UCR English

2026-2027

Graduate Program Handbook





HMNSS Building, Room 1202
900 University Avenue
Riverside, CA 92521

Phone: 951.827.1451
Fax: 951.827.3967

DEPARTMENT CONTACT INFORMATION

Department Chair:
James Tobias, jtobias@ucr.edu

Director of Graduate Studies (DGS):
Fuson Wang fuson.wang@ucr.edu

Director of Graduate Admissions & Recruitment:
Michelle Raheja, michelle.raheja@ucr.edu

Director of Job Placement:
Susan Zieger, susan.zieger@ucr.edu

Financial & Administrative Officer:
Monica Cardenas, monica.cardenas@ucr.edu

Graduate Student Services Advisor (GSSA):
Gene Gray, gene.gray@ucr.edu

Department Event Coordinator:
Christy Gray, Christy.gray@ucr.edu

Department Financial Assistant:
Leann Gilmer, leann.gilmer@ucr.edu

Department Analyst:
Ruben Fierro Ruben.Fierro@ucr.edu

ENGLISH DEPARTMENT MISSION STATEMENT

The UCR English Department is committed to the study of English and American literature and cultures. Our work is oriented by literature and by the question of the literary, even as it expands to consider a wide range of texts. Oral traditions, material objects, visual culture, performance art, and soundscapes figure in our scholarship alongside more traditional and other innovative forms. A broad and diverse understanding of English and American literature includes everything from medieval lyrics to film and digital media; from the plays of Shakespeare to the work of Louise Erdrich, Theresa Hak Kyung Cha, and Toni Morrison; from poetry by Sor Juana Inés de la Cruz to novels by Mary Shelley, James Joyce, or the poetry and prose of Cherrie Moraga or Gloria Anzaldúa.

A wide range of critical formations shapes our practice. To name only a few: archive studies; Asian American Studies; Black Studies; Feminist and Queer Studies; Hemispheric Studies; Latin@ Studies; Native and Indigenous Studies; Postcolonial Studies; SFCS (Speculative Fictions and Cultures of Science); and Transatlantic Studies. Literature, furthermore, is not only what we study: it is what we write. Our department has a history of supporting innovative critical practice across a range of formats, including experimental criticism, creative non-fiction, poetry, and curatorial work.

Our undergraduate and graduate programs are structured around principles of justice and equality, and we pride ourselves that our own innovative research demonstrates these principles, as does our commitment to imaginative pedagogy. We take the meaning of instruction and mentorship seriously: the integrity of the faculty-student relationship is at the heart of our work. We show our broad range of interests and rich research profile in everything we do, and we share those interests with our students. Our teaching anchors our scholarship. As a department, we are committed to valuing the ways that teaching, service, and scholarship inform and support each other.



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GRADUATE PROGRAM AT-A-GLANCE

While there are variations among how students complete the PhD, this is a normative timeline for each year of the program:

	MA/ PHD PROGRAM (Entering with a BA)	PHD PROGRAM (Entering with an MA)
Year 1	Coursework: 6 Graduate Seminars (Including ENGL200: Intro to Grad Studies)	Coursework: 6 Graduate Seminars (Including ENGL200: Intro to Grad Studies)
Year 2	Coursework: 3 Graduate Seminars **Qualifying Exam I** *Complete MA Degree*	Coursework: 3 Graduate Seminars Fulfill course requirements Submit Areas Petition
Year 3	Coursework: 4 Graduate Seminars Ensure that all course requirements are met. Submit Areas Petition	Reading Year **Qualifying Exam II** *Achieve Ph.D. Candidacy*
Year 4	Reading Year **Qualifying Exam II** *Achieve Ph.D. Candidacy*	Submit Prospectus Dissertation Writing ENGL410: Professionalization
Year 5	Submit Prospectus Dissertation Writing ENGL410: Professionalization	Finish & File Dissertation **Dissertation Defense** *Complete PhD Degree*
Year 6	Finish & File Dissertation **Dissertation Defense** *Complete PhD Degree*	

More detailed information about the Department of English Graduate Program can be found in our Departmental Protocols, found on the "Graduate Program in English" site on Canvas.

REQUIREMENTS FOR THE MA/PHD PROGRAM

Overview of MA/PhD Program Requirements for Students entering with a B.A.

For students entering with a B.A., the normative time for completion of the PhD degree is 18 quarters (6 years). The requirements include:

- 13 seminars (52 units)
  - 9 seminars (36 units) before QEI/MA exam
    - Required first-year seminar: ENGL200- Introduction to Graduate Studies
  - 4 seminars (16 units) after QEI/MA Exam
- ENGL410: Professionalization (repeatable as needed)
- Designated Emphasis requirements (optional)
- Qualifying Exam I (QEI)
- Areas Petition and Reading Year (Preparation for QEII)
- Qualifying Exam II (QEII)
- Dissertation and Defense
- If teaching during the first year, we recommend taking no more than 1 seminar during the quarter of teaching (see fall quarter sample below)
- We recommend taking graduate seminars in English (or other departments) in the first year; and deferring 290 directed readings to the second year.

	ENROLLMENT SCENARIOS: FALL	WINTER	SPRING
Year 1	1. ENGL200 2. Graduate Seminar 3. 410 Pedagogy course 4. ENGL297 with DGS (1-6 units, as needed for unit fillers) 5. If teaching enroll in 303 teaching units	1. 2-graduate seminars 2. ENGL297 with DGS (1-6 units, as needed for unit fillers) 3. Third graduate seminar 4. If teaching enroll in 303 teaching units	1. 2-graduate seminars 2. ENGL297 with DGS (1-6 units, as needed for unit fillers) 3. Third graduate seminar 4. If teaching enroll in 303 teaching units.
During the first year, students should: • Complete 6 of 13 seminars. • Meet with DGS once a quarter to review course choices and degree progress. • Start connecting with future faculty mentors.			
Year 2	1. graduate seminar and/or ENGL290 (4 units) 2. Teaching units 3. ENGL297 with the DGS	1. graduate seminar and/or ENGL 290 (4 units) 2. Teaching units 3. ENGL297 with the DGS	Complete 9th and final seminar by Spring: 1. Enroll in teaching units 2. ENGL297 units with QEI chair and committee members.

			Take QEI Exam **Apply for MA Graduation**
During the second year, students should: 1. Complete an additional 3 seminars before QEI. 2. Confirm in winter quarter two faculty members to serve on Qualifying Exam I (QEI) committee. 3. Apply to candidacy for the master's degree (R'Grad Portal). 4. Apply for graduation for the MA degree (R'Web Portal) by Graduate Division's deadlines. 5. Take QEI exam in spring (portfolio and 1-hr oral exam in spring quarter). See 6. Guidelines for Qualifying Examination I (M.A. Exam) 7. Successfully complete degree requirements, plus QEI exam = MA degree conferred. A total of 36 units by the end of year 2. 8. Complete the first year of teaching with UWP (University Writing Program).			
Year 3	1. 2 graduate seminars 2. ENGL297 with DGS 3. Teaching units	1. 2 graduate seminars 2. ENGL297 with DGS or Areas Petition chair and committee members. 3. Teaching units.	1. ENGL297 with Areas Petition chair and committee members 2. ENGL303 if teaching for English (not UWP). **Submit Areas Petition**
During the third year, students should: 1. Complete additional 4 seminars (16 units) between QEI and QEII, regardless of the units taken prior to QEI exam. 2. Meet with DGS and faculty members to select three exam areas and form QEII committee during winter quarter of the third year. 3. Submit Areas Petition by Spring Quarter (recommended) during week 7 to prepare for QEII exam.			
Year 4	1. ENGL297 with QEII chair and two other committee members for total of 12 units 2. File Areas Petition by the end of fall (if not previously filed)	1.ENGL297 with QEII chair and two committee members for total of 12 units 2. Schedule to take QEII exam and nominate exam committee in the Form 2 (R'Grad Portal) at least 4 weeks before exam	1. ENGL297 with QEII chair and two committee members for 12 units **2. Take QEII Exam** After passing QEII, nominate dissertation committee on Form 3 3. Submit the Prospectus Signature Page within 90 days after advancing to candidacy
During the fourth year, students should: 1. Complete all degree requirements before taking QEII, including the Language Requirement and any Designated Emphasis requirements (if elected). 2. Nominate QEII committee using the Form 2 (R'Grad Portal) 4 weeks in advance & submit the portfolio 2 weeks in advance. 3. Establish Dissertation Committee after passing QEII by nominating them on the Form 3.			

4. Schedule QEII Exam
5. Consider enrolling in ENGL410 Professionalization (may be taken more than once).
6. Submit papers for conferences & publications.
7. Apply for Fellowships.

Year 5 During the fifth year, students should:

1. Enroll in ENGL299 with Dissertation chair and two committee members for total of 12 units.
2. Submit Prospectus Signature Page 90 days after passing the QEII exam.
3. Work on dissertation writing and meet with Dissertation Committee on a quarterly basis.
4. Continue to submit papers for publication and apply for fellowships.
5. Complete ENGL410 (may be taken more than once).
6. Attend job placement information sessions and other professionalization workshops.
7. Begin preparing job market materials, including reaching out to faculty members who will write letters of recommendation (usually committee members). See Canvas site.
8. Apply for Dissertation Year-End Program (DYP)/Graduate Research Mentorship Program (GRMP) Fellowships. See Canvas site.

During the summer before Year 6, students should continue working on job market materials, including searching for appropriate dissertation and/or postdoctoral fellowships.

Year 6	1. ENGL299 with Dissertation chair and two committee members for total of 12 units 2. Write/revise dissertation 3. Apply for postdoctoral fellowships & jobs	1. ENGL299 with Dissertation chair and two committee members for total of 12 units 2. Write/revise dissertation 3. Participate in mock interviews & job talks (as needed)	1. ENGL299 with Dissertation chair and two committee members for total of 12 units 2. File dissertation and schedule dissertation defense 3. Apply for graduation

During the sixth year, students should:

1. Enroll in ENGL299 with Dissertation chair and two committee members for total of 12 units.
2. Work on dissertation writing and meet with Dissertation Committee on a quarterly basis.
3. Attend job placement information sessions and other professionalization workshops.
4. Apply for jobs and postdoctoral fellowships. See Canvas site.
5. Attend Graduate Division's Dissertation Format workshops.
6. File the dissertation, and complete dissertation defense.
7. Apply for graduation by Graduate Division's deadline.
8. Successfully completed degree requirements: PhD Conferred.

Stage One: Obtaining the M.A.

The normative time for completion of the MA degree requirement is 6 quarters (2 years). After Qualifying Exam I, the normative time to complete the PhD is 12 additional quarters (4 years) for a total of 18 quarters (6 years) towards the completion of both the MA and PhD degrees.

I. COURSE REQUIREMENTS FOR M.A.

To maintain full-time status, students must enroll in a minimum of 12 units per quarter. During the first year, students take English seminars, Pedagogy course (if offered in fall) and may add 297 units to reach 12.

To complete the MA degree, students are required to complete a total of 9 seminars, or 36 units (4-units per graduate seminar). Of these units, 24 units (6 seminars) must be taken from the Department of English. **All students are required to take ENGL200- Introduction to Graduate Studies as part of the 9 seminars.**

Starting the second year, in addition to graduate seminar(s), students may enroll in an appropriate combination of ENGL 290, 292, 297,(299 if ABD), 301, 302, 303, and/or 410 to ensure a 12-unit load.

Graduate seminar requirements may be achieved by taking any of these course options (1) a 4-unit upper division undergraduate course with concurrent enrollment in ENGL 292 for 2-units, (2) ENGL290 Independent Study (starting in second year and pre-arranged with faculty) for 4-units, (3) a graduate seminar from other UC campuses, or (4) graduate seminar from another UCR department. Students wishing to take more than 12 units outside of English seminar format may petition the Director of Graduate Studies (DGS) if they feel that their field(s) of study require more coursework outside of the English Department. See Course Registration Guide for details.

Units for courses taken to fulfill secondary requirements such as 297 and 410 do not count as part of these 36 units.

ADDITIONAL COURSEWORK:

DESIGNATED EMPHASIS (OPTIONAL):
Several programs are available to doctoral students interested in undertaking extra coursework and research as a way of adding to their specialized expertise. These require working with a department outside English, and they include the Designated Emphasis in Speculative Fictions and Cultures of Science (SFCS); in Southeast Asian Studies (SEAS); and in Book, Archive, and Manuscript Studies (BAM). These programs are usually required to be fulfilled before the graduate student passes their Qualifying Exam II and advances to candidacy. Any student wishing to fulfill the requirements for a Designated Emphasis (D.E.) associated with the department should contact the Director of that D.E. for current requirements. See Appendix for complete list of Designated Emphasis options.

II. QUALIFYING EXAMINATION I (QEI) - THE MA EXAM

Qualifying Exam I is a portfolio-based exam taken by students entering with a BA. This exam is normally taken in the spring of the second year, and students typically prepare for the exam during one quarter. This is the equivalent of an MA exam, taken on the way towards the Ph.D., and students usually apply for their MA degree after passing it. The portfolio includes two revised seminar essays and an introductory essay. This is the basis for a one-hour oral examination with two faculty members.

1. During Winter Quarter of the second year, confirm two faculty members to serve on the committee for Qualifying Exam I (QEI).
2. During Winter Quarter of the second year, apply to candidacy for the Master's Degree (R'Grad portal).
3. During Spring Quarter of second year, apply for graduation for the MA degree by Monday of Week 4 (R'Web → "Graduation Grades & Test Scores").
4. Complete at least 3 seminars before the QEI exam.
5. Pass Qualifying Examination I (portfolio and 1-hour oral exam) in spring quarter of the second year. See
6. Guidelines for Qualifying Examination I (M.A. Exam)
7. Please review Grad Division's Graduation Procedures web page for detailed steps and deadlines.

Stage Two: Achieving Candidacy for Ph.D.

I. COURSEWORK FOR PH.D.

Students are required to complete a minimum of 16 units of additional coursework (4 graduate seminars). 8 of 16 units must be seminars from the Department of English. These seminars must be taken at minimum between the QEI and QEII exams, regardless of the units a student has accrued prior to the QEI exam.

Units for courses taken to fulfill secondary requirements such as 297 and 410 do not count as part of these 16 units.

ENGL 410: Professionalization. This course (2 units) is a workshop in professional development designed to inform graduate students about various professionalization matters and to help them

prepare application materials for academic jobs. Students are required to take at least 1 quarter of 410 before graduating, though strongly encouraged to take the course more than once, as each 410 focuses on a different aspect of professionalization, such as pedagogy for teaching literature, publication, applying for fellowships, and job market preparation. Students generally take English 410 courses in the year before and/or after the QEII exam.

II. AREAS PETITION

The Areas Petition is a 3-page narrative describing three areas of concentration as a coherent program of studies and their relationship to a tentative dissertation topic. You'll need to list three exam committee faculty members with one of them being the chair to review the Areas Petition, one of whom will have agreed to serve as examination chair or co-chairs for QEII. Areas Petition should be submitted each quarter by week 7 to Gene Gray. It's advisable to submit the Areas Petition no later than spring of the third year, as students whose examination areas are approved in spring quarter of the third-year benefit from the resulting additional summer of exam preparation. See Areas Petition under Guidelines for Qualifying Examination II (PH.D. Exam) for more details. Samples of Areas Petitions are available on the English department Canvas site.

III. LANGUAGE REQUIREMENT

Effective Fall 2024, the language requirement will be removed and cohorts starting from Fall 2024 will no longer need to fulfill it. Students entering the program prior to fall 2024 must demonstrate reading proficiency in one non-English language before the quarter of your QEII/PhD Oral Exam. It is possible to complete your language requirement during the quarter that you take the QEII, but it is advisable to do so before then.

IV. QUALIFYING EXAMINATION II (QEII) - THE PHD EXAM

The PhD qualifying exam II includes both portfolio and oral presentation. Students entering the program with a BA normally take the exam during the fourth year, usually during weeks 7 to 10 of the given quarter. Students will prepare to be examined in three areas or fields, which will be the basis of an up to three-hour oral presentation with four department faculty and one outside faculty committee member.

1. Inform Gene Gray of the language requirement completion before the quarter of your QEII / PhD oral exam. It is possible to complete your language requirement during the quarter that you take your QEII oral exam, but it is advisable to do so before then. Language completion form will be submitted to Graduate Division to clear this requirement in the degree audit.

2. At least 4 weeks before taking the QEII exam, nominate 5 qualifying exam faculty committee members (with one outside member) by completing the **Nomination of Oral Qualifying Exam Committee Petition** in the R'Grad portal.

3. Pass Qualifying Examination II (portfolio and 3-hour oral exam) and nominate Dissertation Committee by submitting the **Report of Oral Qualify Exam Petition** in R'Grad at the end of QEII exam.

See Guidelines for Qualifying Examination II (PH.D. Exam) for more details about forming the committee, portfolio contents, exam format, and timelines.

Stage Three: Obtaining the Ph.D.

I. DISSERTATION WRITING

The dissertation committee is chosen by the time the student submits the finalized Prospectus to Graduate Division, which happens within 90 days of the successful Qualifying Exam II. The committee usually consists of three members: a chair, and then a second and third reader.

The dissertation is the final piece of doctoral work in our program and generally consists of 4 chapters and an introduction, written over the period of approximately 18 months. As the culminating product of graduate work, the dissertation is likely to be by far the longest piece of writing a student has ever done, and it represents the fullest and most visible expression of a PhD candidate's intellectual pursuits and accomplishments. A completed dissertation has no required length, although shared expectations of length should be discussed between the chair and student.

The dissertation should address a research question or area that compels the student, and which affords an opportunity to study texts, media, and/or cultural phenomena that they would like to study and write about for many years. The topic should be rich enough that it can sustain extended study and timely enough that it will produce publishable work in peer-reviewed journals and publication venues. The dissertation should also demonstrate the various skills that are the foundation of the doctoral education in our department: expert analysis of literary and/or cultural texts and media, sophistication in methodological framing of key research questions and issues, and engagement in an ongoing scholarly conversation concerning current issues of critical interest and concern.

See Dissertation Guidelines for more details on dissertation content, timeline, and submission.

II. DISSERTATION DEFENSE

Our department marks the completion of the dissertation with an oral defense. This is a public presentation and discussion of one's research with departmental faculty, students, and select outside experts

Please review Graduate Division's Graduation Procedures and Dissertation and Thesis Submission web pages for more information.

See Dissertation Guidelines for a step-by-step guide on scheduling the dissertation defense.

REQUIREMENTS FOR THE PHD PROGRAM

For students entering with a M.A., the normative time for completion of the PhD degree requirement is 15 quarters (5 years). The requirements include:

- 9 graduate seminars (36 units)
  - Required first-year seminar: ENGL200- Introduction to Graduate Studies
- ENGL410: Professionalization (repeatable as needed)
- Designated Emphasis requirements (optional)
- Areas Petition and Reading Year (Preparation for QEII)
- Qualifying Exam II (QEII)
- Dissertation and Defense
- If teaching during the first year, we recommend taking 1 seminar during the quarter of teaching (see fall quarter sample below)
- We recommend taking graduate seminars in English (or other departments) in the first year; and deferring 290 directed readings to the second year

Normative Timeline for Students Entering with a M.A.

	ENROLLMENT SCENARIOS: **Fall**	**Winter**	**Spring**
Year 1	1. ENGL200 2. Graduate Seminar 3. 410 Pedagogy course 4. ENGL297 with DGS (1-6 variable units) 5. If teaching enroll in 303 teaching units	1. 2-graduate seminars 2. ENGL297 with DGS (1-6 variable units) 3. Third graduate seminar 4. If teaching enroll in 303 teaching units	1. 2-graduate seminars 2. ENGL297 with DGS (1-6 variable units) 3. Third graduate seminar 4. If teaching enroll in 303 teaching units
During the first year, students should: • Completed 5 or 6 seminars (of the total of 9 seminars/36 units required for the degree). • Meet with DGS once a quarter to review course choices and degree progress. • Start connecting with future faculty mentors. • Satisfy or establish a plan to meet language requirements (Only for new PhD students entering the program during the Fall 2023 Quarter and earlier).			
Year 2	1 graduate seminar (4 units) Enroll in seminars relevant to potential research or enroll in ENGL290. Enroll in WRIT301/302 for the UWP TAship. ENGL297 with the DGS.	1 graduate seminar (4 units) Enroll in seminars relevant to potential research or a enroll in ENGL290. Enroll in WRIT301/302. ENGL297 with the DGS (if no additional seminars are taken).	1 graduate seminar (4 units) Enroll in seminars relevant to potential research or enroll in ENGL290. Enroll in WRIT301/302. ENGL297 with Areas Petition chair and committee members.

During the second year, students should:

1. Complete the remaining 3 or 4 seminars (of the total of 9 required) for a total of 36 units.
2. Meet with DGS and faculty members during winter quarter to select exam areas and form QEII committee.
3. Submit Areas Petition by week 7 of Spring Quarter (recommended) to begin preparing for QEII exam.
4. Complete the first year of teaching with UWP (University Writing Program) or English department.

Year 3	ENGL297 with QEII chair and two other committee members for total of 12 units File Areas Petition by the end of fall (if not previously filed)	ENGL297 with QEII chair and two other committee members for total of 12 units Schedule to take QEII exam and nominate exam committee in the Form 2 (R'Grad Portal) at least 4 weeks before exam. Enroll in ENGL303 if teaching for English (not UWP).	ENGL297 with QEII chair and two other committee members for total of 12 units **Take QEII Exam** After passing QEII, nominate dissertation committee on Form 3 Submit the Prospectus Signature Page within 90 days after advancing to candidacy Enroll in ENGL303 if teaching for English (not UWP).

During the third year, students should:

1. File Areas Petition no later than the Fall Quarter, if not completed by the end of the 2nd year of study.
2. Complete all degree requirements before taking QEII, including the Language Requirement and if doing a Designated Emphasis, complete those requirements as well.
3. Nominate QEII committee using the Form 2 (R'Grad Portal) 4 weeks in advance & submit the portfolio 2 weeks in advance.
4. Schedule QEII Exam
5. Establish Dissertation Committee after passing QEII by nominating them on the Form 3.
6. Consider enrolling in ENGL410 Professionalization (may be taken more than once).
7. Submit papers for conferences & publications.
8. Apply for Fellowships.

Year 4

During the fourth year, students should:

1. Enroll in ENGL299 with Dissertation chair and two committee members for total of 12 units.
2. Submit the Prospectus Signature Page 90 days after passing the QEII exam.
3. Work on dissertation writing and meet with Dissertation Committee on a quarterly basis.
4. Continue to submit papers for publication and apply for fellowships.
5. Complete ENGL410 (may be taken more than once).
6. Attend job placement information sessions and other professionalization workshops.
7. Begin preparing job market materials, including reaching out to faculty members who will write letters of recommendation (usually committee members). See Canvas site.

8. Apply for Dissertation Year-End Program (DYP)/Graduate Research Mentorship Program (GRMP) Fellowships. See Canvas site.

During the summer before Year 5, students should continue working on job market materials, including searching for appropriate dissertation and/or postdoctoral fellowships.

Year 5	ENGL299 with Dissertation chair and two committee members for total of 12 units Write/revise dissertation Apply for postdoctoral fellowships & jobs	ENGL299 with Dissertation chair and two committee members for total of 12 units Write/revise dissertation Participate in mock interviews & job talks (as needed)	ENGL299 with Dissertation chair and two committee members for total of 12 units File dissertation and schedule dissertation defense Apply for graduation

During the fifth year, students should:

1. Enroll in ENGL299 with Dissertation chair and two committee members for total of 12 units.
2. Work on dissertation writing and meet with Dissertation Committee on a quarterly basis.
3. Attend job placement information sessions and other professionalization workshops.
4. Apply for jobs and postdoctoral fellowships. See Canvas site.
5. Attend Graduate Division's Dissertation Format workshops.
6. File the dissertation, and complete dissertation defense.
7. Apply for graduation by Graduate Division's deadline.
8. Successfully completed degree requirements: PhD Conferred.

Stage One: Achieving Candidacy for Ph.D.

I. COURSE REQUIREMENTS

To maintain full-time status, students must enroll in a minimum of 12 units per quarter. During the first year, students take English seminars, Pedagogy course (if offered in fall) and may add 297 units to reach 12.

Before advancing to candidacy, students are required to complete a total of 9 seminars, or 36 units (4-units per graduate seminar). Of these units, 24 units (6 seminars) must be taken from the Department of English. **All students are required to take ENGL200- Introduction to Graduate Studies as part of the 9 seminars**.

Starting the second year, in addition to graduate seminar(s), students may enroll in an appropriate combination of ENGL 290, 292, 297,(299 if ABD), 301, 302, 303, and/or 410* to ensure a 12-unit load.

Graduate seminar requirements may be achieved by taking any of these course options (1) a 4-unit upper division undergraduate course with concurrent enrollment in ENGL 292 for 2-units, (2) 4-unit ENGL290 Independent Study (starting in second year), (3) as a graduate seminar in another department at UCR or at another UC campus through Intercampus Exchange, with the approval of the Director of Graduate Studies. Students may petition the DGS and Graduate Division if they feel that their fields of study require more coursework outside of English department seminars. See Course Registration Guide for details.

Units for courses taken to fulfill secondary requirements such as 297 and 410 do not count as part of these 36 units.*

* ENGL 410: Professionalization. This course (2 units) is a workshop in professional development designed to inform graduate students about various professionalization matters and to help them prepare application materials for academic jobs. Students are required to take at least 1 quarter of 410 before graduating, though strongly encouraged to take the course more than once, as each 410 focuses on a different aspect of professionalization, such as pedagogy for teaching literature, publication, applying for fellowships, and job market preparation. Students generally take English 410 courses in the year before and/or after the QEII exam.

DESIGNATED EMPHASIS (Optional)

Several programs are available to doctoral students interested in undertaking extra coursework and research as a way of adding to their specialized expertise. These require working with a department outside English, and they include the Designated Emphasis in Speculative Fictions and Cultures of Science (SFCS); in Southeast Asian Studies (SEAS); and in Book, Archive, and Manuscript Studies (BAM). These programs are usually required to be fulfilled before the graduate student passes their Qualifying Exam II and advances to candidacy. Any student wishing to fulfill the requirements for a Designated Emphasis (D.E.) associated with the department should contact the Director of that D.E. for current requirements. See Appendix for complete list of Designated Emphasis options.

II. LANGUAGE REQUIREMENT

The language requirement will no longer be required starting with fall 2024 cohort. Students that entered before this term must demonstrate reading proficiency in one non-English language before the quarter of the QEII/PhD Oral Exam. It is possible to complete the language requirement during the quarter that the QEII exam takes place, but it is advisable to do so before the exam.

III. AREAS PETITION

The Areas Petition is a 3-page narrative describing three areas of concentration as a coherent program of studies and their relationship to a tentative dissertation topic. You'll need to list three exam committee faculty members with one of them being the chair to review the Areas Petition, one of whom will have agreed to serve as examination chair or co-chairs for Qualifying Exam II. Areas Petition should be submitted each quarter by week 7 to Gene Gray. It's advisable to submit the Areas Petition no later than spring of 2nd year, as students whose examination areas are approved in spring quarter of 2nd year benefit from the resulting additional summer of exam preparation. See Areas Petition under Guidelines for Qualifying Examination II (PH.D. Exam) for more details.

IV. QUALIFYING EXAMINATION II (QEII) - THE PHD EXAM

The PhD qualifying exam II includes both portfolio and oral presentation. Students entering the program with an MA from another institution normally take the exam during the third year, usually during weeks 7 to 10 of the given quarter. Students will prepare to be examined in three areas or fields, which will be the basis of up to three-hour oral presentation with four department faculty and one outside faculty committee member. See Guidelines for Qualifying Examination II (PH.D. Exam) for more details about forming the committee, portfolio contents, exam format, and timelines.

1. At least 4 weeks before taking the QEII exam, nominate 5 qualifying exam faculty committee members (with one outside member) by completing the Form 2 in the R'Grad portal (see QEII guidelines).
2. Pass Qualifying Examination II (portfolio and 3-hour oral exam) and nominate Dissertation Committee in the Form 3 at the end of QEII exam.

Stage Two: Obtaining the Ph.D.

I. DISSERTATION WRITING

The dissertation committee is chosen by the time the student submits the finalized Prospectus to Graduate Division, which happens within 90 days of the successful Qualifying Exam II. The committee usually consists of three members: a chair, and then a second and third reader.

The dissertation is the final piece of doctoral work in our program and generally consists of 4 chapters and an introduction, written over the period of approximately 18 months. As the culminating product of graduate work, the dissertation is likely to be by far the longest piece of writing a student has ever done, and it represents the fullest and most visible expression of a PhD candidate's intellectual pursuits and accomplishments. A completed dissertation has no required length, although shared expectations of length should be discussed between the chair and student.

The dissertation should address a research question or area that compels the student, and which affords an opportunity to study texts, media, and/or cultural phenomena that they would like to study and write about for many years. The topic should be rich enough that it can sustain extended study and timely enough that it will produce publishable work in peer-reviewed journals and publication venues. The dissertation should also demonstrate the various skills that are the foundation of the doctoral education in our department: expert analysis of literary and/or cultural texts and media, sophistication in methodological framing of key research questions and issues, and engagement in an ongoing scholarly conversation concerning current issues of critical interest and concern.

See Dissertation Guidelines for more details on dissertation content, timeline, and submission.

II. DISSERTATION DEFENSE

Our department marks the completion of the dissertation with an oral defense. This is a public presentation and discussion of one's research with departmental faculty, students, and select outside experts

Please review Graduate Division's Graduation Procedures and Dissertation and Thesis Submission web pages for more information.

See Dissertation Guidelines for a step-by-step guide on scheduling the dissertation defense.

COURSE REGISTRATION GUIDE

Graduate Students should familiarize themselves with the campus Academic Calendar for important registration and fee deadlines: https://registrar.ucr.edu/calendar English graduate seminar descriptions are posted quarterly on the department's website.

Enrollment units each quarter are at least 12 each quarter to reach full-time status (whether on fellowship or employment) for fee remissions to post as paid, activate health insurance, disburse stipends, and clear students for employment.

Any registration holds will be listed in the student's R'web account and students are urged to take action to clear them before the start of each quarter.

BUILDING YOUR COURSE ENROLLMENT

Refer to the "Entering with a BA or MA" timeline tables for the number of seminars recommended to take each quarter.

During the first year in the program, students enroll in graduate seminars (English or other college seminars), Pedagogy course (if it's offered in fall), and may add a 297 if additional units are needed to reach a minimum of 12 units. Students should defer from taking 290 directed readings to the second year.

In the second year, students continue enrolling in graduate seminars, and in addition, may enroll in other course options such as the ones listed below to fulfill graduate requirements and achieve full-time status:

(1) a 4-unit upper division undergraduate course with concurrent enrollment in ENGL 292 for 2-units, (2) ENGL290 Independent Study (starting in second year) for 4-units, (3) a graduate seminar from other UC campuses, or (4) up to 12 units of seminar outside of the English seminar format. Students may need to petition the DGS to take additional outside seminar units. (5) Students short of units after enrolling in seminars and teaching practicum units (when teaching), should register in ENGL297 with the DGS for the remainder units.

The first three selections will require approval from the Director of Graduate Studies (DGS) by submitting the following:

(1) Upper Division Undergraduate Course Enrollment:
   a. Pre- arranged with faculty instructor, who should add extra readings, meetings, assignments, etc to make the course graduate seminar-equivalent.
   b. Submit a CHASS enrollment request form to receive approval to take the upper-division undergraduate course. The office of Enrollment Management will process and approve these requests and give clearance to enroll.
   c. After receiving approval, register for a 292 Concurrent Analysis course in the department housing the undergraduate course. The 292 should be taken with the same professor teaching the undergraduate course (e.g. if you want to register for CPLT163 Nationalism and the Novel with Professor Charles Xavier you will also register for CPLT292 with Prof. Xavier at the same time). If the department does not

have a 292 course (e.g. TFDP), you will register for an ENGL292 with the ENGL DGS. The GSSA, a.k.a. Gene Gray, can help you register for the ENGL 292 course.

d. Submit the Petition for Substitution in the R'Grad portal and indicate how this course fulfills graduate credit. See Sample #3 on Canvas for a sample petition.
e. At the end of the term, the course will show as graduate credit in Degree Works.

(2) Independent Study 290 Petition Enrollment (starting the second year):

Students take a 290 when a course is not offered as part of the regular teaching load to study in areas relevant to research with a particular faculty member. A 290 is also taken to enhance an undergraduate course with advanced work to earn graduate credit.

a. Pre- arranged with faculty instructor
b. Refer to Sample #1 on Canvas for an example of the form and syllabus.
c. Submit the 290 Petition in the R'Grad portal and upload a syllabus at least a few weeks before the quarter begins to allow time for routing, review, and approval.

(3) Other UC Campus Graduate Seminars:

Download the Intercampus Exchange Application, and obtain the DGS signature. The application is then submitted to Trina.Elerts@ucr.edu in Graduate Division at least 4 weeks before the start of the quarter and no later than September 1st (Fall), November 15th (Winter), and March 1st (Spring). Applications submitted close to the start of the quarter may not be approved. This advance time will allow enough time for the application to be processed by both campuses. All outside course seminars will require a letter grade to count towards degree requirements.

(4) Outside of English seminar format courses:

No prior approval necessary; students enroll directly or contact Gene for assistance. All outside course seminars will require a letter grade to count towards degree requirements.

(5) ENGL297 Directed Research – Students who are not at the exam stage (QEI and QEII) and need units to be at full-time status should enroll in ENGL 297(S/NC grade) for supplementary units with the DGS. To obtain credit, students will prepare short annotated bibliographies: 1-2 units = 2 items of annotated bibliography; 3-4 units = 3 items of annotated bibliography; 5-6 units = 4 items of annotated bibliography. The items in the bibliography should ideally be journal articles, book chapters, or essays in anthologies rather than entire books. They can be drawn from the readings you are doing for your current seminars or your own research. If students are not sure how to write an annotated bibliography, they should refer to the online resources from the University of Maryland and University of Wisconsin-Madison. The MLA style citations should be used and written in descriptive/informative paragraph of about 150 to 200 words in the annotation and should be submitted by e-mail to the DGS with the subject

line, "ENGL297 annotated bibliography" by 11:00PM on Friday of Finals week. Any submissions after the day and time will not be considered.

REQUIRED GRADUATE PROGRAM COURSES

ENGL 200: Introduction to Graduate Study in English

Students take this seminar in their first semester in the program. The course offers an introduction to a range of critical and theoretical issues of concern to entering graduate students, including canon formation, field organization, critical and theoretical assumptions behind the establishment of various fields, and the uses of theory. The class usually includes visits from a range of faculty members who discuss their research and publications.

ENGL 410: Professionalization

This course is a workshop in professional development designed to inform graduate students about various professionalization matters and to help them prepare application materials for academic jobs. It is taken for 2 units and is graded S/NC. Students are required to take at least 1 quarter of 410 before graduating, though they are recommended to take it more than once with the different emphases. The different emphases of 410 will be indicated in the following way: **410 (pedagogy for teaching literature)**; 410 (publication); 410 (job preparation); 410 (fellowship applications).

EXAM PREPARATION/DIRECTED STUDY COURSES

ENGL297 – During the quarter that students are preparing for their Areas Petition, QEI and QEII exams, students should enroll with their faculty committee members using ENGL 297. This process requires repeating course enrollment with multiple faculty members. The system is not set-up to allow students to enroll themselves in repeated courses, therefore a request for an override will need to be submitted and this is done through the Wufoo form.

ENGL299 Dissertation Units – After passing the QEII exam , students will be on advanced but dissertation status (ABD) and will enroll in ENGL 299 with their chair and two dissertation committee members. ENGL 299 is a variable unit course ranging from 1-12 units. Depending on other courses taking in a particular quarter, 299 units can be adjusted accordingly.

Wufoo Form: to submit override requests, including requests to clear course time-conflicts: https://leanng.wufoo.com/forms/w1ufocs407ycao0/

An override is not required if students are taking one course of 297 or 299 when working with only one faculty committee member or exam chair. To adjust units ranging 1-6 for 297 and 1-12 for 299, follow these steps when completing enrollment of one of 297 or 299 course:

1. Once enrolled in the variable-unit course, it will appear in the registered course list with 1.0 unit.
2. Go to the Schedule and Options tab - the number of units is now editable.
3. Click on another tab and it asks if you want to save changes, choose yes.

TEACHING PRACTICUM UNITS

Teaching for the University Writing Program (UWP):

UWP requires that TAs apply for academic year teaching assignments during early spring of each year. UWP TAs enroll in the appropriate teaching practicum course(s) when they are teaching a course for the first time. TAs should refer to their offer of employment letter for more details. UWP assigns TAs to the following courses (Subject to Change, so please reach out to UWP for more information):

Teaching Assignment	Required Practicum
English 1A in the fall:	WRIT301 and WRIT302 **001**
English 1B in the winter:	WRIT302 001
English 1C in the spring:	WRIT302 001
English 4 in the next fall:	WRIT302 **002**

Students assigned to teach a Writing Across the Curriculum course will enroll in WRIT302-003 units.

The UWP scheduled meeting times for the practicum courses are consistent quarter-to-quarter: WRIT301 (offered only in the fall) is on Wednesdays from 12-12:50. WRIT302 001 and 002 meet on Wednesdays from 1-1:50. Please make a note of this schedule to avoid overlapping with another course enrollment.

Teaching for the English 20A-B-C Series:

Students enroll in 1 unit of ENGL303 (advanced teaching practicum) with the Professor teaching the course. Teaching practicum units are not required if the instructor is an Associate-In.

READY TO ENROLL (RD STATUS)

If a continuing or readmitted student does not enroll by 3rd week of any given quarter, and pay for fees, their status will convert to RD (ready to enroll) status. During RD status GSHIP (campus health insurance) is not covered, and students will need to pay this fee for continued health coverage. Students can remain on RD status for up to two quarters. If students do not enroll by 3rd week of the second quarter, they will lapse and will need to apply for readmissions if they plan to return.

New students are not eligible to use RD status. It only applies to continuing or returning students. New student deferments to a future quarter must be negotiated through Graduate Admissions.

Any central fellowship is forfeited during RD status. Departmental fellowships may be renegotiated and communicated via Andrea Gonzales in the Graduate Division.

GUIDELINES FOR QUALIFYING EXAMINATION I (M.A. EXAM)

Qualifying Examination I, also known as "QE1" or the "M.A. Exam," is conducted in the Spring Quarter of each academic year. It is not conducted at any other time during the academic year. After successfully passing QE1 and completing all relevant coursework and language requirements, the graduate student will be awarded the M.A. degree. Consult the "Checklist for QE1/the MA Exam" in the Appendix for a summary of what needs to be done.

1. In the **Winter Quarter** of their **second year**, all graduate students who are working towards an M.A. degree should meet with two faculty members that they would like to serve on their QE1 exam committee. Ideally, the student will have taken courses with these faculty members and written seminar papers for them that the student wishes to include in the exam portfolio.

   If the student would like guidance about the composition of their exam committee and their exam portfolio or other aspects of the QE1 exam, they should consult the Director of Graduate Studies as soon as possible during Winter Quarter.

2. In the **Spring Quarter** of their **second year**, graduate students planning to take QE1 will take a two-unit course, ENGL297, with the faculty member who is chairing their exam committee. Registering for ENGL297 ensures that both faculty and student are accountable to each other for the portfolio and exam preparation. The student may also wish to take an ENGL297 with the other faculty member on the exam committee, but this is not a requirement.

   Over the course of Spring Quarter, the student will work closely with their committee members to prepare their exam portfolio. The **exam portfolio** consists of:

   A. Two seminar essays or papers that are representative of the student's work in the first five quarters of study in the graduate program. Both papers must be substantially revised in consultation with the exam committee. These seminar papers should represent at least two different fields of study and should include comprehensive Work Cited lists, which will be used as informal reading lists.

   B. A 1000 to 1500-word meta-commentary explaining the aims and achievements of the seminar papers and their contributions to a coherent research agenda.

   During this period the students will schedule their exam date (usually in Week 7 or 8 of Spring Quarter) and reserve a room for the exam.

   One week prior to the exam, students will submit their exam portfolio to their committee by email, with copies also sent to the Graduate Student Services Advisor and the Director of Graduate Studies.

3. The Qualifying Exam I will consist of a one-hour oral examination in which the two-person faculty committee will engage the student in a scholarly discussion on topics related to the materials presented in the student's portfolio.

At the end of the examination, faculty will inform the student if they have passed the exam and offer a verbal evaluation of their performance. A student who fails the exam is allowed to retake it once. The date for retaking the exam should be scheduled by the Graduate Committee or the Director of Graduate Studies upon the recommendation of the examining committee.

If the student has passed the exam, the faculty committee will write a non-confidential description of the exam and an evaluation of the student's performance in the form of a brief memo sent to the Graduate Student Services Advisor and the Director of Graduate Studies. The chair of the exam committee should submit this memo by the end of Spring Quarter. The student will receive a copy of this memo and a copy will be placed in their departmental file.

4. At the **beginning of Spring quarter** that the student wishes to take Qualifying Exam 1, the student should log into R'Grad and complete the online petition "Application for Candidacy for Master's Degree: Plan II." **This form is required by Graduate Division in order for the student to be officially awarded the M.A. degree and diploma.**

   On this petition, the student should check "Option A - Comprehensive Exam" and write down the date they passed their QE1 exam. Students who need assistance completing this form should consult the Graduate Student Services Advisor.

5. The student will also need to file an "Application to Graduate" with an Master's degree in Spring quarter through R'Web. Graduate Division will send announcements reminding students to do so. **Students must submit this Application to Graduate even though their terminal degree is a PhD in English; otherwise, they will not be awarded the M.A. degree and diploma.**

   To submit the Application to Graduate, log into R'Web, click on "Graduation Grades & Test Scores" and then click "Graduation Application."

GUIDELINES FOR QUALIFYING EXAMINATION II (PH.D. EXAM)

Qualifying Examination II, also known as "QEII," "PhD Exam," or "Oral Exam," produces evaluations of doctoral candidates' abilities across four domains: 1) research ability; 2) areas mastery; 3) a concrete plan for the dissertation; and 4) preparedness for pedagogical activities like syllabus creation and course planning, in accordance with professional standards and procedures in place at peer institutions.

When you are working on your QEII exam, you will register for ENGL 297 units with all 3 of your committee members and meet them regularly. Preparing and completing the QEII has three stages: (1) the Areas Petition, (2) the reading year (exam and portfolio preparation), (3) and the oral exam.

AREAS PETITION

The Areas Petition must be submitted and approved by the Graduate Committee, usually during the Winter or Spring quarter after you have completed your course requirements. Students whose examination areas are approved in spring quarter benefit from the resulting additional summer of exam preparation. Consult the "Checklist for Areas Petition Submission" in the Appendix. Areas Petition is always due by the end of week 7 of each quarter to the GSSA; in the case that your Areas Petition is not approved, you can resubmit any time before week 7 of the following quarter.

The Areas Petition contains the following information:

1) Titles of the three areas for the qualifying examination:
   Field 1 (Research Topic)
   Field 2 (Period, Area, Genre, or Theoretical Field)
   Field 3 (Period, Area, Genre, or Theoretical Field)

   The two exam areas (fields 2 and 3) should be coordinated to minimize unnecessary overlap with one another and with the research topic; and to allow high-level disciplinary or sub-, inter- or transdisciplinary engagements to be evaluated clearly in the oral exam.

2) The names and signatures of the Examination Chair (usually the chair of Field 1) and two faculty committee members supervising the other two exam areas. Note: Of the three faculty members who will supervise the student's exam areas, only one can be from outside the Department of English (i.e. someone who does not have a joint appointment or co-operating faculty status).

3) A 3-page (single-spaced) narrative justification that describes the three fields as a coherent program of studies and coordinates their relationship to a tentative dissertation topic. If possible, name the faculty member who has tentatively agreed to direct the dissertation.

4) The reading list for Field 1(60-80 items)

You should consult with the professor supervising your research topic (your exam chair) on writing the narrative (description/justification) section of the petition, as well as have your 2 other

committee members (the professors supervising your 2 non-research topic areas) look over and provide feedback (if any) on your petition. You are also encouraged to meet with the Director of Graduate Studies to go over a draft of your petition.

You can download the Areas Petition Cover Sheet, as well as view sample Areas Petitions, in the Graduate Program in English Canvas site (See "Areas Petition Form" in the Appendix for a sample). Complete the Areas Petition cover sheet with your Research Topic/Exam Chair signature and submit it with attached narrative and bibliography to Gene Gray by the date set by Week 7.

READING YEAR (EXAM PREPARATION)

The nine-to-twelve-month period after the approval of the Areas Petition is commonly known as the "reading year," or exam preparation year. During this time, you should divide your time between preparing for the Oral Exam by going through the reading lists for all three exam fields and working on the QEII written portfolio. Near the end of the 9–12-month period, you should also finalize and nominate your full exam committee to Graduate Division.

A. Reading Lists

Work with the professors overseeing your three reading lists to compose and/or revise the reading lists for those fields.

You may find it useful to produce annotated bibliographies for the research topic and coverage areas but do not submit such documents with the portfolio. You can also discuss with your committee members and other graduate students for ideas on other note-taking systems.

Near the end of the reading year, you should meet with the two committee members overseeing the two exam areas to finalize the reading lists and exam questions that will be submitted with your portfolio (see below).

B. Preparing the Written Portfolio

The written portfolio consists of five sections: 1) an introduction providing a brief explanation of the materials included 2) a presentation of research in the form of a publishable essay; 3) three coverage lists; 4) a tentative dissertation prospectus; and 5) three proposed syllabi.

1) An introduction to the Qualifying Examination II portfolio:

   2000-word description of the candidate's portfolio as demonstration of a research project, and with regards to professional development as a scholar, future ambitions for research, and professionalization goals.

2) Presentation of Research:

A statement of the research topic, including abstract and bibliography (list of 60– 80 works), and a presentation of research in the form of ONE of the following:

a) A 25-page scholarly article in source citation format of publishable quality, addressing the research topic. This is the default format.

b) OR, a demonstration or other scholarly presentation of the research topic, to be accompanied by visual, auditory, or other multimodal materials; described in a 25-page paper in source citation format submitted with the portfolio. The standard for evaluation is that of a professional quality presentation of research in the manner of a job talk. This option should be justified by the choice and character of the visual, auditory, or other data included, with attention to the reflexivity, formal or material specificity, performativity, historicity, or other critical value assigned to the work, as clarified in the presentation.

c) OR, a demonstration of research on the research topic presenting an innovative use of digital or digitized materials in some non-trivial interactive format, such as an innovative digital presentation of bibliographic research in the form of a navigable database, etc.; a critical research essay in a non-trivial interactive format (that is, not a "slideshow" presentation, which might be acceptable, based on the quality and character of the materials, for item 2 preceding, but is not the intent of the research project described here); etc.; and to be described in a 25-page paper in source-citation format documenting the research project presented.

Presentations of research will be evaluated on the basis of methodological innovation, critical rigor, and the quality and professionalism evident in the presentation format(s).

3) Demonstration of Areas Coverage:

You will be examined in three coverage areas: Field 1, Field 2, and Field 3.

a) Field 1: A reading list of 60-80 words, accompanied by 3–5 questions prepared in consultation with the advisor of this area.
b) Field 2: A reading list of 40–50 works, accompanied by 3–5 questions prepared in consultation with the advisor of this area.
c) Field 3: A reading list of 40-50 works, accompanied by 3 questions prepared in consultation with the advisor of this area.

4) Preliminary dissertation prospectus:

The preliminary dissertation prospectus is to be a revised draft of the tentative dissertation topic described in the previously filed areas petition, updated based on work undertaken for the exam. Evaluating this document as part of the oral examination may help clarify problems in the research presentation or the two areas examinations. This document is to be advised by the anticipated dissertation committee chair. The length of the preliminary dissertation prospectus should be 8–10 (but no more than 15) pages.

5) Pedagogy**.** You will include three proposed syllabi:

a) A syllabi for a general or survey lower-division course based on one of the coverage areas and, when appropriate, the research topic .
b) A syllabi for a general or survey upper-division course based on one of the coverage areas and, when appropriate, the research topic.
c) A syllabi for a specialized upper-division course based on the research topic.

Up to two professionalization documents distinct from course syllabi may be substituted for two of the three required syllabus documents, pending approval of the examination committee chair. Such documents may include, but may not be limited to, a two-page statement of teaching philosophy, a research narrative and budget describing proposed research plans in support of a fellowship or other research funding application, a publishable review of current research in your fields, a translation into English of material relevant to your fields, a complete planning document indicating archival, pedagogical, or presentational design of research materials relevant to your fields, etc.

Two weeks before the oral exam, you must send in digital format the exam portfolio to the entire 5-person exam committee with a copy to Gene Gray.

C. Forming & Nominating the Exam Committee

Toward the end of the 9–12-month study period, you should choose the two remaining members of the exam committee. The final exam committee members consist of <u>five faculty and the majority must be senate members from the department of English</u>:

1) the three English faculty who approved the student's areas petition.

2) a fourth faculty member who is not supervising an area the student's reading/writing/portfolio preparation be from the English Department (students may petition the DGS if they prefer an external fourth member, but this is an exception to the rule).

3) a fifth faculty member as the "oversight" member from another department or UC campus. The "oversight" member oversees fairness and unbiased exam conduct. The fifth faculty member cannot have a joint appointment or co-operating faculty status with the Department of English.

    a. Chair (English)
    b. Area (English
    c. Area (English or External)
    d. English (student may petition for an external, but it's an exception to the rule)
    e. Oversight Member (External)

Faculty members who have co-operating faculty status with the Department may serve as qualifying examination committee chairs or members. The composition of the entire committee must be approved by the Graduate Director. At the request of the student or the QEII committee chair, the Graduate Director may petition Graduate Division to allow scholars from other institutions with recognized expertise to chair <u>one</u> of the student's exam areas. To make this request, the Grad Director will need a written request from the exam chair and a copy of the

proposed faculty member's CV. Consult "Guidelines for Including a Non-UCR Faculty Member on QEII Exam Committee" in the Appendix for more details.

At least one month before the oral exam, graduate students should log into R'Grad to submit Form 2 "Nomination for Oral Qualifying Exam Committee." (See How to Access Forms on R'Grad). Oral exams will not be valid without approval from Graduate Division. Remember to consult your exam chair and the DGS regarding the composition of your exam committee before you fill out Form 2. Consult the "Checklist for QE2/The PhD Exam" in the Appendix for a summary of what you need to do. The Graduate Protocols also contain helpful information.

THE ORAL EXAM

You must submit your portfolio two weeks in advance of the three-hour oral examination. Oral examinations are scheduled for no more than three hours, with actual length to be determined at the discretion of committee chair and members. The oral component of Qualifying Examination II emphasizes the candidate's presentation of the portfolio, three coverage areas, preliminary dissertation prospectus, and professional potential.

A. Scheduling the Exam

At least two months before the exam, you should choose an exam date and time that all members can attend (using Doodle or another app). Students should reserve a room using this link to use the department conference room, media room and/or library. For any assistance, contact Christy Gray.

Consult the "Guidelines for Faculty Participation During QEII Exam" in the Appendix for more information, as well as the three options for exam modalities, in-person, remote or hybrid.

Components of the Exam

The Oral Exam consists of the following elements:

1) Student presentation of research in one of the following formats: (20-25 minutes)
    a. A conference-style presentation, presenting in a shorter, verbal form, the methods and results of the publishable article.
    b. OR, a talk, in the form of a research presentation, including the additional visual, auditory, audiovisual, or interactive materials prepared for the research project.

    Because a written document of the complete work will be submitted in advance, the oral presentation of research is to be more extemporaneous; students may work from prepared remarks in their oral presentation, for example, but should not simply read a portion of the submitted written essay out loud.

2) Discussion of research presentation & Field 1 (30-35 minutes)

    The oral presentation of research is followed by a question-and-answer session on the presentation, and on the written research supporting it.

3) Break (10-15 minutes; *this break may be taken later in the exam)*

4) Discussion of Field 2 (20-25 minutes)

5) Discussion of Field 3 (20-25 minutes)

    During the examination of areas coverage, examiners may move from the prepared questions to other questions or topics of discussion, as appropriate. Candidates are not to use prepared notes in the areas coverage portion of the exam.

    Candidates may find it useful to produce annotated bibliographies for the research topic

and coverage areas. These should be shared in advance of the exam with your field chairs, preferably using Google Drive. Students do not submit such documents with the portfolio.

6) Discussion of dissertation prospectus & sample course syllabi (20-25 minutes)

At the end of the exam the student is asked to step outside while the committee discusses the student's performance for 10-15 minutes. The student is then called in and informed of the exam result.

B. Evaluation & Results

Performance on Qualifying Examination II will be evaluated in each area, with a single overall evaluation recorded, as "Pass with Distinction," "Pass," "Marginal Pass," or "Fail." Superior performance on QE II can be indicated by a grade of "Pass with Distinction." This will be recorded on the student's Form 3 report that will be placed in the student's file.

Passing the QEII exam means the student has officially advanced to candidacy and is ready to research and write a dissertation. Using shorthand, the student now has "ABD" status, standing for "All but Dissertation," that is, only the dissertation is left to complete the PhD.

After the exam, the graduate student submits the "Report of Oral Qualifying Exam" petition in the R'Grad portal for the committee to report the exam results within 48hrs. At the end of the exam, the dissertation committee will be nominated and listed at the bottom of this form. If only the dissertation chair is nominated, the rest of the committee will need to be nominated before the end of the following quarter; otherwise, Graduate Division will place a registration hold.

In the event of a student's failure in either the portfolio or oral component of the exam, the student is allowed to retake the exam once. The Exam Committee decides which areas the student is required to repeat. The date for rescheduling the exam should be rescheduled by the Graduate Committee upon recommendation of the Exam Committee. Failure to pass any areas of Qualifying Exam II on a second attempt disqualifies the student for degree consideration. Such disqualification is subject to review by the Graduate Committee only if the student submits a petition.

For more information on the administrative procedures involving exam failures, please see the Graduate Protocols.

C. What comes next: Prospectus Signature Page

Once you have passed the QEII exam, you have 90 days to revise and submit your Dissertation Prospectus to the dissertation committee. See "Dissertation Prospectus Approval Page" under Sample Departmental Forms in the Appendix and on Canvas. After passing the exam, you should enroll in ENGL 299 units with your three Dissertation Exam Committee members (replacing the ENGL 297 units you used during exam preparation).

DISSERTATION GUIDELINES

OVERVIEW

As the culminating product of graduate work, the doctoral dissertation is likely to be by far the longest piece of writing a student has ever done, and it represents the fullest and most visible expression of a PhD candidate's intellectual pursuits and accomplishments. A completed dissertation has no required length, although shared expectations of length should be discussed between the chair and student.

The dissertation should address a research question or area that compels the student, and which affords an opportunity to study texts, media, and/or cultural phenomena that they would like to study and write about for many years. The topic should be rich enough that it can sustain extended study and timely enough that it will produce publishable work in peer-reviewed journals and publication venues.

The dissertation should also demonstrate the various skills that are the foundation of the doctoral education in our department: expert analysis of literary and/or cultural texts and media, sophistication in methodological framing of key research questions and issues, and engagement in an ongoing scholarly conversation concerning current issues of critical interest and concern.

CONTENTS

1. The dissertation usually includes an Introduction that clearly outlines the research questions that drive the project and describes the historical and intellectual context within which such questions arise. The Introduction describes the motivation for the research, summarizes the dissertation's argument and innovations, and provides a brief roadmap for readers.

2. Two components often included in a dissertation are a literature review and a description of the scholar's methodological approach. The literature review provides a comprehensive review of critical work on the subject that is being undertaken, synthesizing myriad critical perspectives while at the same time demonstrating command of the literature at hand. The description of methodologies usually includes definitions, descriptions, and how the method or methods align with the project's research questions. Depending on the dissertation project and structure, the comprehensive literature review and the methodology might appear as part of the Introduction, or they might appear as separate chapters.

3. Dissertation chapters: A dissertation usually has four chapters in addition to the introduction. Students may, however, structure their chapters differently –– for example, three longer chapters with shorter interludes between chapters –– if they feel this is the best form for the research and if their dissertation chair agrees.

   The dissertation chapters are where the bulk of the literary and cultural analysis will be found. Here, the student demonstrates thorough research, original arguments, critical engagement,

technical competence, and a series of well-written and organized critical studies. It is especially important that chapters are inclusive and diverse in their citation practices with respect to race, gender, and academic affiliation (that is, taking care to read and cite materials that represent work from a variety of scholarly ranks and institutions).

When completed and proofread, each chapter should be sent in draft form to the candidate's dissertation chair, who will offer suggestions for revision, usually in written form. If the chair thinks the chapter is ready to be sent to the rest of the committee, the student will then share the chapter with the larger committee for feedback. (Depending on the committee, the student might send the chapter to all members at the same time). Although ideally faculty will return feedback within a month, be aware that they could take anywhere from 2 weeks to 2 months to provide feedback, and so be sure to move onto your next chapter while awaiting comments.

4. A conclusion is an optional, but often beneficial, component of a dissertation. It summarizes and provides perspective on the research in the chapters and often refers back to the Introduction and chapters, tying everything together. The conclusion is also a good place to discuss the implications of your scholarly research and what its impact might be in the larger critical conversation.

LENGTH, SCOPE, AND FORMAT

Dissertations in the Department of English usually consist of an Introduction and four chapters. There is no set minimum or maximum length, but shared expectations should be discussed the student and their faculty chair.

Dissertation can also take other, nontraditional forms such as a critical edition, a portfolio of articles, a digital research project or the equivalent, or another creative format. Students may find Sidonie Smith's chapter, "Breathing Life into the Dissertation" helpful for understanding new opportunities for the forms their dissertations might take.

COMMITTEE

The dissertation committee is chosen by the time the student submits the finalized Prospectus to Graduate Division, which happens within 90 days of the successful Qualifying Exam II. The committee usually consists of three members: a chair, and then a second and third reader. A candidate may ask faculty to co-chair, if the dissertation straddles two different fields of expertise. The dissertation committee is required to meet at least once annually to discuss the progress on the dissertation and to touch base with the candidate's research, arguments, and calendar.

Faculty members who have co-operating faculty status with the Department of English may serve as dissertation committee chairs, co-chairs, or members. At the request of the chair of the student's dissertation committee, the Director of Graduate Studies may petition Graduate Division to allow area specialists from other institutions to serve as a member of the dissertation committee. Except in highly unusual circumstances, only one member of the dissertation committee can be from outside the Department of English (i.e. someone who does not have a joint appointment or co-operating faculty status).

TIMELINE

The dissertation is usually written over 12-18 months. If the student took their QE2 exams in the spring, the first chapter of the dissertation should be completed by the following Fall quarter, so the student may be eligible to apply for Graduate Divisions dissertation fellowships. Usually drafts of dissertation chapters take 3-4 months, with follow-up revisions taking several weeks.

The dissertation is the final step of the doctoral degree, and as such candidates should discuss with their committee their dissertation timeline as well as their related plans for conference presentations, publications, fellowship applications, and job applications as often as possible during the dissertation-writing period.

DISSERTATION SUBMISSION AND DEFENSE

If you came into our department after the Fall of 2016, you are required to have a dissertation defense.

If a dissertation defense constitutes a hardship for the student, defense waivers are done in R'Grad using the Final Defense PhD petition. There is an option to waive for each of the dissertation committee members.

See steps below in scheduling the defense and submitting the dissertation:

1. The Final Defense can be completed in one of the following modes: In-Person, Remote, or Hybrid. The student and their advisor will discuss and make the final determination together which mode best suits the subject matter. Students defending In-Person are expected to be present on campus with all committee members physically present, and with staff present to assist the student on campus. If Hybrid is chosen, the student is expected to defend on campus in a video enabled room that supports some members physically present and others remote, and with staff present to assist the student on campus. The chair of the committee must be physically present for a Hybrid defense. If Remote is chosen, the chair of the committee must be the host or co-host of a video enabled meeting.

2. For guidelines on dissertation formatting, students should consult Graduate Division's Website: https://graduate.ucr.edu/dissertation-and-thesis-submission

3. Meet Graduate Division Deadlines Graduation Procedures | Graduate Division (ucr.edu)

4. Consult with Dissertation Committee on a defense date.

5. Reserve a Room with Christy Gray.

6. Notify Gene Gray of the defense date.

7. Give Gene the title of the defense and your picture (not required) for the department announcement.

8. At the conclusion of the defense, submit the Form 5 to report the results of the Defense (see Graduate Division's website for this form Petitions and Forms | Graduate Division (ucr.edu)).

9. Submit the Dissertation Signature Page (see Graduate Division's website for this form). Petitions and Forms | Graduate Division (ucr.edu)

10. If you need a Letter of Completion while the diploma is in process, submit a request to Graduate Division at this link: Graduation Procedures | Graduate Division (ucr.edu)

Graduation Procedures

The deadlines for these procedures are listed in Graduate Division's website: Graduation Procedures | Graduate Division (ucr.edu)

Students interested in participating in June's commencement for either the MA or PhD degrees should review commencement deadlines and submit participation forms at: https://graduate.ucr.edu/graduation-procedures#Commencement-Ceremonies%C2%A0

I. Graduation Procedures for MA Degree

Students who enter with a BA can apply for the MA degree after all MA requirements and the QEI exam are completed.

A quarter before taking the QEI Exam, students should:

1. Review degree audit in Degree Works for any pending requirements.
2. Apply for Candidacy for the Master's Degree (R'Grad Portal)
3. Apply for MA graduation (R'web Portal)
4. If you need a Letter of Completion while the diploma is in process, submit a request to Graduate Division at this link: Graduation Procedures | Graduate Division (ucr.edu)

II. Graduation Procedures for PhD Degree

When students are near finishing their dissertation, they should:

1. Review degree audit in Degree Works for any pending requirements
2. Apply for graduation (R'Web Portal) by the Graduate Division's deadlines.
3. Review Dissertation Submissions and Defense Guidelines (Graduate Student Handbook)
4. Submit Dissertation (Rough Draft) by Graduate Division deadline.
5. Notify DGS and Gene Gray of the scheduled defense for the department announcement.
6. At the conclusion of the defense and the completion of the dissertation, complete the Form 5 and Dissertation Signature Page to complete final requirements. These forms can be found at: Petitions and Forms | Graduate Division (ucr.edu)
7. If you need a Letter of Completion while the diploma is in process, submit a request to Graduate Division at this link: Graduation Procedures | Graduate Division (ucr.edu)
8. Notify the department of your job placement.
9. Turn-in keys to Christy Gray.

Congratulations on completing your degree!

GRADUATE DIVISION IMPORTANT DEADLINES

- ***If a petition arrives in the "Graduate Dean" queue in R'Grad after the posted deadline, it will be denied. That means all petitions should be initiated well before the deadline for them to fully route to us in time.***
- ***Please check with your program, as they may have internal deadlines several weeks earlier than the posted Graduate Division deadlines to ensure that your petitions are successfully processed.***
- ***It's your responsibility to ensure that the petition reaches the Graduate Division in time. Remember that you can check on the status of petitions in R'Grad to ensure that they keep moving forward.***

Here's the link to for the deadlines for all petitions However, below are a list of petitions and deadlines that will most likely impact our department the most.

PLEASE NOTE: Gene Gray will have the weekly academic calendar outside his office bulletin board to check when the suite is open and available during the week.

Deadlines While in Coursework:

Annual Mentoring and Evaluation	***September 30th - submitted annually for all graduate students***
Catalog Year Change	***First day of instruction - quarter the catalog year change will apply***
Change of Grading Basis (Use Enrollment Adjustment Form)	***Friday of week 8 - quarter the course is taken***
Designated Emphasis Application	***Once the Designated Emphasis is complete (recommended)*** ***DE applications can be found on the Regulations and Procedures page***
Directed Studies (290)	***First day of instruction - quarter the course is taken***

Deadlines for QE II Related Petitions:

Nomination of Oral Qualifying Exam Committee	***5 business days prior to exam***
Report of Oral Qualifying Exam	***5 business days after exam (recommended)***

Deadlines for Dissertation-Related Petitions:

Committee Change (Dissertation or Thesis Committee)	***5 business days prior to final defense*** ***Both Master's and PhD students use this form to update their committees***
Dissertation	***Last Friday of the quarter by 12:00pm - quarter of graduation*** ***Dissertation submission information for PhD students***
Filing Fee (Master's or PhD)	***First day of instruction - quarter of filing fee***
Final Defense (Master's or PhD)	***Last Friday of the quarter by 12:00pm - quarter of graduation***
Format Review (Dissertation or Thesis)	***Two weeks prior to the last Friday of the quarter - quarter of graduation***
Signature Approval Page (Dissertation or Thesis)	***Last Friday of the quarter by 12:00pm - quarter of graduation***

ACADEMIC STUDENT EMPLOYMENT OVERVIEW

Most of our PhD students do their TA work within the University Writing Program teaching composition classes. When possible, we award TAships within the English Department — ideally within your areas of interest. Our students also often work as TAs for Media and Cultural Studies and for Gender and Sexuality Studies.

TYPES OF ACADEMIC STUDENT EMPLOYMENT

TEACHING ASSISTANTS

The TA is responsible for the conduct of a course's discussion section(s) and is under the direction and supervision of a faculty member, Lecturer, or Associate-In who are responsible for the course's instruction, including the performance of teaching assistants.

The duties of teaching assistants are defined under the Description of Duties and Letter of Expectation forms (see appendix).

All TAs are expected to take Graduate Division's TADP Orientation and Workshop series before the first quarter of a Teaching Assignment. Students teaching for the University Writing Program (UWP) are also required to take their weeklong orientation/training.

Teaching Assistants are appointment at 50% time/20 hours per week. Administration and selection of Teaching Assistants (TAs) are done by the department (see academic student employment assignments).

Students making good academic progress can apply for support beyond the 5th year of normative time. At the start of the 5th year, students should contact the program director or graduate student services advisor, Gene Gray, to ensure that they are eligible for a 6th year of support.

Detailed directions of the selection process for Teaching Assistant positions can be found under "Processes for ASE Assignments" in the Appendix.

ASSOCIATE INSTRUCTOR (Associate In)

Per Graduate Division's regulation, an Associate Instructor, also known as "Associate In," is a full-time registered (12 units) graduate student who should be competent to work independently and without supervision to conduct the entire instruction of a lower division course. Associate Instructors should consult with a faculty mentor regarding their syllabus and course prep. The minimal qualifications for appointment to the title shall be possession of a master's degree or equivalent training and at least one year of teaching experience. Instructors of record will normally receive a 50% appointment for a regular academic course.

The English Director of Graduate Studies will normally send out the call to apply for these appointments. Students who have already taught as an Associate Instructor will not be eligible for the position again, unless if no other qualified candidates can be found. Detailed directions of the

selection process for Associate In positions can be found under "Processes for ASE Assignments" in the Appendix.

TEACHING FELLOWS

Per Graduate Division's regulation, a Teaching Fellow is a registered graduate student in full-time registered (12 units) who has advanced to candidacy for the doctorate, or otherwise has achieved appropriate professional maturity, and who has been chosen because of competence to conduct the entire instruction of a group of students in a lower division course under the general supervision of a regular faculty member. Assignment to conduct instruction in an upper division or graduate course or course section may not be made except with the approval of the Committee on Courses. Teaching Fellows should have at least two years of teaching experience.

READER APPOINTMENTS

The English Department offers a few readerships per year, and they are paid on an hourly basis (see Graduate Division for hourly rates). Graduate students teaching for the English Department or on First-Year Fellowship are eligible to apply when reader opportunities are announced. Students teaching for the University Writing Program (UWP) will not be eligible to apply due to the fee remissions being covered in full by UWP. The only exception to hire a TA from UWP for a readership will depend on the availability of department funds to cover portion of the fee remissions. The DGS or GSSA will need to consult with the Department Manager.

As per Graduate Division regulations, the title reader is given to a student employed for the ability to render diverse services as a course assistant, which will normally include the grading of student papers and examinations. A reader will not be given the responsibilities customarily accorded a teaching assistant. Percentage appointment is based on the number of students enrolled in a course (1 student = 1hr), with the maximum appointment at 24% FTE (105 hours per quarter).

GRADUATE STUDENT RESEARCHER (GSR) APPOINTMENTS

Per Graduate Student's regulation, GSR's are students who perform research related to the student's degree program in an academic department or research unit under the direction of a faculty member or authorized principal investigator. Graduate students may be employed during the academic year on a part-time basis that does not to exceed 50% time. A minimum 3.00 GPA must be maintained.

STUDENT ASSISTANTS/CLERICAL APPOINTMENTS

A faculty member wishing to hire a graduate student in this particular title will submit an employment request form. Students who have graduated are permitted to work one quarter after graduating.

MINIMUM EMPLOYMENT REQUIREMENTS

To be employed as a Teaching Assistant, Graduate Student Researcher (GSR), Associate-In, Teaching Fellow and Reader, graduate students must adhere to the following regulations:

- Must maintain a 3.0 GPA (With justification, the Graduate Division may permit reappointment for one quarter while the GPA is improved to meet the minimum).
- Must enroll in a minimum of 12 graduate units.
- Must have no more than 7 units of incomplete grades.
- Any change in student status (Leave of Absence, Withdrawal, Medical Leave, etc.) must be reported immediately to the graduate advising staff.
- Other than during quarter breaks and summer, students may not be employed more than a total of 50% time without prior approval and be at no more than 70% time in one quarter.
- Students on Fellowship may not be employed more than 25% time in one quarter and must have permission from the Graduate Program and Graduate Dean for additional employment with fellowship. Fellowships that do not allow supplementation include the Eugene Cota-Robles Award (ECRA), Dissertation Year Fellowship, and Humanities Research Assistantship program.
- Aside from being in good academic standing, adequate performance of duties as a TA or reader is a requirement for continued support. Refer also to the teaching assistant Evaluation section under the heading Evaluations.

RESOURCES & LOGISTICS

UNION REPRESENTATION

Academic student employees are represented by UAW 2865 covering terms and conditions of employment for teaching assistants, readers, tutors, and other specified ASEs (Graduate Student Researchers are not covered under this agreement). Complete details are available at: http://www.uaw2865.org/. Several of our students have been and are active in this union.

INTERNATIONAL STUDENTS

International Students will need to apply for a social security card a few weeks before the first TA appointment. International students on fellowship will be eligible to apply for an SSN when they secure employment.

Graduate Students whose native language is not English or have completed the majority of their undergraduate study in a non-English speaking institution, must pass the Versant test. The purpose for this test is to evaluate English proficiency and comprehension.

ONBOARDING

First time TAs will be contacted by payroll to complete the onboarding documentation that includes filling out tax forms and a second Direct Deposit form.

PAYCHECKS

TA/GSR paychecks are issued once a month during the academic year, November 1st through July 1st. Reader paychecks are issued on a bi-weekly basis (see bi-weekly payment schedule), and RA/Clerical payments are issued at the end of the project via a stipend.

As an employee of the University of California, it is your responsibility to promptly report any errors or discrepancies in your pay. If you notice any inaccuracies in your paycheck, whether it's an overpayment, underpayment, or any other issue, please notify Monica Cardenas or Gene Gray immediately. Addressing these issues quickly ensures timely corrections and helps avoid potential complications down the line.

TIMESHEETS

It is the employee's responsibility (TA, GSR, and Associate In appointments) to submit timesheets to their supervisor/unit head by the published deadlines and only record approved leave taken, but not hours worked. Timesheets are submitted online via the TARS (Time and Attendance Reporting System) and ASEs are paid at 50% FTE. For more information, review the TARS ASE GSR Employee Leave Entry document. Payroll for these appointments is done on a monthly basis**.**

Readers report hours worked on paper timesheet that Gene will provide at the time of hire and are submitted to Gene by the published deadlines. Gene will obtain faculty supervisor's approval via DocuSign and submit the timesheet to payroll Harvest Shared Services. Payroll for readerships is done on a bi-weekly basis.

It's important to note that if a direct deposit was not set-up in student's R'Web account, the paycheck will be mailed to the current mailing address. Students are encouraged to check that their mailing address is up to date.

RETIREMENT

Appointments during the summer and appointments over 50% automatically become subject to Medicare and UCRS (retirement) withholding. However, when you leave UCR, you can apply to have the UCRS funds returned to you.

OFFICE/DESK SPACE, KEYS

Graduate Students will normally share an office and/or desk space with other graduate students when teaching for English. Students on Fellowship or teaching for other departments are not assigned a desk space. Assignments and keys are issued by Christy Gray.

ADDRESS, PHONE AND NAME CHANGES

Update your personal information in R'Web, UCPath if employed in an academic title, and GSSA Gene Gray for the department roster.

RESOURCES

Title IX – Sexual Harassment – The University prohibits sexual harassment and sexual violence. If any graduate student feels they've been violated, please click on the Title IX link to report an incident.

Campus Counseling & Psychological Services – Students feeling overwhelmed, stressed, anxious or experiencing a crisis are encouraged to reach out to the Campus Counseling Center for support and services. Please click on the center link for more information.

RAIN – Guide from UCR police & campus safety on how to respond in crisis.

Who to Contact -

Payment Issues:	Gene Gray and Monica Cardenas
Graduate Student Concerns:	Dr. Fuson Wang, Graduate Program Director, Gene Gray, Graduate Student Affairs Advisor, and Monica Cardenas, English Department Manager.
Keys, Office Space, Events	Christy Gray
Reimbursements/Purchasing	Leann Gilmore
Department Analyst	Ruben Fierro
TA Union Contact:	Contact UAW (uaw2865.org)

FELLOWSHIPS & GRANTS

The term "fellowship" refers to financial support that does not require students to work as a teaching assistant. Most of our Ph.D. students are on fellowship support in their first year. Once at UCR, graduate students can compete for other competitive awards to support their research. Some of these awards cover tuition and offer a stipend that allows you to take a quarter or more off from teaching. Faculty advisors also work with advisees to make sure they are also applying for external awards supporting archival research and dissertation year funding.

Please visit our department website to see fellowships and awards that our graduate students have received in recent years: https://english.ucr.edu/awards-honors-fellowships

Students on Fellowship must maintain eligibility criteria, such as making acceptable progress toward their degree, must have less than 8 units of Incomplete grades, maintain 3.00 GPA, and be enrolled in a full course load (at least 12 units) during the quarter on Fellowship.

Taxes are not automatically withheld from domestic student stipends. Any questions about taxable income should be directed to a tax professional.

International Students must complete their tax withholding documentation via GLACIER in order for Fellowship stipends to disburse. For more information contact Elena.Valdez@ucr.edu.

Fellowships are disbursed once a quarter (Fall, Winter and Spring). First year students moving from Fellowship to a TA salaried position should take into account the last Fellowship stipend disbursement and the first TA payment time frame, which could potentially be 3-4 months between them.

FELLOWSHIPS, GRANTS, AND AWARDS AT UCR:

Graduate Research Mentorship Awards (GRMP) are intended to support graduate student research which meets a set of diversity standards in higher education. Many of our graduate students qualify by virtue of their life experience and/or by virtue of their research and teaching commitments. We are happy to talk with you about your eligibility for awards like this. This award supports students in the years before they start writing their dissertation. Applications are generally due at the beginning of Winter Quarter.

Dissertation Year Fellowships (DYP) are competitive awards that support one to three quarters of research support to students in the final year of their work on their dissertation. Usually, when our students win this award, it is for one or two quarters. Applications are generally due at the beginning of Winter Quarter.

UC President's Pre-Professoriate Fellows (HSI) Awards is intended to enhance faculty pathways for historically underrepresented groups, particularly Latinx, African Americans, American Indians/Native Americans, Filipinx, and Pacific Islanders; women in STEM; and Asian Americans in the humanities and social sciences. For purposes of this fellowship, AB540 students are eligible. International students are not eligible for this fellowship. Recipients must have received their undergraduate or a terminal master's degree (i.e. not en route as part of an enrolled PhD program) from a California Hispanic Serving Institution (CA HSI) - public or private.

The **Barricelli Memorial Dissertation Fellowship** awards a dissertation quarter grant for innovative comparative humanities research across different disciplines.

UCR Center for Ideas and Society (CIS) offers awards for travel research, summer dissertation writing, and dissertation fellowships on specific topics. CIS also offer $25 gift certificates for participating in Academic Book Clubs and Research Writing Groups. See the list of funding opportunities here: https://ideasandsociety.ucr.edu/funding/

Graduate Student Association (GSA) offers **Conference Travel Grants** that reimburse costs associated with traveling to and participating in conferences. See the GSA Website for more information: https://gsa.ucr.edu/ctg/

UCR's Graduate Division website has information on other awards, including support for research-related travel.

The English department also gives out annual essay awards with cash prizes: Graduate Essay Awards, Lindon Barrett Memorial Award for Black Studies, and Emory Elliott Memorial Award.

EXTERNAL FELLOWSHIPS & GRANTS

As graduate students advance in their work, they are expected to apply for grants and fellowships from outside agencies — your faculty advisors will help you navigate that process.

Below are a series of websites that offer excellent fellowship lists and descriptions for literary/humanities scholars. Some of these are major fellowships (20k and up); some are minor fellowships, 1k-5k. To be a successful fellowship applicant you will need to spend real time researching these fellowships and seeing 1) when/if they have deadlines, 2) what the eligibility requirements are, and 3) what the required materials are. Organize your applications by making a table of due dates and required materials for future applications.

- UCR: https://graduate.ucr.edu/external-fellowship-opportunities
- H-net- Use the Browse/Search function to search for fellowships:

  https://networks.h-net.org/h-announce
- UCLA- this is a great site with deadlines listed; many come up every Fall: https://grad.ucla.edu/funding/
- Fordham U – excellent list & descriptions: https://www.fordham.edu/info/21766/resources_and_opportunities/7959/external_fellowships
- U of Colorado-Boulder: https://www.colorado.edu/graduateschool/funding/national-fellowship-opportunities#Humanities_Social
- U Penn: https://www.sas.upenn.edu/aamw/resources/funding
- Carnegie Mellon U: https://www.cmu.edu/dietrich/english/research-and-publications/grad-external-fellowships.html

A Few Popular Dissertation Fellowships:

- Mellon/ACLS Dissertation Completion Fellowships: http://www.acls.org/grants/Default.aspx?id=512
- International Dissertation Research Fellowship: https://www.ssrc.org/programs/idrf/international-dissertation-research-fellowship/
- AAUW American Fellowships: https://www.aauw.org/resources/programs/fellowships-grants/current-opportunities/american/
- Laura Bassi Scholarship for dissertation editing: https://editing.press/bassi

Fellowships at local institutions:

- Fellowships at the Huntington Library: https://www.huntington.org/fellowships
- Clark Library Fellowships: https://clarklibrary.ucla.edu/fellowships/
- Getty Foundation Fellowships: https://www.getty.edu/foundation/initiatives/residential/index.html

Additional Places to look for fellowships in your specific fields:

- Websites, newsletters, and social media of the main academic organizations in your field
- Published acknowledgements in articles & books in your field—especially your favorite critics or those working on similar material. Who funded their work?
- Published CVs of scholars in your field—especially junior scholars. Look up their faculty page, see what you find. Who funded their work?
- Archives, libraries, museums, and humanities organizations. Where are the archival materials related to your objects of analysis? Where are the texts, art objects, and/or places that you discuss in your work? Go to their institutional websites and look for fellowships.
- Ask your faculty advisors

FEES

A $3 fee is charged for the UC Graduate and Professional Association Fee that came into effect in winter 2023. The fees will be charged as follows: $3 in fall, $2 winter and $2 in spring. All registered students are automatically charged the UCGPC fee. It's a non-mandatory fee and students may select to opt-out of this fee prior to the end of 2nd week of the quarter, and students only need to opt-out once.

Students are encouraged to check their R'Web accounts before the start of each quarter and pay any misc. fees that aren't covered by fellowship or employment, and should follow the fee payment deadlines posted in the Academic Calendar. Unpaid fees will incur a late fee and depending on the amount, a registration hold may be placed and risk the eligibility to be employed.

SERVICE AND SCHOLARSHIP

Graduate students are encouraged to participate in professional and community service opportunities during their time in the program. Professional service is an important part of the academic C.V. and can take many forms. Graduate students can participate in departmental service through GSEA, institution-wide service through GSA and other student organizations, and field-level service by participating in organizations relevant to their fields of interest, such as organizing panels for conferences. Graduate students can also organize speaker events, reading groups, or other avenues to pursue and develop their own scholarly interests.

GRADUATE STUDENTS IN ENGLISH ASSOCIATION (GSEA)

The Graduate Students in English Association (GSEA) is a part of the Graduate Students Association (GSA), and provides a structure by which graduate students in the English department can foster support for one other, organize social events, and provide intellectual programming. Some of the social events and support systems that GSEA has organized in past years include a mentorship program for new graduate students, a quarterly writing retreat, and a welcome event. Intellectual programming that GSEA has sponsored or supported include inviting speakers, the (Dis)junctions conference, student-led initiatives like RAPP and percolate, and a faculty Brown Bag series. GSEA also holds quarterly fundraisers and provides graduate students with mini-grants for travel and conferences.

GSEA also acts as a liaison between faculty and graduate students and provides graduate students with several opportunities to serve the department alongside faculty members. GSEA holds quarterly town hall meetings for graduate students to discuss any questions or concerns with the Department Chair and Director of Graduate Studies (DGS). GSEA is the primary means through which English graduate students can gain professionalization experience through serving on various departmental committees:

Graduate Committee: Five graduate student representatives serve on the Graduate Committee, which discusses concerns from graduate students and the graduate program processes, give feedback on Areas Petitions but do not vote on them, and modifies program requirements as needed. This committee always consists of GSEA officers.

Admissions Committee: Two graduate student representatives serve on the Admissions Committee. They read and vote on prospective applicant materials with faculty and organize Open House activities. GSEA nominates representatives based on interest and fit. Those interested should express their interest directly to GSEA officers.

Website / Newsletter Committee: Two graduate student representatives serve on the Website/Newsletter Committee. They work with the faculty committee leader to update the department website and newsletter. GSEA nominates representatives based on interest and fit. Those interested should express their interest directly to GSEA officers.

Alumni Relations Committee: One graduate student representative serves on the Alumni Relations Committee. GSEA nominates the representative based on interest and fit. Those interested should express their interest directly to GSEA officers.

All English department graduate students are encouraged to be involved in GSEA. The officer positions are President, Vice President, Treasurer, Communications Officer, and two Representatives. Elections are held every year in Fall Quarter.

STUDENT-RUN SCHOLARLY ORGANIZATIONS

Student run scholarly organizations can change on a year-by-year basis, depending on the time, interest, and availability of current graduate students. In the past few years, students have organized reading groups in Queer Theory, Global 19th Century, and Asian American studies. Students who are part of the Speculative Fiction and Cultures of Science (SFCS) and Southeast Asian Studies (SEAS) designated emphases have also collaborated with faculty members to hold speaker series and conferences (ex. SEASGRAD conference). Students that need to reserve a CHASS Facilities space for an official department sponsored event, should send Christy Gray the details and she'll submit the room request.

Here are a couple of student-run scholarly groups that are currently active:

Race and the Premodern Period **(RAPP),** a speaker series housed in the English department at UCR, was founded in 2019 by Dr. Mariam Galarrita. She started RAPP to bring a much-needed conversation about premodern critical race studies (PCRS) to our department and campus at large. RAPP provides a safe learning community committed to anti-racism and to combating anti-Blackness. This community aimed to provide appropriate scholarly engagement and proper mentorship for those attending to premodern critical race scholarship. The series has run for three consecutive years and has featured discussions with various scholars, activists, performers, and artists. In its current iteration, RAPP strives to uphold the goal initially put forth for the inaugural 2019 series: to give a platform to the work of BIPOC individuals and to show that their work is valued, important, and critical. If you'd like to learn more about RAPP or are interested in getting involved/supporting the series, please reach out to Alejandra Marquez, the RAPP Coordinator, Adrita Mukherjee, or Amanda Mocsi, Co-Organizers.

The Garden: A Salon for Black Cultural Exploration is a recurring explorative scholarly space that centers the ever-present marginal experiences of Black life and prioritizes the politics of play, joy, dreaming, rest, and care in Black life amid white-supremacist sanctioned violence. Inspired by the contemplative collection of prose, essays, and poems in Alice Walker's *In Search of Our Mothers' Gardens* and the eco-guided radical contemplations of change intimated in Adrienne Maree Brown's *Emergent Strategy: Shaping Change, Changing Worlds*, *The Garden* invites thoughts on hope, healing, and wholeness through creative expression while focusing life through the Black Womanist lens. *The Garden* gestures toward growth, lushness, vitality, and endless evolution through being and becoming that characterizes worlds of Black thought, practice, and relation. Through open dialogue, *The Garden* gives feminist, queer, spiritual, and speculative practices a dynamic platform to collaborate and experiment in Black thought. Through the offerings of various scholars, both artistic and academic, this scholarly space compellingly engages in the emerging contours, depths, textures, and future(s)of Black studies. Contact Liza Wemakor 2024-25 Coordinator, to learn more about ***The Garden***, or if interested in getting involved/supporting the series.

SALLAS: Student Alliance in Latinx Letters, Arts, and Stories**,** is under the supervision and funding support of Dr. Richard Rodriguez and Dr. Magda Garcia, that will center around the study of Latinx literatures. Contact student organizers, Carolina Hernandez-Bachman, Alejandra Marquez, and Abigail Uribe for more information.

RESOURCE GUIDE

GENERAL GRADUATE STUDENT RESOURCES

GradSucess through the Graduate Division at UCR provides a variety of workshops, programming, and supports for graduate students. For more info: https://graduate.ucr.edu/gradsuccess

- Graduate Student Resource Center: https://gsrc.ucr.edu/
- Graduate Writing Center: https://gwc.ucr.edu/
- Graduate Student Mentorship Program: https://gradmentors.ucr.edu/
- Career Specialist for Graduate Students: Vanessa Lee - R'Grad Professional Pathways

The Graduate Student Association (GSA) also provides programming, support, and advocacy for graduate student needs at UCR: https://gsa.ucr.edu/

The UCR Library has specialists to help with research, as well as workshops about various citation managers, Open Access publishing, GIS, and digital humanities resources: https://library.ucr.edu/

RESOURCES FOR OUT-OF-STATE STUDENTS

Out-of-state students should file for residency after their first year in the program. To do so, they should work on obtaining proof of residency (ex. CA Driver's License, bank account, rental lease agreement, etc) as soon as possible upon moving to California. Check out Residency for Tuition Purposes | The Office of the Registrar | UCR and https://www.ucop.edu/residency/residency-requirements.html for more information on establishing CA residency. The GSEA handbook on Canvas also has a very helpful section on establishing residency.

RESOURCES FOR INTERNATIONAL STUDENTS

International Students can find resources about visas, housing, and necessary forms at https://international.ucr.edu/students.

RESOURCES FOR LGBTQ STUDENTS

UCR's the LGBT Resource Center provides support, education, and advocacy regarding sexual orientation and gender identity/expression for the UC Riverside community and beyond: https://out.ucr.edu/

RESOURCES FOR FAMILIES

The Graduate Student Resource Center website has a list of links for graduate students with dependents. https://gsrc.ucr.edu/resources-graduate-student-parents-and-caregivers

The Graduate Student Parents and Caregivers Association (GSPCA) is a mini-GSA that provides community and resources for graduate students with dependents. Please email ucr.gradparents@gmail.com to be added to the listserv.

On October 1, 2024, eligible academic student employees (ASE) may receive up to $1,400 per quarter for childcare reimbursement. During summer 2024 the reimbursement amount is $1,375. Please see Grad Division's ASE page for more information. You will submit the reimbursement form and childcare receipts/invoices by **9th week of the subsequent quarter** to either Ruben Fierro if you are working for the English department or Jill Cantonwine if you are working for the UWP.

RESOURCES FOR PHYSICAL & MENTAL HEALTH

GSHIP: Graduate students are automatically enrolled in the Graduate Student Health Insurance Program (GSHIP). If you are on UCR fellowship or employed as an ASE, the cost of GSHIP is automatically covered. However, dependents have to pay for the full cost of GSHIP. You can find more information at https://gsa.ucr.edu/gship/ and https://studenthealth.ucr.edu/graduates.

Student Health Services: Graduate students who live within 50 miles of UCR are expected to go to the Student Health Center on campus for primary care and to obtain a referral for specialists. https://studenthealth.ucr.edu/

Counseling: There are many events and situations that put additional stress on being a student. UCR's Counseling Center is open to students Monday through Friday from 8:00 a.m. to 6:00 p.m. To speak to a counselor, call (951) 827-5531 or (951) UCR-TALK. You can find more mental health resources online at https://counseling.ucr.edu/.

Students with Disabilities: Students with disabilities who may need accommodations should contact Services for Students with Disabilities (SSD). SDS staff is available in Costo Hall, Suite 125, by phone at (951) 827-4538, or email at Specserv@ucr.edu.

RESOURCES FOR BASIC NEEDS

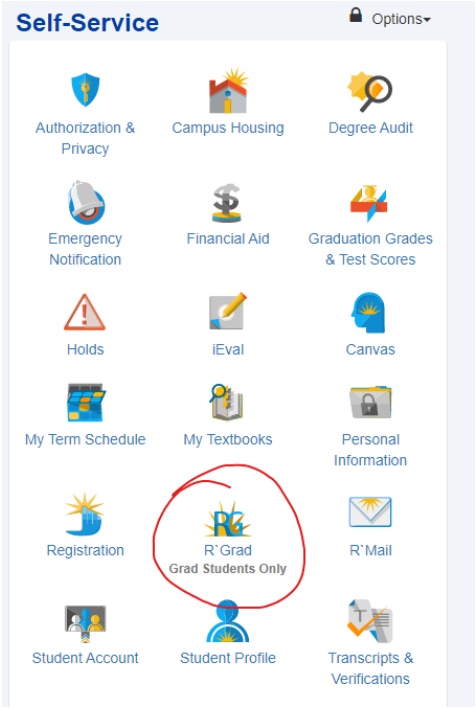
If you are struggling with food insecurity, housing insecurity, or other financial challenges, please contact UCR's Basic Needs Department to be connected to both emergency and long-term resources: https://basicneeds.ucr.edu/

RESOURCES FOR HARASSMENT, DISCRIMINATION, & SAFETY

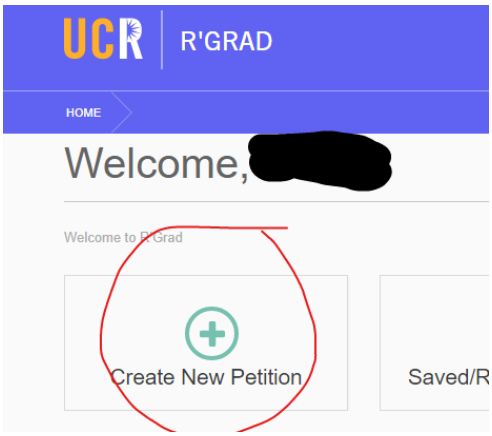
Campus Advocacy Resources and Education (CARE): The CARE Advocate provides a safe and confidential place for students, faculty members and employees who desire information about and/or need help with issues involving sexual assault, dating/domestic violence and stalking. All information shared with the advocate cannot be shared with others outside CARE without your written permission or as required by law. To make an appointment, call 951-827-6225 or email advocate@ucr.edu.

HOW TO ACCESS FORMS ON R'GRAD

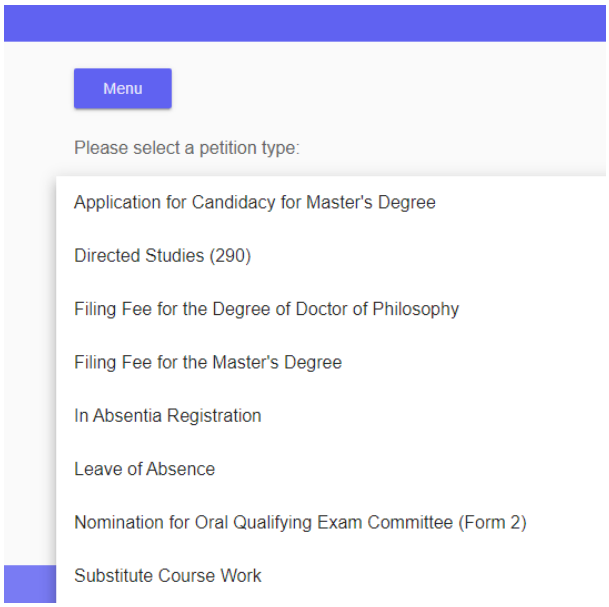
1) Log into your R'Web account and select R'Grad, or directly go to https://rgrad.ucr.edu/



2) From R'Grad, click "Create a New Petition"



3) Choose the form you want to fill out.



Forms available via R'Grad include the following:

1) Application for Candidacy for Master's Degree
2) Committee Change (Dissertation or Thesis)
3) Directed Studies (290)
4) Enrollment Adjustment Form (EAF)
5) Exam Result (MA, QEI, and other course requirements)
6) Filing Fee for the Degree of Doctor of Philosophy
7) Filing Fee for the Master's Degree
8) Final Defense PhD
9) In Absentia Registration
10) Leave of Absence
11) Nomination for Oral Qualifying Exam Committee (Form 2)
12) Report of Oral Qualifying Exam (Form 3)
13) Signature Approval Page (Dissertation or Thesis)
14) Substitute Course Work
15) Timetable to Completion
16) Transfer Course Work/Double Count
17) Waive Course Work

A full list of Graduate Division forms and petitions can be found here: Petitions and Forms | Graduate Division (ucr.edu)

SAMPLE DEPARTMENTAL FORMS

The following forms are replicated in the Handbook and can be found as stand-alone documents on the English Department Canvas site:

1) Areas Petition Form
2) Qualifying Exam I Reporting Form
3) Dissertation Prospectus Signature Approval

The English Department Canvas site also has sample forms of Directed Studies 290, Substitute Course Work (counting non-English graduate courses for English), and counting Upper Division for English graduate coursework.

AREAS PETITION FORM

Qualifying Examination II Areas

DEPARTMENT OF ENGLISH

Student's Name: _____ Date: _____

AREAS OF CONCENTRATION **FACULTY MEMBERS**

(1) _____ / _____
Field #1 (60-80 works)

(2) _____ / _____
Field #2 (40-50 works)

(3) _____ / _____
Field #3 (40-50 works)

Exam Chair's signature: _____

Faculty Committee Member's Signature_____

Faculty Committee Member's Signature_____

List the month and year in which you plan to take your oral exam: _____ / _____
Month Year

DESCRIPTION/JUSTIFICATION:

Please list your exam committee areas & faculty above and have your exam chair and faculty members sign this form. Then attach to this form a 3-page narrative justification that describes the three areas of concentration as a coherent program of studies and coordinates their relationship to a tentative dissertation topic. If possible, name the faculty member who has tentatively agreed to direct the dissertation. This justification should be single-spaced, with 1-inch margins, and 11- or 12- point font. The 3 pages do not include the bibliography. Please also attach your **Field #1 reading list** of 60-80 titles. The signed petition form, justification, and reading list should be e-mailed in one pdf document to the Graduate Director and Graduate Assistant by the **Friday of week 7.**

Graduate Committee Decision:_____Approved_____Returned for revisions

Graduate Director's Signature_____Meeting Date:_____

If the petition is not approved at this time, the graduate student will receive a written report from the Graduate Committee with revision suggestions.

_____

QUALIFYING EXAM I COMPLETION

This is to certify that _____ SID #_____

has completed and passed Qualifying Exam I.

Examining Committee:

_____

_____

_____

Date of Exam: _____

_____ _____

Program Graduate Advisor (DGS) Date

DISSERTATION PROSPECTUS SIGNATURE PAGE

I have read and approved the dissertation prospectus of _____:

_____ _____
(Professor's name and signature), Dissertation Chair Date

_____ _____
(Professor's name and signature), Dissertation Member Date

_____ _____
(Professor's name and signature), Dissertation Member Date

INSTRUCTIONS

*** This dissertation prospectus signature approval page should be submitted to the Graduate Student Services Advisor (GSSA) together with your revised dissertation prospectus 90 calendar days after the date you passed your Qualifying Exam II (QE2) / Ph.D. exam.**

*** If you have more than 3 committee members, create a new page based on this one with extra signature lines for additional members.**

*** After your QE2, you should revise your dissertation prospectus based on the feedback you received during and after your oral exam. Circulate the revised prospectus to your committee members and ask if they want you to make more revisions or are now ready to approve the prospectus.**

*** Obtain the signatures of your committee members on this page. This document can be sent to the committee via DocuSign to facilitate signatures. Ask GSSA Gene Gray for assistance.**

*** While waiting for your committee members to sign this page, you should start working on your first chapter as directed by your dissertation chair. You do not need to wait to obtain all signatures before starting on your dissertation.**

FULFILLMENT OF LANGUAGE REQUIREMENT

STUDENT NAME: _____SID# _____COHORT YEAR_____

Language Requirement: Effective Fall 2024, the language requirement will be removed and cohorts starting from Fall 2024 will no longer need to fulfill it. Graduate students that entered prior to Fall 2024 will be required to fulfill the language requirement before taking the Qualifying Exam II by one of these options:

	A) Due to the shortage of language offerings, the program will allow <u>one</u> of the following courses to fulfill the language requirement: 1. <u>One</u> graduate seminar demonstrating proficiency or advanced knowledge in a language other than English. 2. An upper-division undergraduate course either in or outside of the English Department: (1) in a language other than English or (2) in a field related to the student's area of literary study. 3. A 290 in a field related to the student's area of study. Course_____taken in _____term with a grade of ___. Course_____taken in _____term with a grade of ___. Course_____taken in _____term with a grade of ___.

or,	B) Fulfilling a language requirement in an MA program before joining UCR (Please attach additional documents as required e.g. transcripts, letter from translation examiner). Language: _____ program: _____

or,	C) Passing a translation exam taken in: _____ Quarter: _____ The student named above **passed** the translation exam on: _____ (Examiner): _____

Graduate Advisor: _____ Date: _____

10/05/2023 SS

CHECKLISTS FOR AREAS PETITION, QE1 AND QE2

CHECKLIST FOR AREAS PETITION SUBMISSION

- ☐ Have you downloaded and filled out the Areas Petition cover sheet? (This form can be found on Graduate Program in English Canvas site in the Qualifying Exam II section.)
- ☐ Have you consulted with the professor supervising your research topic/your exam chair on writing the narrative (description/justification) section of the petition?
- ☐ Have you created the bibliography/reading list of 60-80 items for your research topic and attached it to your narrative section?
- ☐ Have your 2 other committee members (the professors supervising your 2 non-research topic areas) looked at and offered feedback (if any) on your petition?
- ☐ Have you met with the Director of Graduate Studies to go over a draft of your petition? (*This isn't required but is encouraged.*)
- ☐ Remember to get your Research Topic Chair / Exam Chair to sign the Areas Petition cover sheet.
- ☐ Submit your signed Areas Petition cover sheet with attached narrative and bibliography to our Graduate Student Services Advisor by the date set by the Director of Graduate Studies.

CHECKLIST FOR QE1/THE MA EXAM

- ☐ Have you signed up for 2 x 2-unit ENGL297 for Exam Preparation -- 1 with each of your 2 exam committee faculty? (Our Protocols say you only need to sign up for 1 x ENGL297 with your exam chair, but signing up for 297s with both faculty is encouraged as it ensures accountability.)
- ☐ Have you read over the document "
- ☐ Guidelines for Qualifying Examination I (M.A. Exam)
- ☐ Have you had at least 1 meeting or communication with both committee members about the status of your portfolio and about your exam preparation?
- ☐ Have you made substantial revisions to both your portfolio essays based on suggestions/feedback from faculty?
- ☐ Have you discussed your 1000- to 1500-word metacommentary with your exam committee and included it in your portfolio?
- ☐ Have you scheduled a date and time and place with your exam committee for the oral exam? (QE1 oral exams often take place during the Weeks 7 & 8 in order to keep Weeks 9 & 10 available for QE2 orals exams, but this is flexible depending on the availability of faculty on your exam committee.)

- ☐ Have you submitted your MA Degree Plan II Advancement to Candidacy form on R'Grad? You should select "Option A - Comprehensive Exam" and write down the date of your exam (a tentative date is ok).

- ☐ Have you politely reminded your exam chair that they should write a memo to the Director of Graduate Studies and Gene reporting the result of your exam and their evaluation of your performance? This memo will go into your official file.

CHECKLIST FOR QE2/THE PHD EXAM

- ☐ Have you signed up for 3 x 4-unit ENGL297 for exam preparation, 1 with your exam chair professor, 2 with your 2 other core committee professors? (The actual number of units may vary depending on what other courses you're taking this quarter, but you should sign for up 297s with all 3 professors for accountability.)

- ☐ Have you prepared all the necessary sections of the exam portfolio as described in Reading Year (Exam Preparation)?

- ☐ Have you had at least 1 meeting or communication with your exam chair to thoroughly discuss your portfolio essay, your research topic description and reading list, your sample syllabi (if applicable), and your proposed oral presentation?

- ☐ Have you had at least 1 meeting or communication with your other 2 core committee members to thoroughly discuss the sections of your portfolio under their supervision and your general exam preparation?

- ☐ Have you submitted your **Nomination of Oral Qualify Exam Committee Petition** in R'Grad to officially notify Graduate Division which 5 professors will be on your oral exam committee?

- ☐ Have you scheduled a date and time with all 5 professors on your exam committee for your oral exam? Note that a 3-hour time slot is required.

- ☐ Have you informed Gene Gray and/or Christy Gray (our department's event coordinator) about the date and time of the exam and requested a room with AV equipment for your oral exam? (Most often the English department conference room (HMNSS 2212) is used, but the room may change depending on availability.)

- ☐ Have you submitted your QE2 exam portfolio to Gene and **all 5 of your exam committee members** at least **2 weeks before the date of your oral exam**? Note: after you submit your portfolio to the faculty on your exam committee, you should **not** discuss your portfolio or matters related to your exam with your committee members until the actual exam itself. (This doesn't mean you can't discuss other matters with your committee members or say hello to them if you see them in the hallway. For e.g. if you are currently a TA for a professor on your exam committee you might need to meet with and talk to that faculty member about TA-related work after you've submitted your exam portfolio, but anything specifically regarding the portfolio or your exam should not be raised in your conversations.)

LIST OF DESIGNATED EMPHASIS PROGRAMS

Archive, Museum, Manuscript, and Print Studies – DE Director: Prof. Andrea Denny-Brown (English)

Cell, Molecular and Behavioral Neuroscience – DE Co-Directors: Prof. Iryna Ethell (Biomedical Sciences) and Prof. Khaleel Razak (Psychology)

Chemistry Education (new! 2022) – DE Director: Prof. Gregory Beran (Chemistry)

Corporeality and Embodiment (New! 2022) – contact: Prof. Jennifer Doyle (English) and Prof. Anthea Kraut (Dance)

Gene Expression and Regulation Studies – DE Co-Directors: Prof. David Lo (Biomedical Sciences) and Prof. Thomas Girke (Institute for Integrative Genome Biology)

Inflammation and Infectious Disease - DE Co-Directors: Prof. Monica Carson (Biomedical Sciences) and Prof. Emma Wilson (Biomedical Sciences)

Latin American and Latino Studies – DE Director: Prof. Jennifer Scheper Hughes (History)

Medical and Health Humanities – DE Director: Prof. Juliet McMullin (Anthropology)

Middle East and Islamic Studies – DE Director: Prof. Muhamad Ali (Religious Studies)

Public Policy – contact: mpp@ucr.edu

Southeast Asian Studies – DE Director: Prof. Christina Schwenkel (Anthropology)

Speculative Fictions and Cultures of Science – DE Committee in Charge: prof. andré carrington (English), Prof. Gloria Kim (Media and Cultural Studies), Prof. Eric Schwitzgebel (Philosophy), and Prof. Dana Simmons (History)

PhD students who are interested in these areas should examine the catalog requirements and make an appointment to meet with the Designated Emphasis Director prior to beginning coursework or other non-course requirements. Any substitutions to required courses must be made in advance of enrollment in the substituted course.

Procedures for completion and approval of the DE can be found on the Graduate Division web site: Regulations and Procedures. DE application forms are available at https://graduate.ucr.edu/petitions-and-forms under *Designated Emphasis Application Forms.* The application is submitted to the DE Director after the course work has been completed for the DE.

ADDITIONAL QEII GUIDELINES

GUIDELINES FOR INCLUDING A NON-UCR FACULTY MEMBER ON QEII EXAM COMMITTEE

*Is the professor a tenured or tenure-track faculty member from another UC campus?

If yes, then this professor is considered to be a voting member of the UC Academic Senate and no additional justification is needed from our department or the professor. This non-UCR professor from another UC campus can serve as a member of your core committee or as the fourth or fifth (outside) member of the committee.

However, be aware that no more than one non-UCR professor can be on your core committee or your exam committee. Graduate Division requires that a simple majority of faculty on your core committee and your exam committee be from your academic unit (i.e. UCR English). The non-UCR professor ***cannot*** do "double duty" by serving as both a core committee member and as the fifth, outside member.

* If this professor is not a tenured or tenure-track faculty member from another UC campus, a memo of justification written by the Director of Graduate Studies needs to be sent to Graduate Division.

Here are Graduate Division's regulations:

"All committee members should normally be voting members of the UC Academic Senate. Any exceptions must hold a Ph.D., be qualified for a UC faculty appointment, and must be supported by ***a memo of justification from the Graduate Advisor***. A memo need not be written for those holding Adjunct faculty positions [at UCR]. However, if an Adjunct faculty member is being nominated to serve as the sole Chair, this will be reviewed on a case-by-case basis."

This memo written by the DGS is not required for the Areas Petition but should be submitted together with or accompany your Form 2 (the form you submit on R'Grad to nominate your QE2 oral exam committee).

* If you want this non-UCR and non-UC professor to serve on your dissertation committee after your QE2/PhD oral exam, another memo of justification from the Director of Graduate Studies needs to be submitted to Graduate Division.

Here are Graduate Division's regulations (note the additional requirement for the DGS's memo):

"All committee members should normally be voting members of the UC Academic Senate. Any exceptions must hold a Ph.D., be qualified for a UC faculty appointment, and be supported by ***a memo of justification from the Graduate Advisor***. The memo should establish that the non-senate nominee is qualified to serve on a Dissertation Committee, describe how the student will benefit from the addition of the nominee, and confirm that no UCR Academic Senate member has this same expertise."

This memo written by the DGS should be sent to Graduate Division as soon as possible after you pass your QE2 oral exam.

GUIDELINES FOR FACULTY PARTICIPATION DURING QEII EXAM

The Oral Qualifying Exam can be taken in one of the following modes: In-Person, Remote, or Hybrid. The student and their advisor will discuss and make the final determination together which mode best suits the subject matter. Students taking the exam In-Person are expected to present on campus with all committee members physically present, and with staff present to assist the student on campus. If Hybrid is chosen, the student is expected to present the exam on campus in a video enabled room that supports some members physically present and others remote, and with staff present to assist the student on campus. The chair of the committee must be physically present for a Hybrid exam. If Remote is chosen, the chair of the committee must be the host or co-host of a video enabled meeting.

If the remotely participating professor is not a voting member of the UC Academic Senate (i.e. not a professor from UCR or another UC campus), then additional materials and a memo of justification are needed as stated on page 2 of the petition form.

After the QE2/PhD oral exam, the graduate student submits the **Report of Oral Qualifying Exam Petition** in R'Grad for the exam committee to report the outcome of the oral exam, and at the same time, the dissertation committee is nominated or at least the chair of the dissertation committee.

PROCESSES FOR ASE ASSIGNMENTS

English TAships will be assigned by the Chair, in consultation with the instructors of relevant courses. Students in their third year of study and beyond are eligible to express interest in TAing within English. (Students in Year 1 teach one quarter and receive fellowship stipends for two quarters; students in Year 2 are required to TA for the UWP during the entire academic year in order to complete the UWP training sequence. Most students will also TA for UWP during the Fall quarter of Year 3 as well, to complete ENGL 4A training; those who TA for English in the Fall of their Year 3 will complete this training the following year.) Students who are selected as UWP Teaching Fellows are ineligible to TA in English during the year of their fellowship since the terms of the fellowship require working the entire academic year for UWP.

THE PROCESS FOR TA ASSIGNMENT WILL BE AS FOLLOWS:

1. Each spring, the Graduate Student Services Advisor will send out a call for statements of interest to teach for English. A list of courses for the following academic year will be circulated in advance of requesting these expressions of interest.

2. When submitting the TA expressions of interest on the request form, students must indicate the quarters in which they are not available to teach (due to DYP, work for another Department, GSR, etc.). Students will indicate their preferred English course to teach, and these preferences will be taken into consideration, but there is no guarantee of receiving a preferred TA assignment. Students with prior TA assignments in other departments, such as in the department of MCS, should not submit a TA preference to teach in English. These will create confusion when English assignments are being made.

3. Once the pool of students interested in being considered for TAships is ascertained, the Graduate Student Services Advisor will send the list to the Chair.

4. Normally, a student will only receive one quarter of TA support within the Department during an academic year to maximize the number of students who have experience TAing within English. Teaching during one academic year does not preclude students from applying in subsequent years, but normally reference will be given to students who have not yet had the opportunity.

5. TAs will be assigned to courses by the Chair based on all the information collected. Student areas of expertise will also be considered, but distribution of employment opportunities will be prioritized over area of expertise. The Chair will review the assignments and may make changes prior to their being finalized.

6. TAs should notify both the English Department and UWP as soon as possible if teaching plans have changed. Changes to the planned teaching schedule (after July 15 deadline) will be by exception only, and requests for such changes must be received no later than ***45 days*** before the start of the relevant quarter, to insure minimal disruption to the undergraduate students.

7. International Students need to apply for a Social Security Number by the start of the quarter. Complete the Social Security Form posted on the Canvas page and take it to the International Resources Center for signature.

Summer employment opportunities are not in-scope for the Department's commitment to the GSEA to distribute employment within the Department as widely as possible. For Summer Session, the assigned instructor to the course will be able to select the TA of their choice. This will also apply to graduate students teaching as Associate Instructors in the summer whose courses have a TA assigned. For selection processes for Summer Session, please see the Associate Instructor procedures.

UNIVERSITY WRITING PROGRAM (UWP) TEACHING ASSIGNMENTS

Graduate students begin teaching the second year with the University Writing Program (UWP) and are required to complete four quarters of teaching with UWP. Three UWP courses, WRIT 10, 20, and 30, must be taught during the second year, while WRIT 007 can be postponed in favor of departmental teaching assistantships. After completing four quarters with UWP, students will be nominated to teach with UWP every year, unless the student plans to teach for another department.

Students are required to notify both the English department and the UWP as soon as possible if their plans change and cannot accept the UWP or English TA contract. Changes to the planned teaching schedule (after the July 15 deadline) will be by exception only, and Requests for such changes must be received no later than 45 days before the start of the relevant quarter, to ensure minimal disruptions to the undergraduate students.

Students that haven't been notified of their teaching assignments should contact Graduate Student Services Advisor, Gene Gray, instead of contacting UWP directly, for their assignments.

To accept a University Writing Program TA-ship, graduate students are required to enroll in the appropriate teaching practicum course(s) when they are teaching a course for the first time.

Teaching Assignment	Required Teaching Practicum
WRIT 10 in the fall:	WRIT301 and WRIT302 **001**
WRIT 20 in the winter:	WRIT302 001
WRIT 30 in the spring:	WRIT302 001
WRIT007 in the next fall:	WRIT302 **002**

The scheduled meeting times for the teaching practicum courses are consistent quarter-to-quarter: WRIT301 (offered only in the fall) is on Wednesdays from 12-12:50. WRIT302 001 and 002 meet on Wednesdays from 1-1:50.

ASSOCIATE-IN ASSIGNMENTS

The English Department will appoint doctoral candidates to teach courses that are funded by our temporary teaching budget (funds allocated from the Dean's office to cover curriculum that will not be taught by continuing faculty). Only doctoral candidates are eligible to fill these positions, that have completed their coursework and passed the Qualifying Exam II. This is to ensure instructors have adequate experience to teach upper division courses.

APPENDIX

Appointments to Associate In positions will be done via an application process outlined below. These applications will be adjudicated by the Department Chair, the Director of Graduate Studies, and the Director of Undergraduate Studies. When making these decisions, the importance of these courses for graduate training will be balanced with the needs of the undergraduate students and their curriculum in determining who is selected for the course and which courses are offered for Associate In appointments.

To ensure that as many graduate students as possible have an opportunity to teach such a course, doctoral candidates will be limited to one Associate In appointment during their time at UCR, with some exceptions. This rule will not apply retroactively and will come into effect beginning with Fall 2022 appointments. If a class is cancelled due to insufficient enrollment, the assigned instructor will once again become eligible for future courses. More than one appointment as an Associate In during one's graduate training will be possible only in situations in which there are no qualified candidates who have not already received such an appointment. If no such prioritized candidate applies, students with previous Associate In appointments will become eligible for appointment to the course. Summer Session courses will not be included in this rule regarding eligibility, but the Department will use the same procedures for the application process to appoint instructors for the summer session.

It is understood that the areas in which the Department can offer Associate In appointments and the number of such appointments will vary from year to year due to several factors that inform which faculty are available to teach in the undergraduate program. Thus, the Department can make no guarantees regarding courses in specific areas of study or that it will offer the same number of Associate In appointments each year.

Applications for Associate In appointments will include:

- A teaching philosophy (examples are available on the Graduate Program Canvas site).
- A cover letter indicating dissertation topic, name of dissertation Chair, and the reason of interest in teaching this specific course.
- A sample syllabus for the proposed course (students can expect to receive feedback on this only if selected; such feedback is provided to help ensure the course as offered serves undergraduate needs)

Each posting will include the course catalog description, and all postings will be accompanied by a brief overview of the differences between lower and upper division courses.

To be appointed as an Associate In, doctoral candidates must have a named faculty mentor for the course. Unless otherwise specified, it is assumed that the dissertation Chair will serve in this role. Students are encouraged to consult their Chairs as they develop application materials.

The department commits to giving students as much time as possible between announcing opportunities and requiring applications, recognizing that contingencies of the personnel process impose constraints that may require abbreviated periods for application submission.

READERS

Due to the cost of fee remissions, first-year students are contacted first for Readership opportunities.

If there is no one available from the first-year cohort, TAs teaching for English courses are contacted second. *Note: TAs teaching for UWP are not eligible for Readerships due to the cost sharing of fee remissions, unless the Readership is paid by a faculty's grant that has funding to pay these partial fees. The Department simply does not have enough budget to pay additional student fees and the funds we receive from the Dean's office to support readerships do not include fees.*

Third group of students to be contacted are TAs teaching for other departments (i.e. UWP, MCS...) with the understanding that the English Department will pay for a portion of the partial of fee remission.

The last group of students to fill readerships are graduate students outside of English and the job is posted in the CHASS Graduate Student Employment portal https://chassintranet.ucr.edu/gsjo/ and also the call is sent out to the CHASS GSAO group.

The call for readership opportunity will include an application and designated deadline. Priorities will be given to students who have not had a recent readership. If multiple applicants demonstrate similar levels of need, field relevance will be used to select a reader from that pool.

Any required special skills will be listed in the announcement. Required skills would then take primary priority, followed by need and then relevance.

Applications collected after the deadline are sent to the instructor requesting a readership for their review and selection.

Students hired as Readers receive an appointment letter. Reader hours are submitted on a paper timesheet. The timesheet is submitted to Gene by the bi-weekly schedule. Gene will obtain the instructor's signature and report the reader hours to payroll using Harvest Shared Services.

Research Assistants (RA)/CLERICAL – Non-Academic Appointments:

1. Faculty usually request specific students and/or students from a list of areas of expertise, and the department will grant their requests, unless students aren't available.
2. If no students are named, then Gene will contact all graduate students announcing the RA/Student Assistant job opportunities along with a deadline to apply for these positions.
3. The distribution of RA opportunities will necessarily be uneven from year-to-year and among fields because it is contingent on faculty success in securing external funding.
4. Most RA opportunities are paid for by grants that faculty members may secure.

Applications collected after the deadline are sent to the instructor requesting an RA/Clerical appointment for their review and selection.

APPENDIX

QUARTERLY ENROLLMENT E-MAIL MESSAGE

The Academic Calendar will be your guide to quarterly enrollment and fee deadlines and when the schedule of classes are posted. The graduate seminar descriptions are posted on the department's website.

Each quarter students need to enroll in at least 12 units to be at full-time status (whether on fellowship or employment). Full-time status allows fee remissions to post as paid, fellowship stipends to disburse, and be eligible for ASE employment.

If you plan to take an upper division undergraduate course for graduate credit, send a request to the Undergraduate Enrollment Management office at Continuing Student Enrollment | CHASS Enrollment Management (ucr.edu). When taking an upper division undergraduate course, enroll concurrently in ENGL292 with the instructor of the course.

Planning to take a 4-unit 290 directed study course (informally called an "independent study"), submit in advance the 290 petition in the R'Grad portal, along with a syllabus, as this process goes through various queues for approval. It's important to review Graduate Division's procedure to avoid having the petition returned or not approved: https://graduate.ucr.edu/regulations-and-procedures#directed_studies_courses_290_

Students who have advanced to candidacy (ABD) will enroll in ENGL299 with their dissertation committee members or chair. Enrolling in repeated 299 or 297 course with more than one faculty member, will need to submit an override request. Currently the system doesn't allow students to enroll in repeated courses within the quarter. This form should also be submitted when requesting time conflict overrides: https://leanng.wufoo.com/forms/w1ufocs407ycao0/ .

The 299 course ranges from 1 to 12 units, while 297 range from 1 to 6 units.

If enrolling in only one 297/299 course, there is no need to submit a Wufoo request form and follow these steps to increase the units:

1. Once enrolled in the variable-unit course, the course will appear in the registered course list with 1.0 unit.
2. Go to the "Schedule and Options" tab - the number of units is now editable.
3. Click on another tab and it asks if you want to save changes, choose yes.

Unsure as to which courses to take, please review the Graduate Student Handbook or contact DGS Professor Fuson Wang or Gene Gray.

FREQUENTLY ASKED QUESTIONS (FAQS)

**Where do I find graduate forms?*

In the R'Grad portal, through the R'Web account.

Canvas portal documents:

- Graduate Protocols
- Sample #1: 290 Directed Studies petition and syllabus (R'Grad)
- Sample #2: Petition to count non-ENGL graduate course toward ENGL coursework requirement (R'Grad)
- Sample #3: Petition to count upper-division undergraduate course toward ENGL coursework requirement (R'Grad)
- Sample #4: UC Intercampus Exchange (ICX) application form
- Checklist for QE1 / MA exam
- Checklist for Areas Petition submission
- Checklist for QE2 / PhD exam
- Guidelines for including a non-UCR faculty member on a QE2 oral exam committee
- Guidelines for faculty remote participation during a QE2 oral exam

R'Grad – Graduate Documents (rgrad.ucr.edu).

- Application for Candidacy for Master's Degree
- Committee Change (Dissertation or Thesis)
- Directed Studies (290)
- Enrollment Adjustment
- Filing Fee for the Degree of Doctor of Philosophy
- Filing Fee for the Master's Degree
- Final Defense
- In Absentia
- Leave of Absence
- Nomination for Oral Qualifying Exam Committee (Form 2)
- Report of Exam or Degree Requirement (such as QEI exam and other requirements)
- Report of Oral Qualifying Exam (QEII)
- Signature Approval Page (Dissertation or Thesis)
- Substitute Course Work
- Timetable to Completion
- Timetable to PhD Oral Qualifying Exam
- Transfer Course Work
- Waive Course Work
- Withdrawal from UCR

***** COURSEWORK FAQs**

** Can I take an ENGL graduate seminar more than once?*

Yes, you can! If you look at UCR's course catalog, all our ENGL graduate seminars have the wording "Course is repeatable as content changes" or "Course is repeatable to a maximum of 16 units." This means you can either take a grad seminar as many times as you want (e.g. ENGL262) or up to four times (e.g. ENGL253).

** How do I sign up for a course not in the ENGL department or graduate program?* and
How do I sign up for a course when the online registration system won't allow me to register for it?

Typically graduate students will be able to register themselves, but if students aren't able to register, the GSSA (a.k.a. Gene) can assist with registration if a course needs an override or is outside the enrollment period. The GSSA will send out a quarterly call to register and a link to the Wufoo request form to request overrides for repeated courses and time conflicts. Please provide in the form the course prefixes and numbers (as listed in the catalog), the CRNs, the names of the instructor and department, and your own Student ID (SID) number.

** How do I reach 12 units in a quarter for full-time status if my graduate seminar coursework units don't add up to 12?*

Graduate Division requires graduate students to register for at least 12 units per quarter to maintain full-time status. If students do not have 12 units after adding up the graduate seminar units and other units from non-seminars such as WRIT301/302/ENGL303, students should then register for 1 x ENGL297 "Directed Research" with the DGS for as many units as you need to reach 12. These ENGL297 units are considered supplementary units because they are designed to help you with your other coursework and your progress towards your next milestone in the program. To earn credit for 297s, an annotated bibliography will need to be submitted. Discuss these units with the DGS.

** How do I sign up for "exam preparation" courses to prepare for my QE1 / MA exam?*

During the Spring quarter when you plan to take QE1, you should register for 2 x 2-unit ENGL297 for exam preparation, one with each of the two faculty members on your exam committee to ensure accountability. Although the Protocols state that you only need to sign up for 1 x ENGL297, it is a good idea to sign up for 297s with **both** faculty members of your exam committee for accountability. Detailed instructions about QE1 portfolio preparation and the actual exam can be found in the "Qualifying Exam I" section of the handbook.

** How do I sign up for "reading year" courses after I finish all required coursework and I'm preparing for my Areas Petition and my QE2 portfolio and oral exam?*

If you have finished all your coursework requirements and are working on your Areas Petition and your QE2 portfolio and oral exam, you should register for 3 x ENGL297 every quarter up to and including the quarter when you take your QE2 oral exam. You should register for an ENGL297 for exam preparation with **each** of the three members of your core

committee (i.e. the three faculty who will supervise the two areas and one research topic you declare on the Areas Petition) to ensure accountability. Usually, each ENGL297 should be worth 4 units (3 x 4 is 12 = full-time status) but that may change depending on whether you need to take other courses such as WRIT301/302/ENGL303. Detailed instructions about Areas Petitions and the QE2 portfolio and oral exam can be found in the "Qualifying Exam II" section of the handbook.

** How do I sign up for "dissertation writing" courses after I finish QE2 and advance to candidacy/become ABD?*

When you have officially passed your QE2 and advanced to candidacy and become ABD (all but dissertation), you should sign up for ENGL299 Research for Thesis or Dissertation. Usually, you will sign up for 3 x 4-unit ENGL299s, one each with your three core committee members, but some graduate students sign up for 1 x 12-unit ENGL299 only with their dissertation chair. You should discuss this with your dissertation committee members and come up with a suitable arrangement.

* *How do I complete the professionalization requirement in the graduate program?*

It is recommended that first-year students teaching during the first year enroll in the ENGL410 Pedagogy course to enhance their teaching skills. After advancing to candidacy (ABD Status), students are required and encourage to take Professional Development topics under the ENGL410 course in "Fellowship and Job Application Workshop" and "Job Market", to name a few. If you are unable to take ENGL410, it is possible to substitute other types of professionalization events for this requirement. Consult the DGS about possible substitutions.

***** EXAM FAQs**

** What do I need to do to complete Qualifying Exam 1 / MA exam and get my Master's degree?*

Qualifying Exam 1 or the MA exam is only offered in the Spring quarter of every academic year. You should decide on the two professors who will be on your exam committee by the middle of the Winter quarter before your exam. The chair of the exam must be ENGL faculty. The other faculty committee member can be from another department or program.

Ask graduate students further along in the program if they're willing to share their MA exam portfolio with you. You can also ask them to give you "mock" or "rehearsal" exams to practice answering questions verbally. You can ask your faculty committee members or the DGS if they're willing to run through some practice questions with you too.

Detailed instructions about QE1 portfolio preparation and the actual exam can be found in the "Qualifying Exam I" section of the Handbook. **"Checklist for Qualifying Exam 1"** for important procedures and paperwork you need to be aware of during the quarter of your QE1.

Application for Candidacy and Application to Graduate:
At the start of the Spring quarter when you plan to take QE1, log into R'Grad and submit the form **"Application for Candidacy for Master's Degree: Plan II"** by checking **"Option A - Comprehensive Exam"** and putting down the tentative date of your QE1 oral exam.

At the start of the Spring quarter when you plan to take QE1, Graduate Division will send you an email asking you to fill out an online **"Application to Graduate."** ***You must fill out this form otherwise you will not receive your MA degree and diploma.***

** What do I need to do to complete Qualifying Exam 2 / PhD exam and advance to candidacy?*

The Qualifying Exam 2 consists of 3 parts: 1) Areas Petition, 2) Portfolio Preparation, 3) Oral Exam. Detailed instructions and descriptions about all three parts of the exam can be found in the "Qualifying Exam II" section of the Graduate Program Handbook.

1) Areas Petition: Areas Petitions can be submitted during any academic quarter, usually by Week 7 of the quarter to allow the department's Graduate Committee enough time to review and offer comments on them. There are sample Areas Petitions in the "Qualifying Exam II" section on Canvas. Consult the **"Checklist for the Areas Petition"** for important procedures during the quarter you are preparing your Areas Petition.

2) Portfolio Preparation: It usually takes about 9 to 12 months for graduate students to prepare a strong portfolio and do all the reading on their area reading lists. Ask graduate students further along in the program if they're willing to share their PhD exam portfolio with you.

3) Oral Exam: **At least one month before your oral exam, log into R'Grad to submit Form 2 "Nomination for Oral Qualifying Exam Committee."** This form lists your exam committee faculty members. Remembers to consult the Protocols and the DGS regarding the composition of your exam committee before you fill out Form 2. Consult the **"Checklist for Qualifying Exam 2"** for important procedures and paperwork you need to be aware of during the quarter of your QE2.

Consult the **"Guidelines for including a non-UCR faculty member on a QE2 oral exam committee"** for more information.

You can ask graduate students who have passed their QE2 to give you "mock" or "rehearsal" exams to practice answering questions verbally. You can also ask your faculty committee members if they're willing to run through some practice questions with you too.

***** MISCELLANEOUS FAQs**

** How do I submit a request for a Leave of Absence or Withdrawal?*

Log into R'Grad and complete the Graduate Petition for Leave of Absence or Withdrawal. Please read the conditions regarding Leave of Absence and Withdrawal printed on the petition form carefully. If you are requesting a Leave of Absence, keep in mind that financial hardship is not a valid reason for a leave. Graduate Division will ask you to request a withdrawal instead.

** I am applying for a travel grant from UCR's Graduate Student Association (GSA). How do I get a recommendation/verification letter from the ENGL department?*

Download the standard letter provided by the GSA on their website:
https://gsa.ucr.edu/conference-travel-grants/#how_to_apply

Scroll down and click on the item "Advisor's Recommendation Form." Print out the PDF form, fill out the necessary details, obtain your dissertation chair's signature (or the DGS's signature if you don't have a dissertation chair yet), and then submit it to the GSA.

** Whom do I go to if I have questions about my teaching assignments in the University Writing Program or in the English department?*

Teaching assignments are generally handled by the ENGL department chair and department manager or the UWP administrators and staff.

Your first point of contact regarding teaching assignments should be the ENGL department chair and department manager, who will either work out an arrangement with the UWP for your teaching or assign you a Teaching Assistantship within the ENGL department.

Initial handbook was created in collaboration with Nancy Carranza, PhD alumni, 2023, and Perla Fabelo, Graduate Student Services Advisor.

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