

English Department Graduate Handbook

1. Program Description

The Department of English at the University of Nevada, Reno, with a variety of [graduate faculty](#), has specialists in most areas of literary, rhetorical, composition, and linguistic study. The University is an R1 university, and our faculty are active researchers pursuing cutting-edge work in a variety of fields. At the same time, our graduate program is small enough that students enjoy a sense of community and benefit from close faculty mentoring. Faculty members take their roles as mentors very seriously, giving students the careful attention that helps them define and achieve their professional goals. Hence, our program has a low attrition rate. M.A. and M.F.A. alumni have entered successful careers in writing, publishing, community college teaching, business non-profits and have been accepted to Ph.D. programs at other top-rated universities. Ph.D. alumni hold a range of positions in higher education and outside the academy.

Degrees Offered

Master of Arts (MA)

The M.A. program is designed for students who plan to continue work toward the Ph.D., for potential community college teachers, for individuals who want to acquire overall background in the study of language and literature and for those interested in writing and editing careers. The M.A. degree is offered with areas of concentration in

- [Language and Linguistics](#)
- [Literature](#)
- [Public Engagement](#)
- [Rhetoric and Writing Studies](#)

Both a thesis plan and a non-thesis plan are available. Proficiency in one foreign language (the equivalent of four semesters of college-level coursework) or equivalent interdisciplinary literacy (MAPE) is required.

Student Learning Outcomes:

Students will obtain broad knowledge of several of the historical fields in, literary genres of, and major critical approaches to British, American, and World Literatures in English; or, broad knowledge of writing studies issues and methodologies; or broad knowledge in literary and rhetorical public engagement and its methodologies; or broad knowledge of linguistics issues and methodologies. Students will demonstrate specialized competence in the primary and secondary literature of an appropriate specialized sub-field of literature or writing or public engagement or language.

Master of Fine Arts (M.F.A.)

The M.F.A. in [creative writing](#) provides top-level training and experience to writers of promise, in order to best prepare them to be publishing creative writers and /or to pursue careers in college-level teaching. In addition, the program allows apprentice writers to develop their gifts amidst a community of artists in a university setting; the program also provides a link between student writers and the wider professional community of published writers, editors, and agents. Students produce bodies of original work, based on an understanding and study of historic, contemporary, and avant-garde literatures, culminating in a book-length thesis. Students are expected not only to produce creative work, but also to develop traditional scholarly and pedagogical skills, so as to better articulate their knowledge—to a potential audience including readers, colleagues, and students—as befits the recipient of a terminal degree in English.

Student Learning Outcomes:

By the end of their degree program, M.F.A. candidates should be able to:

- Demonstrate mastery of manipulation of elements of craft/technique within their chosen area of emphasis. (in fiction, this is defined as: form (the novel, novella, and short story); generic tropes; narrative structure; point of view; tone; and voice. In poetry, this is defined as: traditional forms; line/enjambment; imagery and metaphor; meter; rhyme and free verse);
- Demonstrate an understanding of the contemporary publishing landscape for fiction (both genre and literary) and/or poetry, for book-length works as well as for individual stories/poems;
- Demonstrate the ability to curate/edit the creative work of others for publication;
- Create a book-length of work of publishable creative writing, as well as identify its audience/market;
- Analyze and describe their creative work within the context of historical trends/movements and genres in literature;
- Compile a professional portfolio demonstrating an understanding of future career options and approaches to same.

Doctor of Philosophy (Ph.D.)

The Ph.D. program is designed for students preparing to be teachers and scholars at universities and community colleges. The Ph.D. is offered with areas of concentration in

- [Literature](#)
- [Rhetoric and Writing Studies](#)

Student Learning Outcomes:

Students will obtain broad knowledge of several of the historical fields in, literary genres of, and major critical approaches to British, American, and World Literatures in English; or, broad knowledge of writing studies issues and methodologies; or, broad knowledge of linguistics issues and methodologies. Students will demonstrate specialized competence in the primary and secondary literature of an appropriate specialized sub-field of literature or writing or language.

Emphases

Our programs of study all allow for and encourage study and training across the various fields in the department, resulting in a remarkably productive and exciting intellectual atmosphere.

Literature (M.A. and Ph.D.)

The English department offers a wide range of courses in English, American, and Anglophone literatures and cultures. Our faculty members publish in leading journals and have authored recent books on topics ranging from Shakespeare's first folios to postmodern American lyric. We have particular strengths in modernist studies; archival and media studies; twentieth-century and contemporary American, British, and comparative literatures; and cultural studies and theory. Faculty members also teach in a variety of programs across campus, including the [Gender, Race, and Identity Program](#).

Our Ph.D. graduates have been appointed to tenure-track positions at schools across the country and abroad as well as non-tenure-track jobs and careers outside of academia. M.A. students have gone on to advanced graduate study in areas including English, law, education, and business, and to careers in politics, business, editing, and many other fields. Our students are active in the profession, from organizing panels at national conferences to working at the Oregon Shakespeare festival. Graduate students may have opportunities for teaching a range of courses and for sponsored travel and research.

Rhetoric and Writing Studies (M.A. and Ph.D.)

Focusing on those interested in careers in academic research and teaching, program administration (first-year writing, writing across the curriculum, and writing center), as well as community and workplace literacy, the Ph.D. in Rhetoric and Writing Studies is designed to balance theory/practice and teaching/scholarship. In addition to seminars in classical and modern rhetoric, feminist rhetoric, research methodologies, composition pedagogy, rhetorical studies of cultural practices, and various other topics, the curriculum offers internships that place students in community and school settings. We also strongly emphasize students' development as writers, with workshop courses offered in the craft of writing, advanced nonfiction, and creative nonfiction.

The Rhetoric and Writing Studies faculty are committed to collaborative activity with students, engaging with them in local internship opportunities, conference presentations, scholarly research, program development and assessment, and writing projects. In addition, students receive active mentoring in teaching and administration, as well as opportunities to serve in leadership positions in the Core Writing Program and the University Writing Center. Ph.D. students in Rhetoric and Writing Studies also develop expertise in one cognate area, such as American literature, oral history, women's literature, critical theory, environmental literature, narrative theories, secondary school pedagogy, business/technical writing, or linguistics. Qualified Ph.D. candidates have opportunities to teach intermediate and upper division courses in their areas of emphasis.

The M.A. in Rhetoric & Writing Studies is designed for students who wish to strengthen their skills as writers while deepening their understanding of theories of writing from the fields of rhetoric, composition, and writing studies. Cognate work in linguistics, literature, or literacy studies further enriches the study of writing. Students may choose either a non-thesis or thesis program of study. This emphasis supports a range of professional pursuits, including technical and professional writing, literacy studies, the teaching of composition, and rhetorical studies. Students in the program are active in publishing, participating in conferences, and serving as writing interns in businesses, community agencies, or educational institutions.

The Ph.D. program of study in Rhetoric and Writing Studies has had notable success placing its graduates in tenure-track positions. Placements have occurred at a wide range of colleges and universities, including Indiana University of Pennsylvania; UT San Antonio; UC Davis; Arizona State; Saint Mary's College of California; and University of Northern Colorado, to name only a few. Other graduates place into industry jobs, for example a recent graduate is now a Narrative Writing Specialist at The Change Companies. The M.A. Rhetoric & Writing Studies program has placed graduates in community colleges, positions in the public and private sectors, and Ph.D. programs throughout the U.S.

Public Engagement (M.A.)

Our English department, located in a land-grant institution, has always had an outreach mission. That mission is especially crucial now as we seek to reinvigorate the humanities and serve the communities that nurture the university. We are the department with particular knowledge in reading, writing, and language study—the skills most crucial to the current technological age. The Public Engagement emphasis brings these talents to bear on issues of public concern. The emphasis prepares students with a required seminar in public intellectualism and emphasizes experiential learning and the development of interdisciplinary literacy. It includes core coursework in rhetoric and in literature. But it also incorporates any course in the English department that may serve a public engagement student's particular commitments. For instance, a course in postmodern poetics might be useful to a student committed to creating a space for local spoken word; a course in rhetoric and Marxism might be useful to a student who does labor advocacy work; a course in environmental literature might be useful to a student active in local sustainability movements; and a course in literature and film might be useful to a student who wants to facilitate community reading groups. Like a magnet, the Public Engagement emphasis draws expertise from across the English faculty to help students tailor their M.A. to their interests in public engagement.

The Public Engagement M.A. emphasis is designed to serve students whose career goals may include teaching, working for non-profits, and/or going on for a Ph.D. in literature or rhetoric programs that emphasize community activism.

Language and Linguistics (M.A.)

The M.A. program of study in Language and Linguistics is designed primarily for students who have some background in linguistics but did not major in the field as undergraduates. The

program is an excellent complement to B.A. or advanced degrees in Anthropology, Composition and Rhetoric, English Literature, Foreign Languages, Philosophy, Psychology, or Speech Pathology. The M.A. can serve as a terminal degree, or as preparation for further study in a Linguistics Ph.D. program.

The program provides students the opportunity to study the English language and to master the analytical tools of linguistics, which can be applied to the study of any language. In addition to a firm grounding in the basic concepts of linguistics, students receive training in phonology, morphology, syntax, sociolinguistics, discourse analysis, the history of the English language, and Old English.

Creative Writing (M.F.A.)

The Master of Fine Arts (M.F.A.) degree in creative writing is designed for students who wish to pursue a professional degree with emphases on both students' writing and graduate-level scholarship in English. The degree involves a three-year course of study, requiring a series of rigorous workshops centered on the development of students' creative work, in addition to coursework in literary history, critical theory, and literary craft. Students will have the opportunity to develop a significant body of publishable creative work with an understanding of and the ability to describe the work's historical/ literary context.

As the terminal degree in the field of creative writing, the M.F.A. degree prepares graduates to teach at the collegiate level, as well as for employment in the fields of publishing, literary agenting, and editing. The degree also guides writers toward publishing in nationally prominent presses, journals, and magazines.

The M.F.A. program offers specializations in fiction and poetry, and welcomes writers who aspire to high levels of literary quality, including fiction writers working within traditional genres (i.e., young adult, science fiction, fantasy, mystery, horror, etc.).

Contact Information

The Graduate Program Director, [James Mardock](#), is available to advise applicants to our program. To schedule an appointment, contact the front office staff at (775)784-6689.

2. Admission

Applications must be submitted with the [Graduate School's application process](#). The application deadline for the following Spring Semester (M.A. only) is October 1. The application deadline for the following Fall semester is December 15. The Ph.D. and M.F.A. programs do not admit students for the Spring semester. See the [English department's website](#) for additional information concerning the admission process and admission criteria.

3. Degree Requirements

Master of Arts (M.A.)

The English department offers four areas of emphasis within its M.A. program: [Language](#), and Linguistics, [Literature](#), [Rhetoric and Writing Studies](#), and [Public Engagement](#). These emphases serve a variety of students with a wide range of professional goals and ambitions.

Applicants to the M.A. program must have an undergraduate major or minor in English or its equivalent from an accredited college or university, and a cumulative GPA of at least 3.0. Potential applicants who do not meet these minimum requirements should talk with the Graduate Program Director to determine which undergraduate English courses to take should they wish to prepare for graduate studies in English.

General Requirements

The following general requirements apply in all emphases within the M.A. program, except where clearly stated in the specific descriptions for each emphasis.

- 1. Time Limit.* All requirements must be satisfied during the six calendar years immediately preceding the granting of the degree.
- 2. Graduate Committee.* As soon as is practical and in consultation with the Graduate Program Director, a student should choose an advisory committee and complete a [Program of Study](#). The graduate program in English emphasizes a close working relationship between the student and his or her advisory committee. Advisory committees for master's students consist of a chair and a second member from the graduate faculty in the English department and one member of the graduate faculty from another University department.
- 3. Choice of Thesis or Non-Thesis Plan.* Most of our M.A. emphases allow students the option of writing a thesis or of substituting course work for the thesis. We encourage students to follow the non-thesis plan unless there is a compelling reason to select the thesis plan.
- 4. Total Credits.* Both the non-thesis and thesis plans require 31 credits of graduate work; for the thesis plan, 6 of those will be thesis credits. No more than 3 credits of Internship and 3 credits of ENG 790 Special Topics (Independent Study) may be counted toward the degree. Except in the case of required internships, independent study and internships credits may not be used to fulfill course requirements but may be counted for total number of credits required for degrees.
- 5. Transfer Credits.* No more than twelve total credits applicable to the approved program of study may be accepted from graduate courses taken at another institution and/or taken at the University of Nevada, Reno on graduate special status. These courses must have been completed within the six-year time limit for the M.A. degree and must be approved to count toward the degree by the student's committee chair, the Graduate Program Director, and the Graduate School.

6. Residence. In the non-thesis plan, a minimum of 23 credits must be earned in residence; in the thesis plan, the minimum is 21 credits.

7. Continuous Registration. Graduate School regulations require graduate students to maintain continuous registration of at least three credit hours per semester to remain active in the pursuit of a degree. This means that students studying for comprehensive exams or writing theses must (even if they are not in residence) register for at least three credit hours each semester (summers excluded) until they graduate.

8. Seminar Requirement. All M.A. students are required to take a substantial portion of their course work at the 700 level. In the Public Engagement emphasis, at least 16 credits must be completed in courses numbered 700 or above. In the Literature, Rhetoric and Writing Studies, and Language emphases, 19 credits must be numbered 700 or above in the thesis plan, or 16 credits in the non-thesis plan.

9. Foreign Language Requirement. Competence in one foreign language is required. French, German, Spanish, Italian, Latin, or Greek are recommended, but other languages may be approved by the student's advisory committee. The student is strongly advised to complete the work necessary to meet this requirement before becoming a graduate student, or as soon as possible after beginning graduate study. The requirement may be met either by course work or by examination. Course work: competence is demonstrated by the student completing fourth-semester college-level course work in the language with a grade of C or better in the final term of the course, or by the student completing the second semester of a sophomore reading course with a grade of B or better. Examination: the student must pass a proficiency exam given by the Department of World Languages and Literatures at the University of Nevada, Reno.

10. Comprehensive Examination. In order to register for ENG 795 (comprehensive exam), a student must have met these requirements:

- (1) Filed a completed Program of Study with the Graduate School;
- (2) Completed all but the last semester of coursework toward the degree for the M.A.;
- (3) Met the foreign language requirement for their degree and area of emphasis;
- (4) Met with their committee chair to work out plans for completing the written and oral portions of the exams;
- (5) Returned the completed "Approval to Register for Comprehensive Exams" form (available at the [English department website](#)) to the English department office prior to the end of registration.

The M.A. program requires a comprehensive exam as a part of the degree requirements. Students must register for ENG 795, Comprehensive Exam, 1 credit, the semester they will be completing their exams. In general, the exam includes three parts: a) a professional paper; b) a written examination over a set reading list; c) an oral exam of about an hour and a half, covering the professional paper or portfolio and the written exam. Examinations for each program emphasis are detailed below. A student must have completed the professional paper or portfolio and have passed the written exam prior to taking the oral exam. Failed written or oral exams can be

retaken only once, no sooner than two months after the failed attempt, and the student must register for ENG 795 a second time in the following semester.

11. Thesis (thesis plan only). Students choosing a thesis plan will first prepare a thesis prospectus, in consultation with the chair of the advisory committee, for the committee's approval. The finished thesis, after meeting the approval of the advisory committee, is defended in the final oral examination, which also covers the written exam. In the Writing program, the final oral defense is separate from the discussion of the portfolio and written exam. While the thesis is in progress, the candidate should register for the six required hours of thesis credit (ENG 797), including one hour to be taken during the writing of the prospectus. Documentation and bibliography should follow the current [MLA Handbook](#). Precise guidelines for thesis format and submission are available at the Graduate School. Students doing research involving human subjects *must* check with the Office of Human Subjects Research in Ross Hall regarding necessary protocols and review procedures.

12. Graduation. To graduate in any given semester, the student must file an Application for Graduation in MyNevada by the date specified for that semester in the university catalog and meet that semester's deadlines for submission of the Notice of Completion and (if on the thesis plan) the final copy of the thesis to the Graduate School. Students should be aware that [graduation application dates](#) at the University of Nevada, Reno are unusually early: *the deadline is generally eight weeks prior to graduation.*

13. Paperwork. The student is responsible for knowing the degree requirements and for submitting all Graduate School forms on time. Early in their graduate careers, students should become familiar with the most important of these forms: the Program of Study, the Notice of Completion, and the Application for Graduation. Most Graduate School forms are available on the web on [the Graduate School website](#).

M.A. Literature Emphasis, Specific Requirements

1. General Requirements. See the section on [M.A. General Requirements](#).

2. Course Requirements.

a) [Research Methods](#). ENG 711, Introduction to Graduate Study, is required and must be taken at the first opportunity. It is customarily offered each fall semester.

b) [Distribution Requirements \(elective\)](#). The student must take at least one course in nine of the following ten fields: Poetry, Fiction, Drama, Linguistics, Nonfiction/Intellectual Prose, Rhetoric, Literary Criticism, American Literature, British Literature before 1800, and British Literature after 1800. Five of the distribution requirements may be met by courses taken at the advanced undergraduate level (the equivalent of our department's 400-level courses) in which the student earned a B or above. The Graduate Program Director, in consultation with the faculty, determines which distribution requirement(s) specific courses may meet.

c) *Literature Topic or Field (elective)*. The student must take at least two courses in a particular field of interest, determined in consultation with his or her M.A. committee chair. Fields or topics might, for instance, include the Renaissance, African American literature, or the American novel.

For a list of graduate elective courses, see the [University Catalog](#).

3. Professional Paper (non-thesis plan only). In consultation with their committee chair, each student will complete a professional paper. No credit toward Course Requirements (see above) will be granted for work on the professional paper or portfolio. The professional paper is a substantial literary-critical essay. The student selects one seminar paper written in the M.A. program and revises it, working with their chair and with the professor in whose course it was originally written, who must be a member of the student's committee. When revised, this paper will be presented to the committee as an example of the student's ability to perform research and write a convincing, reasoned argument on a topic related to literature. The paper should be approximately twenty pages long and should be of professional, publishable quality.

4. Comprehensive Examination (written). In consultation with the M.A. committee chair, each student will put together a reading list based on his or her particular topic or field of concentration. The list should consist of 10 to 15 items, at least eight of which should be book-length. The written portion of the comprehensive exam will be designed to demonstrate the student's mastery of the materials on this reading list. The student completes a one-day exam on the reading list. The exam questions will be set by the members of the student's M.A. committee, who will then evaluate the written exam.

5. Thesis (thesis plan only). Each student will present a prospectus, written in consultation with the student's committee chair, to the student's advisory committee. This prospectus should constitute a sound plan for writing the thesis and may include a bibliography and a tentative table of contents. The prospectus is normally approved before the student completes the written exam. The student then writes the thesis, working closely with committee members. The student must register for 6 credits of ENG 797, Thesis.

6. Comprehensive Examination (oral) and Thesis Defense. The oral exam lasts about an hour and a half and is administered by the student's M.A. committee. In the non-thesis plan, the student takes the oral exam after completing the professional paper or portfolio and the written exam; the oral will include questions on each of these works. In the thesis plan, the student takes the final oral exam after the completed thesis has been approved by his or her committee. In addition to those works covered in the exam for the non-thesis plan, the oral for students who choose the thesis plan also includes a defense of the thesis. It is the responsibility of the student to schedule the oral exam with his or her committee. The student must register for ENG 795, Comprehensive Examination, one credit, the semester he or she will be completing the oral exam.

See the department's [NevadaBox folder](#) for a checklist of degree requirements for the M.A. English, Literature emphasis.

M.A. Public Engagement Emphasis, Specific Requirements

1. *General Requirements.* See the section on [M.A. General Requirements](#).

2. *Course Requirements.*

a) *Research Methods.* Either ENG 711 (Introduction to Graduate Study) or ENG 730 (Introduction to Graduate Study in Rhetoric and Composition) must be taken at the earliest opportunity. Both are typically offered every fall semester.

b) *Public Intellectualism.* ENG 740: English Studies and Public Intellectualism must be taken at the earliest opportunity. It is typically offered every spring semester in even years.

c) *Experiential Learning.* Options for fulfilling this requirement include ENG 736, an internship, or another course (either taught or taken) that has a significant experiential learning component. An Experiential Learning Application (available on Nevada Box) must be completed and approved for experiential learning courses other than ENG 736.

d) *Power, Place, and Publics.* Two PPP courses are required. A PPP Application (available at the [English department website](#)) must be completed by student and instructor for each course and approved by the MAPE committee.

e) *Rhetoric.* One course from the University Catalog's [list of electives](#).

f) *Literature.* One course from the University Catalog's [list of electives](#).

g) *Interdisciplinary Literacy.* Competence in a foreign language (see [General Requirements](#)), two 600- or 700-level courses in a cognate discipline, or three advanced courses in linguistics; plan must be approved by committee chair. NB: Interdisciplinary literacy courses that are not ENG courses (or cross-listed as such) count neither toward the 15 700-level credits nor the 31 graduate credits required for the M.A. degree.

3. *Professional Portfolio.* The professional portfolio requires the student to develop critical and professional materials specific to an issue of civic engagement. The materials should include a historical and critical framework for understanding the issue as well as professional materials that display application of that framework. Ideally, these materials should develop the writing done in courses as well as community engagement work. The portfolio will be developed in consultation with the student's committee and will be discussed during the oral exam. There is no thesis option for the Public Engagement emphasis.

5. *Comprehensive Examination.* The comprehensive exam will consist of a written exam and an oral examination. Working with his or her advisor, the student develops a bibliography of approximately 15 texts relevant to the student's interests. These texts will vary in length and form according to the student's topic of choice and professional goals. The student completes a

one-day written exam, designed to demonstrate his or her mastery of the materials on the reading list. The exam questions will be set by the members of the student's M.A. committee, who will then evaluate the written exam. Once the exam has passed, the student will proceed to the oral examination. Lasting one and a half hours, the examination will cover materials from both the portfolio and the written exam.

See the department's [NevadaBox folder](#) for a checklist of degree requirements for the M.A. English, Public Engagement emphasis.

M.A. Rhetoric and Writing Studies Emphasis, Specific Requirements

1. *General Requirements.* See the section on [M.A. General Requirements](#).

2. *Course Requirements.*

a) *Research Methods.* ENG 730, Introduction to Graduate Study in Rhetoric and Writing Studies, is required and should be taken at the earliest opportunity. It is customarily offered each fall semester.

b) *Rhetoric & Writing Studies Electives.* At least 2 courses for the Thesis Plan, or 3 courses for the Non-Thesis Plan, must be chosen from the following electives:

- [ENG 600A - Topics in Writing](#) (3 units)
- [ENG 600B - Topics in Professional Writing](#) (3 units)
- [ENG 601B - Advanced Non-Fiction](#) (3 units)
- [ENG 606A - Document Design](#) (3 units)
- [ENG 607B - Fundamentals of Technical Writing](#) (3 units)
- [ENG 608B - Tutoring Student Writers](#) (3 units)
- [ENG 609C - Contemporary Rhetorical Theory and Criticism](#) (3 units)
- [ENG 675B - Literary Nonfiction](#) (3 units)
- [ENG 729 - Contemporary Rhetoric](#) (3 units)
- [ENG 731 - Research in Rhetoric and Composition](#) (3 units)
- [ENG 732 - Problems in Writing](#) (3 units)
- [ENG 733 - Classical Through Medieval Rhetoric](#) (3 units)
- [ENG 734 - Writing in the Academy](#) (3 units)
- [ENG 735 - Seminar in Rhetoric and Composition](#) (3 units)
- [ENG 736 - Internship](#) (1 to 4 units)
- [ENG 737 - Teaching College Composition](#) (3 units)
- [ENG 738 - Seminar in Professional Writing](#) (3 units)
- [ENG 739 - Renaissance Through Modern Rhetoric](#) (3 units)

c) *Other Electives.* In consultation with the advisory committee, the student will choose at least 2 courses (Thesis Plan) or 3 courses in (Non-Thesis Plan), to complement his or her interests. No more than three courses may be taken outside the Department of English.

d) *Language Studies*. The student's undergraduate or graduate course work must include an advanced course in English language studies, as approved by the advisory committee. The following are acceptable courses:

- [ENG 411B - Principles of Modern Grammar](#) (3 units)
- [ENG 611B - Principles of Modern Grammar](#) (3 units)
- [ENG 412A - Linguistics](#) (3 units)
- [ENG 612A - Linguistics](#) (3 units)
- [ENG 414A - History of the English Language](#) (3 units)
- [ENG 614A - History of the English Language](#) (3 units)

3. *Comprehensive Examination (written and oral)*. Working closely with the advisory committee, the student will prepare a bibliography of approximately 15 important works in the field of writing. This bibliography may be prepared throughout the student's time in the program; the works to be included must be approved in advance by the advisory committee. For the comprehensive examination, the student writes a synthesizing paper on a topic approved by the committee. Alternatively, the student may elect to take a one-day written examination, prepared by the committee, over ideas and concepts represented by the student's selected reading list. After the student has passed the paper or written exam, the advisory committee will conduct an oral exam, not to last more than an hour and a half. The student must register for ENG 795, Comprehensive Examination, one credit, the semester he or she will be completing the oral exam.

4. *Thesis (Thesis Plan only)*. The thesis may be a piece of empirical research, a library research project, a critical/rhetorical paper, or work in imaginative writing. After approval of a prospectus by the advisory committee, the student completes the thesis, registering for 6 credits of ENG 797.

5. *Thesis Defense (Thesis Plan only)*. The final oral exam, given by the candidate's advisory committee, will last about an hour and a half and will be a defense of the thesis. Candidates who prepare writings as a thesis project may instead present their thesis as a public reading and discussion of that work.

See the department's [NevadaBox folder](#) for a checklist of degree requirements for the M.A. English, Rhetoric and Writing Studies emphasis.

M.A. Language Emphasis, Specific Requirements

1. *General Requirements*. See the section on [M.A. General Requirements](#).

2. *Course Requirements*.

Note that ENG 281 or equivalent course is a prerequisite for all linguistics courses.

a) *Research Methods*. ENG 711, Introduction to Graduate Study, is required and must be taken at the first opportunity. It is customarily offered each fall semester.

b) **Required Language Courses.** The following courses are required. These course requirements may be met by such courses previously taken at the 400 (or equivalent) level (if student earned a B or above). In such a case, the student will take an equivalent number of credits of other language electives, chosen in consultation with student's committee or with approval of linguistics faculty.

- [ENG 611B - Principles of Modern Grammar](#) (3 units)
- [ENG 612A - Linguistics](#) (3 units)
- [ENG 612D - Introduction to Phonology](#) (3 units)
- [ENG 717 - Old English](#) (3 units)

c) **Language Electives.** For the non-thesis option, these should include nine additional credits. For the thesis option, these should include six additional credits. Below is a list of possible courses. Other courses not listed (including those from outside the English department) may also be selected in consultation with student's committee or with the approval of linguistics faculty.

- [ENG 612B - Applied Linguistics](#) (3 units)
- [ENG 613A - Sociolinguistics](#) (3 units)
- [ENG 613B - Historical Linguistics](#) (3 units)
- [ENG 614A - History of the English Language](#) (3 units)
- [ENG 615D - Introduction to Old Norse](#) (3 units)
- [ENG 616B - Language and Gender](#) (3 units)
- [ENG 692C - Language and Culture](#) (3 units)
- [ENG 713 - Problems in Language](#) (3 units)
- [ENG 714 - Problems in Modern Grammatical Study](#) (3 units)
- [ENG 718 - Beowulf](#) (3 units)
- [ENG 720 - Problems in Medieval English](#) (3 units)

d) **Other Electives.** Other courses should be selected in consultation with the student's advisory committee to complement the student's interest in language. Courses may include graduate courses in English, or in other disciplines such as Anthropology, Psychology, Computer Science, World Languages, Basque Studies, Speech Pathology, Philosophy or in the College of Education.

3. Comprehensive Examination (written). At the completion of course work, the student must pass written examinations administered by his or her advisory committee. In the Thesis Plan, the written examination will last four hours. Two hours of the exam will be based on the student's course work, and two hours will be based on basic linguistic principles, history and structure of the English language, and English dialects. In the Non-Thesis Plan, the exam will last six hours, with three hours based on course work and three hours on the basic materials specified above. The questions will ask that the student demonstrate both specific information and a broader understanding of concepts important to the study of language.

4. *Thesis (Thesis Plan)*. The student writing a thesis should submit a prospectus to his or her advisory committee before beginning to write the thesis. The thesis will be written with the guidance of the chair and committee. The student must register for 6 credits of ENG 797, Thesis.

5. *Comprehensive Examination (oral) and Thesis Defense*. Approximately three weeks after passing the written examination, the Non-Thesis Plan candidate will take an oral examination lasting no longer than one and a half hours, administered by the student's advisory committee. Like the written examination, the oral exam will be based on the student's knowledge of the structure and history of the language and on the student's course work, although its range may be broader. For a student studying under the Thesis Plan, the oral exam will be given when the thesis is completed and approved by the advisory committee. While the exam will focus on the student's own research, it may also explore areas in which the student has had course work. The student must register for ENG 795, Comprehensive Examination, one credit, the semester he or she will be completing the oral exam.

See the department's [NevadaBox folder](#) for a checklist of degree requirements for the M.A. English, Public Engagement emphasis.

Master of Fine Arts (M.F.A.)

Program Requirements

All M.F.A. candidates must enroll in a minimum of 6 units per semester during their first five semesters in the program and at minimum must maintain graduate standing thereafter. In the sixth semester, they must finalize/finish a thesis project. Candidates must maintain a minimum 3.5 grade-point average. During the second year of study, candidates must choose one Department of English creative writing faculty member to serve as the M.F.A. committee chair and advisor; two additional department faculty (one from creative writing, and one outside the student's declared course of study) to serve as a committee members; and a fourth committee member from outside the Department of English, chosen in consultation with the committee chair. During the student's third year of study the M.F.A. program requires the candidate to take a comprehensive written examination, on topics of the committee chair's choosing, over the candidate's knowledge of a 30-book reading list and annotated bibliography; this will be followed closely thereupon by an oral examination, conducted by the student's full committee, during which the student will defend written exam answers and the annotated bibliography. At the end of the third year of study, students will complete and present to the full committee a written book-length thesis or original fiction/poetry, of publishable quality. At the conclusion of 48 credit hours, the student will be required to pass a defense of the completed thesis before the full committee.

Students on assistantship may also be required to take [ENG 737](#) and [ENG 793](#), which may be counted as one of the student's elective courses.

1. Course Requirements

a) [Research Methods \(3 credits\)](#). ENG 711, Introduction to Graduate Study, is required and must be taken at the first opportunity. It is customarily offered each fall semester.

b) [Poetry/Fiction Workshop \(12 or 15 credits\)](#).

Students must take 4 workshops in their stated specialization, either ENG 705 (Fiction) or ENG 709 (Poetry). Those who wish to may take a fifth workshop either in or out of their specialization in lieu of 3 of the required ENG 797 credits.

c) [Creative Writing \(6 credits\)](#).

- ENG 710: Literary Editing and Publishing (3 credit hours)
- ENG 707: Craft and Forms of Creative Writing OR ENG 708: Topics and Problems in Creative Writing (3 credit hours)

d) [Electives at the 700-level \(9 credits\)](#). These classes will normally be literature courses; in consultation with their advisors, students will be encouraged to plan elective courses around faculty offerings and topics that best reflect their individual interests and the ongoing aesthetic concerns of their creative work. Courses may be chosen from the following list:

- [ENG 707 - Craft and Forms of Creative Writing](#) (6 units)
- [ENG 708 - Topics and Problems in Creative Writing](#) (3 units)
- [ENG 713 - Problems in Language](#) (3 units)
- [ENG 714 - Problems in Modern Grammatical Study](#) (3 units)
- [ENG 717 - Old English](#) (3 units)
- [ENG 718 - Beowulf](#) (3 units)
- [ENG 720 - Problems in Medieval English](#) (3 units)
- [ENG 721 - Problems in the History of Literary Criticism](#) (3 units)
- [ENG 722 - Problems in Literary Theory](#) (3 units)
- [ENG 723 - Problems in Themes and Ideas in Literature](#) (3 units)
- [ENG 724 - Topics in Literature](#) (3 units)
- [ENG 725 - Problems in the Novel](#) (3 units)
- [ENG 726 - Problems in Literary Form](#) (3 units)
- [ENG 729 - Contemporary Rhetoric](#) (3 units)
- [ENG 730 - Introduction to Graduate Study in Rhetoric and Composition](#) (3 units)
- [ENG 731 - Research in Rhetoric and Composition](#) (3 units)
- [ENG 732 - Problems in Writing](#) (3 units)
- [ENG 733 - Classical Through Medieval Rhetoric](#) (3 units)
- [ENG 734 - Writing in the Academy](#) (3 units)
- [ENG 735 - Seminar in Rhetoric and Composition](#) (3 units)
- [ENG 736 - Internship](#) (1 to 4 units)
- [ENG 737 - Teaching College Composition](#) (3 units)
- [ENG 738 - Seminar in Professional Writing](#) (3 units)
- [ENG 739 - Renaissance Through Modern Rhetoric](#) (3 units)
- [ENG 740 - English Studies and Public Intellectualism](#) (3 units)
- [ENG 741 - Problems in Early American Literature](#) (3 units)
- [ENG 743 - Problems in Later American Literature](#) (3 units)
- [ENG 745 - Seminar in Ecocriticism and Theory](#) (3 units)

- [ENG 761 - Problems in the Early Renaissance](#) (3 units)
- [ENG 762 - Problems in 17th Century Literature](#) (3 units)
- [ENG 764 - Problems in Non-Shakespearean Drama](#) (3 units)
- [ENG 765 - Problems in Shakespeare](#) (3 units)
- [ENG 767 - Problems in Milton](#) (3 units)
- [ENG 771 - Problems in the Age of Reason](#) (3 units)
- [ENG 775 - Problems in the Romantic Movement](#) (3 units)
- [ENG 781 - Problems in the Victorian Age](#) (3 units)
- [ENG 783 - Problems in Early 20th Century British Literature](#) (3 units)
- [ENG 784 - Problems in 20th Century British and American Literature](#) (3 units)
- [ENG 785 - Problems in Contemporary American Literature](#) (3 units)
- [ENG 786 - Topics in Anglophone Literature](#) (3 units)
- [ENG 787 - Problems in Contemporary British Literature](#) (3 units)
- [ENG 788 - Problems in Modern Comparative Literature](#) (3 units)
- [ENG 790 - Special Topics](#) (1 to 3 units)
- [ENG 791 - Special Topics](#) (1 to 3 units)
- [ENG 793 - Pedagogical Practicum in Creative Writing](#) (2 units)

e. [ENG 795: Comprehensive Exam](#) (1 credit, see below)

f. [ENG 797: Thesis Study](#) (14 or 17 credits). Students must enroll in a minimum of 17 credit hours of thesis study, or 14 for those who opt to take a fifth workshop. These hours may be split across multiple semesters (including summer). Thesis study is overseen by the chair of the student's advisory committee.

Other Requirements

1. *Time Limit*

All requirements must be satisfied during the six calendar years immediately preceding the granting of the degree.

2. *Advisory Committee*

During the second year of study, and in consultation with the Graduate Program Director, M.F.A. candidates must choose one Department of English creative writing faculty member to serve as M.F.A. committee chair and advisor; two additional department faculty (one from creative writing, and one outside the student's declared course of study) to serve as committee members; and a fourth committee member from outside the Department of English, chosen in consultation with the committee chair.

3. *Residence*

It is assumed that students in their sixth semester will be completing their thesis projects (see below), and will likely be registered only for thesis credits.

4. *Continuous Registration*

Graduate School regulations require graduate students to maintain continuous registration of at least three credit hours per semester (summers excluded) to remain active in the pursuit of a degree.

5. *Total Credits*

The M.F.A. requires 48 credits, all of which must be taken at the graduate level.

6. *Transfer Credits*

Students will only be allowed to transfer credits from previous graduate courses in exceptional circumstances, to be determined by the Department of English M.F.A. Committee and Graduate Program Director. In most circumstances, no more than twelve graduate credits applicable to the approved program of study may be accepted from graduate courses taken at another institution and/or the University of Nevada, Reno. These courses must have been completed within the six-year time limit for the M.F.A. degree and must be approved to count toward the degree by the M.F.A. Committee, the Graduate Program Director, and the Graduate School. No previous writing workshops will count for transfer credit.

7. *Seminar Requirement*

M.F.A. students are required to take all courses at the 700 level. The student may in unusual circumstances take a 600-level class in English, but only in consultation with his or her committee chair and the Graduate Program Director.

8. *Comprehensive Examination (Written)*

In order to register for 795 (the comprehensive exam), a student must have met the following requirements:

1. Filed a completed Program of Study with the Graduate School;
2. Completed five semesters of study toward the degree;
3. Met with the student's committee chair to work out plans for completing the written and oral portions of the exams;
4. Returned the completed "Approval to Register for Comprehensive Exams" form (available at the [English department website](#)) to the English department office prior to the end of registration.

Working closely with his or her advisory committee, at the beginning of his or her second year of study, the student will prepare a reading list of 30 works. As soon as is feasible, the student will turn in an annotated bibliography of this reading list to his or her committee. Prior to the end of his or her third year of study, the student will take a one-day written examination, prepared by the committee, focusing on ideas and concepts represented by the student's reading list and annotations. After the student has passed the written exam, the advisory committee will conduct an oral exam, not to last more than an hour and a half. The student's advisory committee is responsible for the evaluation of the exam. Graduate School regulations stipulate that if more than one negative vote is cast, the examination is failed. If this happens, the student may be allowed to repeat specific

areas of the exam, or the entire exam. However, no part may be retaken more than once, and three months must elapse between attempts.

9. Thesis

A book-length work of fiction or poetry of publishable quality, written and revised over the course of the student's studies and under the thesis committee's supervision. Prior to the end of the third year of study (by which time the student shall have registered for/completed 17 credits of thesis study) students will present a polished draft of the thesis to their committee for review, then (shortly after completing the Comprehensive Examination) defend the completed thesis before the full committee. The committee will then vote according to Department of English bylaws whether to confer the M.F.A. degree.

10. Graduation

To graduate in any given semester, the student must file an Application for Graduation by the dates specified for that semester in the university catalog and meet that semester's deadlines for submission of the Notice of Completion and (if on the thesis plan) the final copy of the thesis to the Graduate School. Students should be aware that graduation application dates at the University of Nevada, Reno are unusually early: the deadline is generally eight weeks prior to graduation. M.F.A. candidates may be hooded during graduation, but must meet all Notice of Completion deadlines listed for Ph.D. candidates in order to do so.

11. Paperwork

The student is responsible for knowing the degree requirements and for submitting all Graduate School forms on time. Early in their graduate careers, students should become familiar with the most important of these forms: the Program of Study, the Notice of Completion, and the Application for Graduation. Most Graduate School forms are available [on the Graduate School's website](#).

See the department's [NevadaBox folder](#) for a checklist of degree requirements for the M.F.A. English, Creative Writing Emphasis.

Doctor of Philosophy (Ph.D.)

The Department of English offers two areas of emphasis within its Ph.D. program: [Literature](#) and [Rhetoric and Writing Studies](#). Students in each emphasis design their specific programs of study following departmental guidelines and in consultation with their advisory committees. Specializations are available in a variety of fields within each emphasis.

Applicants to the Ph.D. program must have an M.A. in English or its equivalent from an accredited college or university, an undergraduate GPA of at least 3.0, and a cumulative graduate GPA of at least 3.5. Potential applicants without an M.A. in English should talk with the Graduate Program Director to determine whether their graduate work in a related field is comparable to that expected.

Detailed information on applying to the Ph.D. program is found here: [Apply to the University of Nevada, Reno](#). Ph.D. admissions are entirely separate from M.A. admissions; completion of the M.A. program at the University of Nevada, Reno does not ensure admission to the Ph.D. program.

General Requirements

The following general requirements apply in all emphases within the Ph.D. program, except where clearly stated in the specific descriptions that follow.

1. Time Limit. All requirements must be satisfied during the eight calendar years immediately preceding the granting of the degree.

2. Advisory Committee. As soon as practical (typically in the third semester) and in consultation with the Graduate Program Director, a student should choose an advisory committee and complete a Program of Study. The graduate program in English emphasizes a close working relationship between the student and his or her advisory committee. Advisory committees for doctoral students consist of a chair and two other members from the graduate faculty of the Department of English and two members from the graduate faculty in other departments.

3. Residence. A Ph.D. degree requires a minimum of six semesters of full-time work beyond the baccalaureate degree, of which at least two successive semesters (excluding summer sessions) must be spent in full-time residence at the University of Nevada, Reno. (Full-time residence requires a minimum of nine credits per semester. Teaching assistants taking at least six credits per semester are also considered to be in full-time residence.)

4. Continuous Registration. Graduate School regulations require graduate students to maintain continuous registration of at least three credit hours per semester to remain active in the pursuit of a degree. This means that students studying for comprehensive exams or writing dissertations must, even if they are not in residence, register for at least three credit hours (usually ENG 799) each semester (summers excluded) until they graduate.

5. Total Credits. Candidates for the Ph.D. degree must complete a minimum of 73 graduate credits, including at least 49 credits in course work and 24 dissertation credits beyond the baccalaureate degree. Students are required to take at least eight courses in residence, for a minimum of 24 credits. No more than 4 credits of ENG 736 Internship and 3 credits of ENG 791 Special Topics (Independent Study) may be counted toward the degree. Except in the case of required internships, independent study and internships credits may not be used to fulfill course requirements but may be counted for total number of credits for degrees.

6. Transfer Credits. A maximum of 24 credits in graduate courses with grades of B or higher may be transferred from another university and applied toward requirements for the Ph.D. Students with a master's degree in English from another university can thus transfer as 24 credits, at most. Transfer credit requests must be approved by the student's committee chair, the Graduate Program Director, and the Graduate School. Whether courses taken elsewhere may substitute for

specific course requirements at Nevada will be determined by the Graduate Program Director and/or the student's advisory committee.

7. Seminar Requirement. Exclusive of dissertation credits, a total of 31 credits, at least 19 of which are beyond the master's degree, is required in courses numbered 700 or above.

8. Foreign Language Requirement. Students may meet the foreign language requirement in one of two ways: 1) competence in one foreign language; or 2) course work in linguistics and the nature of language. The choice of languages or linguistics course work is left to the student in consultation with his or her advisory committee; preference should go to those languages that would prove most useful to the student over a lifetime of reading and research. Competence in a language is defined as completion of the equivalent of four semesters of college level work in the language with a grade of C or better in the final semester, or as completion of the second semester of a sophomore reading course with a grade of B or better. The requirement is considered satisfied when a college transcript shows such a grade in the appropriate final course (whether the earlier courses are shown or not), or when the student has passed at the appropriate level a test administered by the Department of World Languages and Literatures. As an alternative to the foreign language, the student's advisory committee may allow her or him to substitute a three-semester sequence of specified graduate courses in linguistics, language, and language-related topics from other disciplines, such as psychology or anthropology.

9. Comprehensive Examination (written) In order to register for ENG 795 (comprehensive exam), a student must have met the following requirements:

1. Filed a completed Program of Study with the Graduate School;
2. Completed all course work toward the degree for the Ph.D.;
3. Met the foreign language requirement for the student's degree and area of emphasis;
4. Met with the student's committee chair to work out plans for completing the written and oral portions of the exams;
5. Returned the completed "Approval to Register for Comprehensive Exams" form (available at the [English department website](#)) to the English department office prior to the end of registration.

After completing course work and the foreign language requirement, the Ph.D. student must pass a comprehensive examination, consisting of a written test and an oral review. The options for Ph.D. exams in each program emphasis are detailed under "Specific Requirements" below. The student's advisory committee is responsible for the evaluation of the exam. Graduate School regulations stipulate that if more than one negative vote is cast, the examination is failed. If this happens, the student may be allowed to repeat specific areas of the exam, or the entire exam. However, no part may be retaken more than once, and three months must elapse between attempts.

10. Comprehensive Examination (oral). After passing the written exam, the student must also pass an oral examination, administered by his or her advisory committee and lasting approximately two hours. The oral exam will review the written exam and--in the Rhetoric and Writing Studies emphases--the student's writing portfolio (described in the "Specific Requirements" pages). As

with the written examination, a failed oral exam may be retaken only once. Students who have completed all course work, finished the foreign language requirement, and passed both the comprehensive written and oral exams are formally admitted to Ph.D. candidacy. The student must register for ENG 795, Comprehensive Examination, and one credit in the semester he or she will be completing the oral exam.

11. Dissertation. Candidates for the Ph.D. degree must present a dissertation that makes a significant scholarly or critical contribution to knowledge. A dissertation prospectus must be submitted to and approved by the candidate's advisory committee before work begins on the dissertation. Typically, this prospectus will include a bibliography and an extensive description of contents. Since the dissertation requires close and constant supervision by the chair of the advisory committee, the candidate should develop the dissertation in residence. When considerable progress has already been made, the candidate may be permitted to complete the dissertation elsewhere, under such arrangements as his or her advisory committee may specify and the Graduate Dean approve. In the process of working on the dissertation, each candidate must register for at least twenty-four credits of dissertation under ENG 799.

Documentation and bibliography should follow the current [*MLA Handbook*](#) or [*Chicago Manual of Style*](#). The Graduate School has formatting requirements and submission guidelines that are available [here](#). Students doing research involving human subjects must check with the Office of Human Subjects Research in Ross Hall regarding necessary protocols and review procedures.

12. Dissertation Defense (final oral examination). After the dissertation has been accepted by the candidate's advisory committee, an oral examination specifically covering the dissertation and related topics will be administered. The student must pass this oral exam with not more than one dissenting vote of his advisory committee. The oral exam may be repeated once, but at least three months must elapse between attempts.

13. Graduation. To graduate in any given semester, the student must file an Application for Graduation by the dates specified for that semester in the university catalog and meet that semester's deadlines for submission of the Notice of Completion and the final copy of the dissertation to the Graduate School. Students should be aware that graduation application dates at the University of Nevada, Reno are unusually early: *the deadline is generally eight weeks prior to graduation.*

14. Paperwork. The student is responsible for knowing the degree requirements and for submitting all Graduate School forms on time. Early in their graduate careers, students should become familiar with the most important of these forms: the Graduate Credit Transfer Evaluation Request, the Program of Study, and the Admission to Candidacy/Comprehensive Examination Report, the Application for Graduation, and the Notice of Completion. Most Graduate School forms are available on the web at <https://www.unr.edu/grad/student-resources/forms>.

Ph.D. Literature Emphasis, Specific Requirements

The Ph.D. Literature emphasis is designed for people planning to pursue careers in scholarship and teaching at the college or university level. It is a rigorous but flexible emphasis in which

individual programs of study are shaped through collaboration between the Ph.D. student and his or her advisory committee. Students in the program are strongly encouraged to participate in professional activities, including academic conferences.

1. *General Requirements.* See the section on general doctoral degree requirements.

2. *Course Requirements.*

a) *Research Methods.* ENG 711, Introduction to Graduate Study, is required and must be taken at the first opportunity; it is customarily taught each fall semester. Students who have had a graduate-level research methods course at another university should consult with the Graduate Program Director to see whether that course fulfills this requirement.

b) *Elective Courses.* The Ph.D. Literature emphasis does not require a specific core of courses. Rather, the student and his or her advisory committee plan a course of study, considering the student's prior course work, primary areas of interest, planned examination fields, and long-term professional aspirations.

3. *Comprehensive Examination.* Each student in the literature emphasis will take comprehensive exams in three areas: period, genre and (theoretical) method. The format for taking the exam is determined by the student and his or her advisory committee. Exams, which are open book, are offered in the following format: the student will write the exams in three areas and will not take longer than a month to complete them. The student will have eight hours to complete each exam. The student should plan to spend about four hours writing a response for each exam and about four hours planning, freewriting, outlining, revising, polishing, proofreading for each exam. The exam should be no longer than 20 pages. Committee members should keep these time constraints in mind when drafting questions. At the conclusion of the exam period, the student will email the chair the completed exam in .docx or PDF format.

- *Period:* Periods may be selected from the following list: Old English, Middle English, Renaissance-to-1600 (including all of Shakespeare), 17th century British (including all of Shakespeare), 18th century British, 19th century British, 20th century British, 20th-and-21st century global Anglophone, American to 1890, American since 1890, or a field of linguistics or philology to be defined by the student and his or her advisory committee. Students will be expected to be familiar with the literature, the literary history and the intellectual history of the chosen period.
- *Genre:* Genres may be selected from the following list: poetry, drama, fiction, intellectual prose, or a field of linguistics or philology to be defined by the student and his or her advisory committee. Students will be expected to know the major theories pertaining to their chosen genre and the literature within their genre in the historical periods immediately preceding and immediately following their period of specialization.
- *Theory/Method:* Theories and methods refer to a body of ideas and intellectual traditions that help reveal new perspectives about a literary text. Some examples of theory/method include feminism, Marxism, critical race theory, postcolonial theory, post-structuralism,

queer theory and cultural studies. Students will be expected to know the major authors and texts of a given theoretical tradition and be able to apply theories to literary texts.

The written comprehensive examinations will be followed by an oral examination, as described under general requirements. The student must register for ENG 795, Comprehensive Examination, one credit, the semester they will be completing the oral exam.

4. Dissertation Defense (final oral examination). After the dissertation has been accepted by the candidate's advisory committee, the committee will conduct an oral examination dealing with the dissertation and related topics. The defense will be approximately two hours in length.

See the department's [NevadaBox folder](#) for a checklist of degree requirements for the Ph.D. English, Literature Emphasis.

Ph.D. Rhetoric and Writing Studies Emphasis, Specific Requirements

The Ph.D. Rhetoric and Writing Studies emphasis is intended for people planning to pursue careers in scholarship, teaching, and program administration at the college or university level. The emphasis offers a core of work in rhetoric and writing theory, coupled with focused study in other fields of English language and literature, with possibilities for interdisciplinary study as well.

Students in the program are active in professional activities of various kinds, e.g., publishing, participating in conferences, and serving as interns in community agencies, educational institutions, or businesses.

1. General Requirements. See the section on general doctoral degree requirements.

2. Course Requirements.

a) *Research Methods.* ENG 730, Intro to Graduate Study in Rhetoric and Writing Studies, or a comparable course at the M.A. level, is required and should be taken at the first opportunity. It is customarily offered each fall semester.

b) *Core Courses.* ENG 731, Research in Composition and Rhetoric; and EITHER ENG 733, Classical through Medieval Rhetoric, OR ENG 739, Renaissance through Contemporary Rhetoric.

c) *Rhetoric and Composition Electives.* In consultation with the advisory committee, each student plans a program of study in composition and rhetoric courses. These courses are to be selected from 600- and 700-level offerings in the English department. If approved by the student's advisory committee, related course work may be taken in the College of Education, the School of Journalism, and such departments in the College of Liberal Arts as Anthropology, Psychology, and Speech/Theater. Courses may be selected from the following list:

- [ENG 600A - Topics in Writing](#) (3 units)

- [ENG 600B - Topics in Professional Writing](#) (3 units)
- [ENG 601B - Advanced Non-Fiction](#) (3 units)
- [ENG 603A - Advanced Creative Writing: Fiction I](#) (3 units)
- [ENG 603B - Advanced Creative Writing: Fiction II](#) (3 units)
- [ENG 604A - Advanced Creative Writing: Poetry I](#) (3 units)
- [ENG 604B - Advanced Creative Writing: Poetry II](#) (3 units)
- [ENG 606A - Document Design](#) (3 units)
- [ENG 607B - Fundamentals of Technical Writing](#) (3 units)
- [ENG 608B - Tutoring Student Writers](#) (3 units)
- [ENG 609C - Contemporary Rhetorical Theory and Criticism](#) (3 units)
- [ENG 675B - Literary Nonfiction](#) (3 units)

d) *Additional Area*. The student also develops expertise in another area, typically in a field of literature or language, but with interdisciplinary study possible as well.

e) *Internship*. The student will complete a practicum or internship approved by the committee, including applied work in the field, documentation of that experience, and writing a paper and participating in a public forum discussing the implications of the internship. The internship may be taken for credit as ENG 736.

3. *Comprehensive Examination (written)*. The comprehensive examination process serves as the endpoint of Ph.D. coursework and is the last formal step before the evaluation of the dissertation prospectus. It is coordinated and evaluated by the candidate's committee.

The comprehensive examination is based upon three reading lists that together comprise a total of 80-120 sources. These lists should be composed by the student in collaboration with the student's chair and committee. The first list is the primary or major area and represent mostly canonical work. The other two lists represent particular areas of expertise directly relevant to the student's dissertation work. Generally, at least 40 of the sources are monographs.

Exams are generally taken the spring semester of the third year of the Ph.D. program and should be completed no later than the end of the fall semester of the student's fourth year. The timing of the exams must be agreed upon between student, adviser, and committee well in advance.

The comprehensive examination consists of three components: three timed questions; a longer paper; and an oral examination. These three components together span roughly 10 weeks including evaluation time. The oral examination should be scheduled to take place no earlier than two weeks (14 days) and no later than four weeks (28 days) after the evaluation of the written components is returned. The written examinations must be passed by the committee for the oral examination to take place. Committees should give their evaluation of each component within a two-week (14-day) window. All three exams must be passed by the last day of instruction in the chosen semester for a Satisfactory grade to be entered for ENG 795.

Advancement to Ph.D. candidacy is determined by (a) a Satisfactory grade recorded for ENG 795; and (b) the signing and filing of the "Doctoral Degree Admission to

Candidacy/Comprehensive Examination Report” form, available at the [Graduate School website](#). The Prospectus process begins immediately after the candidate is advanced (see “Dissertation” above under General Requirements).

The specific procedures for the three examination components are as follows and should proceed in order:

First Component: Three timed written exams

- This portion of the exam will consist of three written questions, answered in separate 24-hour sessions. These 24-hour sessions will be scheduled by the student and chair but must take place within four weeks (28 days).
- While each student has their own writing process, appropriate time should be allotted to prewriting, writing, revising, editing, and proofreading.
- The three questions will come from sets approved by the student’s committee. The first set will pertain primarily to the student’s first/canonical list while the second and third set of questions will primarily examine the secondary and tertiary lists...
- On each writing day, the chair will email the student one question set. This email marks the beginning of the 24-hour response period.
- On each scheduled date, the student will select one question from the emailed set to answer. The response should be 15-25 pages in length, depending on the number of texts engaged. Any sources used must be acknowledged in the text, but formal, formatted citations are not required.

Second Component: Essay

- This component is executed simultaneously with the timed exams and is to be submitted no later than two weeks prior to the scheduled oral defense.
- The essay may be entirely new material, but it is more common for a student to take a seminar paper they have written and develop it toward publication.
- The essay should be of typical length for a journal article; generally 20-30 pages.
- In the essay, the student should articulate the conversation that has taken place about a particular scholarly problem in the field of Rhetoric & Composition; the student should enter that conversation with a clear, focused analytical argument; the student should primarily employ relevant sources from the Comprehensive lists, though some outside sources, particularly primary sources, may appear.
- Committees may advise on the formulation of the topic for the essay before writing begins. However, they will not provide any kind of written outline or template for the essay; nor will they answer questions about the essay or read drafts of it during the writing period.
- The essay should be formatted as a MS for submission to a journal, including an abstract, citations for all source material, and a works-cited list in an appropriate disciplinary style (usually MLA, but Chicago and APA are also acceptable depending on the sub-field of Rhetoric & Composition).

Third Component: Oral exam

- This portion of the exam will begin with a 20-minute presentation in which the student narrates their scholarly development up to this point in their academic career.
- This narrative should be a coherent, focused argument about the student's scholarly identity that articulates the importance and relevance of their interests to the field.
- This narrative presentation will be followed by a 1-hour session during which committee members will ask questions pertaining to the student's project and to the combined reading list.
- This component of the examination process will be an opportunity for committee members to follow up on any concerns or omissions related to the narrative presentation or to the written components of the examination.

4. Dissertation Defense (final oral examination). After the dissertation has been accepted by the candidate's advisory committee, the committee will conduct an oral examination dealing with the dissertation and related topics. The defense will be approximately one and one-half to two hours in length.

See the department's [NevadaBox folder](#) for a checklist of degree requirements for the Ph.D. English, Rhetoric and Writing Studies Emphasis.

Graduate School academic requirements

All graduate students must maintain a cumulative graduate GPA of 3.0. If their GPA drops below 3.0 they may be placed on probation or dismissed. Undergraduate courses will not count towards graduate GPA.

Please visit the Graduate School's website to view full details on our [academic standing and dismissal policy](#).

3. Transfer credits

These are credits transferred from another institution. Credits completed at the University of Nevada, Reno in another program or as a graduate special do not need to be transferred. Transfer credit can be requested on the [Graduate Credit Transfer Evaluation Request form](#) available on the Graduate School website, and must be signed by the student, major advisor, and graduate director. Transfer credits applied to a master's program must comply with the time limitation on master's work (6 years). Thus, if a student took a course five years prior to admission, they would have to complete the degree within one year for the course to apply to the degree. Credits from a completed master's degree will be exempt from the 8-year time limitation for those students pursuing a doctoral degree.

4. Timeline for Degree Completion

Sample Timeline: M.A. (two years)

First Year

Fall

- Read degree requirements (general and program-specific) on English Web site and Graduate School Web site
- Meet with Graduate Program Director in English in the early weeks of the semester
- Meet twice with appointed faculty mentor
- Plan approach to fulfill the requirements for your degree (including language requirements)
- Submit Transfer Credit Evaluation form (if applicable) to Graduate Program Director
- Meet and talk with faculty members who share your interests

Spring

- If you do not have a TA but wish to, apply (or reapply) for the TA by the deadline
- Choose a committee chair, and in consultation with chair form rest of your committee; use DocuSign to submit [Declaration of Advisor/Major Advisor/Committee Chair form](#)
- Check progress toward degree requirements, including foreign language requirement
- In consultation with committee chair, consider the thesis vs. non-thesis option (if you choose thesis, begin to consider topics)
- Draft [Program of Study](#) for approval of Graduate Program Director; submit it through DocuSign
- Begin focusing plans for the M.A. comprehensive exam/final project(s)/thesis

Summer

- Continue preparation for exam/final project(s)/thesis
- Consider doing a summer internship, field institute, or volunteer work
- Consider and begin to research longer-term goals (more graduate school vs. careers, etc.)
- Continue taking language classes if requirement not yet met

Second Year

Fall

- Meet with chair early to discuss progress through degree
- Prepare for the M.A. comprehensive exam and/or work on final project(s)/thesis
- Apply to graduate schools with early deadlines (if applicable)

Spring

- Finish course work
- Apply to graduate schools and/or jobs
- Complete comprehensive exam/final project(s)/thesis
- Submit [application for graduation](#) to Graduate School early
- Submit [Notice of Completion](#) (and thesis) by Graduate School deadline

Note: A teaching assistantship in the M.A. program may be held for a maximum of two years. The M.A. degree must be completed within six years from the time the student first earns graduate credits that you apply toward the degree. This timeline represents a very general model for your progress toward the degree. Students should keep medium- and long-range goals in mind, and consult frequently with their mentor/chair.

Sample Timeline: M.F.A. (three years)

First Year

Fall

- Read degree requirements, general and M.F.A.-specific, on English website and Graduate School website
- Meet twice with faculty mentor
- Meet and talk with faculty who share your interests, even if you're not taking classes with them
- Submit Transfer Credit Evaluation form (if applicable) to Graduate Program Director.
- In consultation with faculty mentor, plan approach to fulfill M.F.A. requirements

Spring

- If you do not have a TA but wish to, apply (or reapply) for the TA by the deadline.
- Meet with faculty mentor to strategize the creation of a committee and reading list.
- Attend [Association of Writers and Writing Programs](#) (AWP) conference in April; seek out other venues for networking and professionalization
- Begin submitting work for publication, if you have not already, and continue to do so throughout your time in the program

Summer

- Consider doing a summer internship or volunteer work
- Begin to think about the shape of your thesis and whom you might want to chair, and sit on, your committee

Second Year

Fall

- Choose a committee chair, and in consultation with chair form rest of your committee; use DocuSign to submit [Declaration of Advisor/Major Advisor/Committee Chair form](#)
- Draft [Program of Study](#) for approval of Graduate Program Director; submit it through DocuSign
- In consultation with chair, establish the rest of your committee.
- In consultation with chair, establish reading list for comprehensive examination and plan for summer work to develop and focus plans for the thesis.

Spring

- Take an interdepartmental elective in a field related to your literary interests or the subject of your thesis.
- In consultation with committee chair and Graduate Program Director, prepare Program of Study form and file it with Graduate School.
- In consultation with committee chair, prepare thesis prospectus and submit it to full committee for approval

Summer

- Read, or reread, the texts on your list.
- Begin work on annotated bibliography.
- Consider and begin to research longer-term goals (more graduate school versus immediate job search, publishing goals, etc.).
- Begin writing/compiling/revising thesis

Third Year

Fall

- Meet with chair early to discuss progress toward degree.
- Continue work on thesis.
- Prepare for, and take, comprehensive exam.
- Apply to graduate schools with early deadlines (if applicable).
- Finish course work.

Spring

- Complete and submit thesis.
- Apply to graduate schools and/or jobs.
- Submit [application for graduation](#) early.
- Defend thesis.
- Submit [Notice of Completion](#) to Graduate School

Note: A teaching assistantship in the M.F.A. program may be held for a maximum of three years. The M.F.A. degree must be completed within six years from the time the student first earns graduate credits that you apply toward the degree. This timeline represents a very general

model for your progress toward the degree. Students should keep medium- and long-range goals in mind, and consult frequently with their mentor/chair.

Sample Timeline: Ph.D.

First Year

Fall

- Read degree requirements (general and program-specific) on English website and Graduate School website
- Meet with Graduate Program Director in English in the early weeks of the semester
- Meet twice with appointed faculty mentor
- Plan approach to fulfill the requirements for your degree (including language requirements)
- Submit Transfer Credit Evaluation form to Graduate Program Director
- Meet and talk with faculty members who share your interests

Spring

- Check progress toward degree requirements, including foreign languages
- Start thinking about who you might want to chair your committee and about fields for your exams
- Consider applying for internships, volunteer work that gives professional experience
- Consider attending a professional conference and/or joining a few professional organizations

Summer

- Consider doing a summer internship, field institute, or volunteer work
- Consider and begin to research possible scholarly focus areas
- Continue language classes if requirements not met

Second Year

Fall

- Choose a committee chair, and in consultation with chair form rest of your committee; use DocuSign to submit [Declaration of Advisor/Major Advisor/Committee Chair form](#)
- Check progress toward degree requirements, including foreign language requirement
- Check progress toward degree requirements, including foreign language requirements
- Draft [Program of Study](#) for approval of Graduate Program Director; submit it through DocuSign
- Discuss comprehensive exams with your chair and begin planning your approach
- Become more professionally involved (memberships, internships, conferences, etc.)

Spring

- Complete coursework and any outstanding requirements (foreign language, etc.)
- In consultation with chair, complete reading list for exams

Summer

- Continue preparing for comprehensive exams
- Consider doing a summer internship, field institute, or volunteer work
- Become more professionally active (presenting work, publishing book reviews, etc.)

Third Year

- Complete any outstanding coursework or requirements (foreign language, etc.)
- Complete comprehensive exams this year
- When comp exams are passed, submit [Admission to Candidacy](#) form to Graduate School
- In consultation with chair, begin to determine dissertation topic
- Draft a dissertation prospectus
- Talk with your chair about the following issues:
- Presenting papers at conferences and making professional connections
- Sending out an essay or two for publication
- Applying for grants and fellowships
- Attend department Academic Job Placement Workshop
- After you have completed comprehensive exams, consider diversifying teaching

Fourth Year

- Get dissertation prospectus approved by committee if you haven't already done so
- Determine dissertation completion timeline with your chair
- Consider sending out modified dissertation chapters for publication
- Continue presenting papers at conferences and making professional connections
- Attend department Academic Job Placement Workshop
- Familiarize yourself with the job market and application procedures
- Draft strong c.v., cover letter, writing sample(s), statement of teaching philosophy
- Continue to diversify teaching experiences
- Consider applying for research and/or dissertation fellowships
- Consider attending the MLA (and/or CCCC) conference

Fifth Year

- Complete your dissertation
- Defend your dissertation
- Participate in department Academic Job Placement Workshop
- Revise c.v., cover letter, writing sample(s), statement of teaching philosophy
- Establish a dossier and solicit letters of recommendation
- Go on the job market
- Continue to diversify teaching experiences
- Plan to attend the MLA (and/or CCCC) conference for job interviews
- Continue applying for jobs through spring
- Submit [application for graduation](#) to Graduate School early
- Submit [Notice of Completion](#) to Graduate School

- Submit dissertation to Graduate School

Note: A teaching assistantship in the Ph.D. program may be held for a maximum of three years. The Ph.D. degree must be completed within six years from the time the student first earns graduate credits that you apply toward the degree. This timeline represents a very general model for your progress toward the degree. Students should keep medium- and long-range goals in mind, and consult frequently with their mentor/chair.

5. Committee Selection Guideline

The student advisory committee assists the chair in writing and evaluating comprehensive exams, theses and dissertations (including prospecti), and oral defenses. Members sign all milestone degree completion forms. The relationship and communication between the student and members of the advisory committee should be approved by the student's chair; some committee members may wish to be more involved in the drafting of dissertations and theses than others, but the committee chair should always be the student's first point of contact.

In consultation with their chair, students should form their advisory committees in their second semester (M.A.) or their third semester (M.F.A. and Ph.D.). The Graduate School requires committee formation no later than the third semester (M.A.) or the fourth (M.F.A. and Ph.D.).

Master's Programs: All master's programs (M.A. and M.F.A.) require at least three advisory committee members. All must be graduate faculty members. At least one (the graduate school representative or "outside" member) must be from a department or program different from the department or program from which the student is graduating.

Doctoral Programs: Consist of a minimum of five graduate faculty members; the chair, at least two faculty members from the student's major department/program, at least one faculty member from a department in a field related to the student's major, and at least one Graduate School representative.

In case of interdisciplinary graduate programs, the Graduate School Representative cannot have a primary appointment in the same department (or other appropriate major unit) as the student's committee chair.

Formal approval of all student advisory committees is made by the Graduate Dean.

6. Graduate Assistantship

Graduate students may apply for teaching assistantships, which will allow them the opportunity to teach first-year composition and sophomore-level humanities courses. Our TA training program provides supportive mentorship and a research-based pedagogical foundation. Doctoral candidates may also have the opportunity to teach courses in their fields. Both masters and

doctoral students are eligible for funding to support their professional presentations at academic conferences. Summer Research Assistantships provide an opportunity to work with faculty on their research projects.

All graduate students holding an assistantship (teaching GTA or GRA) are considered Nevada residents for tuition purposes. Non-resident tuition is only waived for the duration of the assistantship. To be eligible for an assistantship, students must be admitted to a degree-granting program and be in good academic standing. The student must have an overall GPA of at least 3.0 and must be continuously enrolled in at least 6 graduate level credits (600-700) throughout the duration of the assistantship.

State-funded assistantships (GTA/GRA) may be held for a maximum of: three (3) years for master's degree students and five (5) years for doctoral degree students.

How to Apply for a Teaching Assistantship

New Applicants

New applicants to the English Graduate Program may apply for a Teaching Assistantship at the same time as they apply for admission.

Current Students

If openings exist, current students may apply for a Teaching Assistantship every semester. Students who have applied before but have not been appointed to a Teaching Assistantship, or who would like to apply for renewal of a short-term assistantship, must reapply. See below for deadlines and instructions.

Deadlines

Fall TA: complete applications are due January 15.

Spring TA: complete applications are due October 1.

Applications that are not complete by these deadlines will not be considered.

Required Materials

- An application letter, which should be specifically aimed at making clear the applicant's current experiences, qualifications, and/or ambitions as a teacher.
- [Application for Teaching Assistantship](#)
- Three letters of recommendation written within the last year, which if possible should address the applicant's current experiences, qualifications, and/or ambitions as a teacher. (If you plan to re-use letters from a previous application, ask Kim Boehner to transfer them to your new application file.)
- CV

Where to Submit your TA Application

Current students should submit their TA application to the current Graduate Program Director, via email, before the deadline. Letters of Recommendation can be sent by email directly to the DGS.

The most updated information on graduate assistantships is available from the Graduate School: [General information](#) and the [Graduate Assistantship handbook](#).

7. Additional Funding

Graduate students have multiple opportunities for financial aid at the University.

The English Department offers a variety of annual awards and scholarships. The Office of Financial Aid & Scholarships provides information and assistance in applying for loans and university merit-based scholarships. The University's Graduate Student Association also provides its own scholarships, grants, and loans to qualified graduate students.

On-campus employment opportunities are available at the [University Writing & Speaking Center](#). Teaching Assistants who wish to take on additional work must get approval for an overload (see the FAQ section).

For additional financial aid options, see the list of external funding opportunities, below.

English Department Support

In addition to Teaching Assistantships, other forms of financial support are available through the English Department, including Letter-of-Appointment teaching, Travel Awards, Summer Research Assistantships, Scholarships, and Fellowships.

- [Letter-of-Appointment Teaching](#). LOAs teach first-year courses on a part-time, course-by-course basis. If you are interested in applying to teach as an LOA, please contact the English Department's [Core Writing Program](#). In addition to being paid for the courses they teach, LOAs receive reduced tuition, for up to six credits, equal to the number of credits they are teaching. For example, if an LOA teaches a 3-credit course, then the tuition for 3 of the graduate credits he or she is taking that semester is reduced.
- [Travel Awards](#). Graduate students may apply for up to \$400 per year toward travel to a conference at which they are presenting a paper.
- [Summer Research Assistantships](#). Continuing graduate students are eligible to apply for a summer research assistantship (SRA), designed to provide supplemental financial assistance, to give students an opportunity to gain experience in various academic fields, and to help prepare them to undertake their own future research projects. SRAs pay \$15 per hour up to a maximum of \$1200 (80 hours) for a student to work on a faculty member's summer research project.
- [Scholarships and Fellowships](#). The English Department awards a variety of annual scholarships and fellowships, including the Douglass Memorial Scholarship for teaching, the Ronald Memorial Dissertation Fellowship, the Macmillan and DQ Scholarships for

writing, and the Leonard Scholarship for academic excellence. We also have had good success nominating our students for university and system-wide scholarships, such as Access Scholarships and the Regents Outstanding Scholar Award.

Office of Financial Aid & Scholarships

Located in the [Fitzgerald Student Services Building](#), the Office of Financial Aid & Scholarships is an indispensable resource for UNR students looking to fund their educations.

The Office provides information and assistance on a variety of student financial aid issues, including applying and receiving student loans, filling out the FAFSA, and links to university and external merit-based scholarships. Additionally, the Office of Financial Aid and Scholarships, in collaboration with the Graduate School, administers a limited number of general scholarships for graduate students. For more information, [click here](#).

Graduate Student Association

The University's Graduate Student Association (GSA) is a good resource for financial aid for graduate students. Each spring semester, the GSA sponsors an awards program for outstanding graduate students, and awards, scholarships and grants in several categories, including research, teaching and mentoring.

In addition to awards, the GSA also provides travel grants to graduate students attending professional conferences, and offers a number of need-based scholarships, grants, and loans for current graduate students, including scholarships for childcare and medical hardships, loans for purchasing computer equipment, and grants for students experiencing unexpected financial crises. Additionally, the GSA Household Items program collects and distributes various furniture items and other household necessities for current graduate students. Visit them in-person at the [Joe Crowley Student Union](#), or [online](#).

Writing & Speaking Center

The University Writing & Speaking Center provides writing assistance to the University's entire student population, from undergraduate to graduate, in any stage of the writing process. Writing tutors assist students via one-on-one peer consultation or in small group instruction.

The Writing Center is partially funded by student fees, and staffed entirely by a team of committed undergraduate and graduate students. New writing consultants are hired at the end of each semester. To find out more about employment opportunities at the Writing & Speaking Center, [click here](#).

Extramural Scholarships & Fellowships

Below is a brief listing of some of the many national and local financial aid opportunities available to qualified graduate students.

GRAPES: Search engine for graduate funding

The UCLA Graduate Division has an open search engine to identify funding sources for graduate students and post docs. The UCLA GRAPES database contains information on over 500 private

and publicly funded awards, fellowships, and internships for prospective and current graduate students and postdoctoral scholars.

Advanced search options allow users to refine their search by field, academic level, award type, award amount, and other criteria.

Access the database at: <http://www.gdnet.ucla.edu/asis/grapes/search.asp>

Humanities Fellowships for ABDs

Charlotte W. Newcombe Doctoral Dissertation Fellowships

The Charlotte W. Newcombe Doctoral Dissertation Fellowships are designed to encourage original and significant study of ethical or religious values in all fields of the humanities and social sciences, and particularly to help Ph.D. candidates in these fields complete their dissertation work in a timely manner. For more information, [click here](#).

Henry Frank Guggenheim Emerging Scholar Awards

The foundation welcomes proposals from any of the natural and social sciences and the humanities that promise to increase understanding of the causes, manifestations, and control of violence, aggression, and dominance. Highest priority is given to research that can increase understanding and amelioration of urgent problems of violence, aggression, and dominance in the modern world. For more information, [click here](#).

Jacob K. Javits Fellowships Program

This program provides fellowships to students of superior academic ability—selected on the basis of demonstrated achievement, financial need, and exceptional promise—to undertake study at the doctoral and Master of Fine Arts level in selected fields of arts, humanities, and social sciences. For more information, [click here](#).

Mellon Fellowships for Dissertation Research in the Humanities and Original Sources

The Andrew W. Mellon Foundation fellowships are for students in the humanities or in a related element of the social sciences who are planning to do dissertation research primarily in original source material in the holdings of archives, libraries, historical societies, museums, related repositories, or a combination. For more information, [click here](#).

Mellon Foundation/American Council of Learned Societies Dissertation Completion Fellowship

This program assists graduate students in the humanities or related social sciences in the last year of Ph.D. dissertation writing. Students must have completed all requirements for the Ph.D. except the dissertation. For more information, [click here](#).

Spencer Foundation Dissertation Fellowships

The Dissertation Fellowship Program seeks to encourage a new generation of scholars from a wide range of disciplines and professional fields to undertake research relevant to the improvement of education. For more information, [click here](#).

Grants for Women

American Association of University Women (AAUW) Fellowships

The AAUW Educational Foundation supports aspiring scholars around the globe, teachers and activists in local communities, women at critical stages of their careers, and those pursuing professions where women are underrepresented. AAUW offers a variety of fellowships to both international and American female students. For more information, [click here](#).

Margaret McNamara Memorial Fund Grants

Margaret McNamara Memorial Fund (MMMMF) awards grants to outstanding women from developing countries, who are completing degrees at U.S./Canadian universities, and are committed to improving the wellbeing of women and children in developing countries. For more information, [click here](#).

8. Health Insurance

All domestic degree-seeking graduate students, who are enrolled in six or more credits (regardless of the course level) in a semester, will be automatically enrolled and billed for the University-sponsored health insurance for each term they are eligible (fall & spring/summer). If a student has other comparable coverage and would like to waive out of the student health insurance, it is the student's responsibility to complete the University online waiver form prior to the deadline. If approved, a health insurance waiver is good for the current academic year only. A new waiver must be submitted each academic year. All international graduate students are required to carry student health insurance, and the cost will be automatically added to your student account. Any international graduate students with insurance questions must contact the [Office of International Students and Scholars \(OISS\)](#) directly.

VIEW INFORMATION ON GRADUATE HEALTH INSURANCE

9. Leave of Absence

The Graduate School grants a Leave of Absence for medical reasons and other emergencies. Leaves of Absence are treated the same as Withdrawals for financial aid purposes. If the student returns to his/her study prior to the date indicated on the Leave of Absence Application, he/she needs to request to the Graduate School to be reinstated. Note that the Graduate School's clock still ticks during the student's leave—6 years for M.A.s, 8 years for Ph.D.s.

Continuous Enrollment: To maintain "good standing" all graduate students are required to enroll in a minimum of three (3) graduate credits each fall and spring semester until they graduate. International students may be required to enroll in nine graduate credits each fall and spring semester depending on the requirements of their visa. All students holding assistantships (whether teaching or research assistantships) are required to enroll in a minimum of six (6) graduate credits each semester they hold the assistantship.

Leave of Absence: Students in good standing may request a leave of absence by completing a [Leave of Absence form](#) during which time they are not required to maintain continuous

registration. Usually, a leave of absence is approved for one or two semesters. The leave of absence request may be extended by the student filing an additional leave of absence form. Students applying for a leave of absence should not have any “incomplete” grades which could be changed to “F” and have a detrimental impact on their cumulative GPA. Requests for leave of absences must be received by the Graduate School no later than the last day of enrollment for the semester the leave is to begin.

Reinstatement: When a student has been absent for one semester or more without an approved leave of absence, he or she may request reinstatement via the [Reinstatement form](#). This form allows the program the option to recommend the student be re-admitted to their graduate program based on their previous admission OR require the student to re-apply for admission which would require students to submit a new application for admission and pay the application fee. The Notice of Reinstatement to Graduate Standing must be received by the Graduate School no later than the last day of enrollment for the semester the reinstatement is to begin.

10. Policies: Frequently Asked Questions

Here are answers to the most commonly asked questions about rules and regulations as well as the most important policies that apply to graduate students in English. If you have a question not answered here, please contact the Graduate Program Director.

Audits

To audit a class the student must sign up through [Admissions & Records](#). You cannot sign up for an audit through MyNevada. Audit credits DO count toward the 6 credits required to maintain a TA-ship or the 3 credits required to maintain active standing. But audit credits do not count toward the total number of credits required for the degree, and audited courses may not be used to fulfill degree requirements. Audit credits are not always covered by Grant-in-Aid. Although audited courses cannot be applied to a degree program, they do appear on a student’s transcript.

Comprehensive exam (795), Thesis (797), and Dissertation (799) enrollment

To enroll in the Comprehensive Exam (795), students must have completed their foreign language requirement(s) and filed their Program of Study. To enroll in thesis (797) or dissertation (799) hours, students must have filed their Program of Study. Permission forms to register for these course numbers are available on the [English department’s website](#) and require your chair's signature.

Deadlines

The two most important sources for information about deadlines are the Graduate School’s website and the UNR Academic calendar, accessible from your MyNevada webpage. It is a good idea to consult these sources every semester, print the pages, and record key dates in your planner.

- Graduate School’s List of [Graduation Deadlines](#)
- [UNR Academic Calendar](#)

Grant-in-Aid for Foreign Language courses

If you are a TA and are registered for a foreign language course to meet requirements for your degree, you should notify the Graduate Program Director of the course. The Graduate Program Director will send a Letter of Request to the Graduate School, which will then consider covering your foreign language course through a grant-in-aid fee reduction. However, the Graduate School does not grant fee reductions for an open-enrollment course through the UNR department of Online and Independent Learning. Summer foreign language courses are not covered by grant-in-aid.

Incompletes for 795, the Comprehensive Exam

If a student does not take the exam in the semester for which he or she registered, the instructor assigns a grade of “I” (incomplete), and the student may take the exam the following semester without reregistering. After the student takes the exam, the instructor uses a “Change of Grade” form to submit the grade.

If the student does not take the exam the following semester, the Incomplete will revert to a “U” (Unsatisfactory = Fail) unless an Incomplete Extension form is filed. That form is available from Admissions and Records (in person—it is not online).

Internships (ENG 736)

The steps to setting up an internship are as follows:

- Enlist an English department faculty member to supervise the internship.
- Choose an internship and a site supervisor.
- Write an internship proposal that both the faculty supervisor and site supervisor agree to.
- Submit ENG 736 Internship permission form at the [English department website](#).
- Get your faculty supervisor's signature. (Must determine # of credits; internships are variable credit and can be taken from 1-4 credits.)
- Signatures needed: faculty supervisor, committee chair, site supervisor, Graduate Program Director
- Return signed form to the front office and you will be cleared to register.
- Internships may not be used to fulfill course requirements for the degree (unless the degree requires an internship).

No more than 4 credits of ENG 736 may be counted toward the degree.

Overload work for those on TA

If you are a TA in English and you wish to take on additional work of any kind (e.g., tutoring, extra teaching, paid research help to a faculty member), please first talk with your committee chair about the advisability of that extra work. If your chair approves of that extra work in the context of your work for the TA and your progress on your degree, please ask your chair to send an email to the Graduate Program Director expressing approval of that extra work. If the Graduate Program Director approves the work overload, the DGS sends the appropriate form to the Graduate School. The overload work must be approved by the Graduate School before the TA begins the work.

Program of Study

The English department strongly advises students to form their advisory committee and file their Program of Study form in a timely fashion. M.A. students should complete their Program of Study form in their second semester of study, while M.F.A. and Ph.D. students should do so in their third semester. Filing your Program of Study on this schedule will reduce delays in your time to graduation. You may not sign up for the Comprehensive Exam (ENG 795) until your Program of Study is filed and your foreign language requirement has been met.

A [PDF version of the Program of Study](#) form (not accepted for formal submission, is available from the Graduate School.

The following is an ordered plan for Programs of Study (POS), from first to last step. Although it looks involved, we have found that this procedure saves everyone time in the long run. Please bring your transcripts, course records, draft Program of Study, and checklist to all meetings.

1. Fill out a draft POS during or after consultation with your chair. Please note that, for English graduate students, total credits required for the degree should be based on English program requirements (e.g. M.A. 31, M.F.A. 48, Ph.D. 73) and not the minimums listed on the graduate school POS instructions.
2. With your chair, check the form, looking at transcripts and using degree checklist, making note of how the foreign language requirement has been met. Chair does not sign in this step.
3. Meet with the Graduate Program Director to check the form.
4. After Graduate Program Director okays the draft form, enter the information into the [DocuSign powerform](#) on the graduate school website. The powerform will be channeled to your chair, the members of your committee, and the Graduate Program Director, before automatically going on file with the Graduate School. You will be notified that your approved Program of Study is on file or that revision is necessary.