faculty from the Department of English and other literature departments may be included in this course. Students are encouraged to take this course in the first year of the doctoral program.

History of Narrative and Narrative Theory

History of Narrative and Narrative Theory, a required course for PhD students in Literature and Creative Writing who are fiction writers or nonfiction writers, provides a comprehensive introduction to the history and techniques of narrative from the ancient world to the twentieth century. This course is designed to familiarize graduate students with some of the major issues in current discussions of narrative. Toward this end, the units are organized around specific issues with each including both some theory which frames the questions and a sample of literary texts from various periods and national traditions. Although a variety of literary genres are represented, the emphasis is on the novel and its major antecedents. The goal is for the student to leave the course with a deeper understanding of narrative's structure and components, and with a sophisticated language to talk about the workings of narration.

Writers on Literature

Writers on Literature, a seminar taught by faculty in creative writing, examines fiction, poetry, nonfiction, or a combination of genres from a writerly perspective, with an eye toward craft and construction that an artist brings to a consideration of the work. The writing component of this seminar often takes both critical and creative forms.

Poetic Forms

This course examines not only the art of traditionally formal poetry, but larger questions about how we conceive of poetry as a "formal" art. What do we mean when we say a poem is a "formed" thing? What does "form" have to do with "tradition"? Is free verse also formal poetry? Is the opposite of form formlessness or freedom? Primarily a workshop course, students will also be asked to read and discuss various essays on these subjects.

Master Workshop

The Master Workshop is open only to students who have completed all other workshop requirements. The workshop focuses on the shaping and refinement of the PhD dissertation and is central to each student's work in the program. The student's body of creative work is closely considered in consultation with the instructor and with a small group of fellow students.

APPENDIX

- A. Requirements for Certificate in Translation
- B. Requirements for Certificate in Women and Gender Studies
- C. PhD Curricular Area Stream Descriptions
- D. PhD Area Stream Requirements
- E. Degree Plan for PhD in English
- F. Degree Plan for PhD in English with a concentration in Rhetoric, Composition and Pedagogy
- G. Degree Plan for PhD in Literature and Creative Writing

A. REQUIREMENTS FOR CERTIFICATE IN TRANSLATION STUDIES

Course Requirements

Graduate Students who complete three graduate courses (9 credit hours) in Translation Studies will be awarded a Certificate in Translation Studies.

Required Course

- ENGL 8390: Literary Translation

Additional Courses

- ENGL 8388: Topics in Literary Translation (may take twice if different themes or subject matter)
- ENGL 8389: Advanced Projects in Translation

Additional Considerations

- Graduate students could petition to substitute an appropriate graduate course from Modern and Classical Languages or Hispanic Studies for one of the three required courses.
- A student seeking the certificate will produce a substantial translation under the direction of a faculty member. In this way, students who receive a certificate in Translation Studies will demonstrate knowledge in the theory and skill in the practice of literary translation.
- Graduate students in the Departments of Hispanic Studies and Modern and Classical Languages would be eligible to work toward a certificate in Translation Studies. These students would fulfill the same requirements as graduate students in the Department of English.
- Courses in translation studies are open to all graduate students, not only those who are working toward the Certificate in Translation Studies.

B. REQUIREMENTS FOR THE INTERDISCIPLINARY CERTIFICATE IN WOMEN AND GENDER STUDIES

Overview

The Graduate Certificate in Women's Studies is a nine (9) credit interdisciplinary concentration open to students in all UH graduate and professional degree programs. The Graduate Certificate in Women's Studies adds interdisciplinary breadth to a student's course of study while increasing the depth and coherence of students' work on women and gender within their primary fields. Given the growing importance of women and gender issues in both scholarship and social policy, many students find this formal recognition of their work in Women's Studies to be a valuable credential in both academic and non-academic job markets. Students who have earned or are pursuing the Graduate Certificate also receive first consideration for Women's, Gender, & Sexuality Studies graduate fellowships and assistantships.

Course Requirements

Three (3) Women's Studies graduate courses (9 credit hours) including:

- WGSS 6301: Feminist Theory & Methodology, the required core course
- Two (2) cross-listed courses, at least one of which must be from outside the student's home department

Possible Course Substitutions

Students may substitute for one of the cross-listed courses one of the following options:

- Taking a graduate course that is not cross-listed but in which they can focus their individual work (e.g. research paper and extra reading) on women, gender, or feminist theory. Such a course must be taught by an affiliated Women's Studies faculty member who will certify that the student's work in the course satisfies women's studies requirements.
- Taking an undergraduate course cross-listed in Women's Studies for graduate credit. Additional requirements will be determined by the instructor in accordance with university policy.

Regularly Offered Courses

The following Women's Studies graduate courses are offered regularly (at least once every two years). Many others are offered on an occasional basis. A complete listing of current courses is available from the WGSS office each semester and available online at: <http://www.uh.edu/class/ws/students/courses/>.

- ANTH 6317: Anthropology & Gender
- ART 6394: Women Artists
- COMM 6333: Relational Communication

- ENGL 6314: Feminist Criticism
- ENGL 8364: Women Writers
- HIST 6396: Latin American Women's History
- HLT 6322: Dimensions in Women's Health
- LAW 5361/7397: Women and the Law
- SOC 6390: Sociology of Gender
- SOCW 6304: Women's Issues in Social Work

Individuals interested in the Graduate Certificate in Women's Studies can come to the WGSS Office in Agnes Arnold 624 or contact the WGSS Advisors at 713-743-3214 or by email at wgss@uh.edu.

C. PHD IN ENGLISH CURRICULAR AREA STREAM DESCRIPTIONS

Critical Studies of the Americas

Critical Studies of the Americas encompasses a range of literary and historical fields, as well as disciplinary approaches, related to the study of the Americas. These include but are not limited to: African American and African Diaspora Studies; American Studies; Asian American Studies; Caribbean Studies; Critical Race and Ethnic Studies; Indigenous Studies; and Latin American and Latinx Studies and their accompanying literary focuses. The Critical Studies of the Americas stream emphasizes transnational, multilingual, and interdisciplinary approaches that intersect with the department's concentrations in Empire Studies, Translation, Environmental Humanities, and Women's, Gender, and Sexuality Studies. The stream's emphasis on "critical studies" evokes innovative theoretical paradigms that reimagine the political and economic realities of the Americas and that inform our variously shared pedagogical, scholarly, and creative practices. Critical Studies of the Americas courses will be attentive to issues of difference and power and will treat a range of geographical regions, ethnic/national traditions, and theoretical/methodological approaches.

Critical Poetics

The Critical Poetics stream affords theoretically and textually informed ways of thinking about and within genres, articulating poetics as a method as much as object of inquiry. To this end, Critical Poetics includes but is not limited to the close study of poetics and poetry across periods, both Early (whether Medieval, Shakespearean, Early American) and Modern/Contemporary, extending to investigations of narrative/narrative theory, rhetoric, literary theory and other formalisms (including those engaged with affect theory and queer theory), critique and post-critique. Critical Poetics is committed to the imbrication of research and imagination; to the material conditions of making and knowing; to language difference (resisting the traps of monolingualism) and variation across expressive media, history, culture, and experience. As part of the experimental humanities, the Critical Poetics stream is drawn to animacies of thinking irreducible to discipline.

Empire Studies

The Empire Studies stream explores how the ideologies and practices of empire have shaped Western and global writing. How has empire created structures of violence and hegemony that pervade and are enacted through literary texts? How has it created global linguistic hierarchies; achieved technological advances to service racial capitalism; contrived political forms promising universality while enacting ethnic and civilizational myths; normalized exploitation, dispossession, and planetary hierarchies through liberal ideology? How has modernity emerged out of empire's bloodied infrastructures of printing, transportation, and plantation agriculture? What afterlives did these infrastructures and ideologies initiate in the postcolonial era, from nationalistic enthusiasm to Western nostalgia for cultural imperialism? Empire Studies courses aim both to theorize new models for the critique of empire and to promote the interdisciplinary exchange of research at the University of Houston. Courses in the stream will ask students to

engage with a range of voices, including the literature of high imperialism, academic critiques of colonialism, and voices of resistance from both the colonial and postcolonial eras. Courses will also treat a range of historical formations, from the European colonial empires to more recent formations in the Global South and the current U.S. geopolitical hegemon.

Translingual Studies

The Translingual Studies stream promotes research and writing at the intersection of different languages, where the cultural, literary, and linguistic conditioning of meaning is exposed and enriched by contact between one language and another. We are interested in multilingual negotiations, whether within and between texts or within the experience of polyglot speakers. Our stream embraces the whole history of translingual phenomena, from tracing the mythic beginnings of linguistic difference in scenes such as the Tower of Babel to interrogating the modern ideologies that center monolingual concepts and texts and maintain linguistic stratification. Translingual Studies also encourages study of the relations between different works and forms of art, literary traditions, modes of discourse, and disciplines. Encompassing Translation Studies, Comparative Literature, Adaptation and Performance Studies, Hermeneutics and Interpretation Studies, Language and Literacy Studies, and Sociolinguistics (theoretical and field work), Translingual Studies aims to bring these areas of study into productive contact with each other through interdisciplinary collaboration and creative methodologies, in both our curricula and research.

D. PHD IN ENGLISH CURRICULAR AREA STREAM REQUIREMENTS

Critical Studies of the Americas

- 6 hours from the following:
 - ENGL 7368: Critical Studies of the Americas: Theories and Methods
 - ENGL 8387: Special Topics in Critical Studies of the Americas
- 6 hours of electives in courses that address topics, theories, and/or methodologies related to Critical Studies of the Americas, as approved by a faculty advisor

Critical Poetics

- 3 hours chosen from the following:
 - ENGL 7380: History of Poetry and Poetics
 - ENGL 7381: Narrative and Narrative Theory
 - ENGL 6313: Modern Literary Theory
 - ENGL 7370: History of Rhetoric
- 3 hours ENGL 8392: Topics in Poetics
- 6 hours of electives in courses that address topics, theories, and/or methodologies related to Critical Poetics, as approved by a faculty advisor

Empire Studies

- 6 hours chosen from the following:
 - ENGL 7325: The British Empire
 - ENGL 7369: Introduction to Postcolonial Studies
 - ENGL 8386: Topics in Postcolonial Studies
- 6 hours of electives in courses that address topics, theories, and/or methodologies related to Empire Studies, as approved by a faculty advisor

Translingual Studies

- 3 hours from ENGL XXXX: Translingual and Translation Studies (new course)
- 6 hours from:
 - ENGL 7344: Discourse Analysis
 - ENGL 7335: Sociolinguistics
 - ENGL 8388: Topics in Translation Studies (may be repeated)
 - ENGL 8389: Advanced Projects in Translation
 - ENGL 8390: History and Theory of Literary Translation
- 3 hours of electives in courses that address topics, theories, and/or methodologies related to Translingual Studies, as approved by a faculty advisor

DEGREE PLAN: PHD IN ENGLISH
GRADUATE STUDIES IN ENGLISH | UNIVERSITY OF HOUSTON

Name: _____

Admission Date: _____

Area Stream: _____

1. COURSEWORK

PhD in English students must complete 36 hours of coursework distributed as follows: Professional Development (6 hours); Literary Studies Area Stream (12 hours); Electives (18 hours). As part of these requirements, students must take at least one literary studies course designated as early literature and at least one literary studies course designated as later literature. Students receiving Teaching Fellowships must take English 6300: Teaching College Writing during their second year of coursework unless exempted.

Professional Development (6 hours)

Course	Term	Professor	Grade
ENGL 7390: Intro. to Doctoral Studies			
ENGL 8318: Writing for Publication			

Area Stream (12 Hours)

Course	Term	Professor	Grade

Electives (18 hours)

Electives courses should contribute to PhD in English students' areas of expertise and selected in consultation with a faculty advisor.

Course	Term	Professor	Grade

Early Literature Requirement: _____

Later Literature Requirement: _____

Notes

If a course fulfills more than one requirement, students fulfill their 36 coursework hours by taking additional electives. Note additional electives here, as well as any other notes about coursework.

2. FOREIGN LANGUAGE REQUIREMENT

PhD students must demonstrate working knowledge of two foreign languages or intensive knowledge of one foreign language.

Language	Working/Intensive

3. DOCTORAL EXAMS

Prior to taking exams, students must complete all coursework (except for Master Workshop), resolve all Incompletes, and meet the Foreign Language Requirement.

Exam Committee

Chair: _____

Committee Member: _____

Committee Member: _____

Exam Fields

Major Field: _____ Written Exam Pass Date: _____

Sub-disciplinary Field: _____ Written Exam Pass Date: _____

Oral Exam Pass Date: _____

4. DISSERTATION

Dissertation Committee

Chair: _____

Committee Member: _____

Committee Member: _____

Outside Reader: _____

Prospectus Defense Pass Date: _____

Dissertation Defense Pass Date: _____

Dissertation Title: _____

DEGREE PLAN: PHD IN ENGLISH/RCP
GRADUATE STUDIES IN ENGLISH | UNIVERSITY OF HOUSTON

Name: _____

Admission Date: _____

Area Stream: _____

1. COURSEWORK

PhD in English/RCP students must complete 36 hours of coursework distributed as follows: Professional Development (6 hours); RCP Area Stream (12 hours); Electives (18 hours). Students receiving Teaching Fellowships must take English 6300: Teaching College Writing during their second year of coursework unless exempted.

Professional Development (6 hours)

Course	Term	Professor	Grade
ENGL 7390: Intro. to Doctoral Studies			
ENGL 8318: Writing for Publication			

Rhetoric, Composition, and Pedagogy Area Stream (12 Hours)

Students in the Rhetoric, Composition, and Pedagogy Area Stream must take at least 3 hours of coursework designated as “RCP Methodology” and 9 hours of coursework in Composition, Linguistics, Pedagogy, and/or Rhetoric.

Course	Term	Professor	Grade

Electives (18 hours)

Electives courses should contribute to PhD in English/RCP students' areas of expertise and selected in consultation with a faculty advisor.

Course	Term	Professor	Grade

RCP Methodology Requirement: _____

Notes

If a course fulfills more than one requirement, students fulfill their 36 coursework hours by taking additional electives. Note additional electives here, as well as any other notes about coursework.

2. FOREIGN LANGUAGE REQUIREMENT

PhD students must demonstrate working knowledge of two foreign languages or intensive knowledge of one foreign language.

Language	Working/Intensive

3. DOCTORAL EXAMS

Prior to taking exams, students must complete all coursework (except for Master Workshop), resolve all Incompletes, and meet the Foreign Language Requirement.

Exam Committee

Chair: _____

Committee Member: _____

Committee Member: _____

Exam Fields

Major Field: _____ Written Exam Pass Date: _____

Sub-disciplinary Field: _____ Written Exam Pass Date: _____

Oral Exam Pass Date: _____

4. DISSERTATION

Dissertation Committee

Chair: _____

Committee Member: _____

Committee Member: _____

Outside Reader: _____

Prospectus Defense Pass Date: _____

Dissertation Defense Pass Date: _____

DEGREE PLAN: PHD IN CREATIVE WRITING & LITERATURE
GRADUATE STUDIES IN ENGLISH | UNIVERSITY OF HOUSTON

Name: _____

Admission Date: _____

Area Stream: _____

Major Genre: _____

1. COURSEWORK

PhD in Creative Writing and Literature students must complete 45 hours of coursework distributed as follows: Professional Development (6 hours); Literary Studies Area Stream (12 hours); Creative Writing (12 hours); Electives (15 hours). As part of these requirements, students must take at least one literary studies course designated as early literature and at least one literary studies course designated as later literature. Students receiving Teaching Fellowships must take English 6300: Teaching College Writing during their second year of coursework unless exempted.

Professional Development (6 hours)
Creative Writing PhD-Poetry students must take ENGL 8322: Master Workshop—Poetry
Creative Writing PhD-Fiction students must take ENGL 8323: Master Workshop—Narrative

Course	Term	Professor	Grade
ENGL 7390: Intro. to Doctoral Studies			
ENGL 8322: Master Workshop—Poetry			
ENGL 8323: Master Workshop--Narrative			

Area Stream (12 Hours)

Course	Term	Professor	Grade

Creative Writing (12 Hours)

Creative Writing PhD-Poetry students must take ENGL 7380: History of Poetry and Poetics.

Creative Writing PhD-Fiction students must take ENGL 7381: Narrative and Narrative Theory.

Course	Term	Professor	Grade
ENGL 7380: History of Poetry/Poetics			
ENGL 7381: Narrative/Narrative Theory			
ENGL 7324: Writers on Literature			
Major Genre Workshop			
Major Genre Workshop			

Electives (15 hours)

Creative Writing PhD students may use up to two workshop courses as electives.

Course	Term	Professor	Grade

Early Literature Requirement: _____

Later Literature Requirement: _____

Notes

If a course fulfills more than one requirement, students fulfill their 45 coursework hours by taking additional electives. Note additional electives here, as well as any other notes about coursework.

2. FOREIGN LANGUAGE REQUIREMENT

PhD students must demonstrate working knowledge of two foreign languages or intensive knowledge of one foreign language. Full details are available in the Ph.D. handbook.

Language	Working/Intensive

3. Doctoral Exams

Prior to taking exams, students must complete all coursework (except for Master Workshop), resolve all Incompletes, and meet the Foreign Language Requirement.

Exam Committee

Chair: _____

Committee Member: _____

Committee Member: _____

Exam Fields

Major Field: _____ Written Exam Pass Date: _____

Sub-disciplinary Field: _____ Written Exam Pass Date: _____

Oral Exam Pass Date: _____

4. DISSERTATION

Dissertation Committee

Chair: _____

Committee Member: _____

Committee Member: _____

Outside Reader: _____

Prospectus Defense Pass Date: _____

Dissertation Defense Pass Date: _____