

Northwestern University Department of English

2016-2017

Guide to Graduate Study

The Department of English Guide to Graduate Study supplements the Graduate School website, which contains general regulations and deadlines on a wide range of academic and financial matters pertaining to graduate study. The Guide contains information about departmental regulations and requirements for the master's and doctoral programs and degree. When departmental regulations concerning a particular aspect of the program change during your tenure of study at Northwestern, you will ordinarily follow the rule in effect when you matriculated, except by permission of the Director of Graduate Studies. The Guide sometimes refers to general regulations of the Graduate School, but it must always be used in conjunction with the most recent update to the Graduate School website.

As a student in the Graduate School, you will at any moment be one of several thousand degree candidates, and during your stay here you will have to interact directly and indirectly with a set of bureaucracies that includes, among others, the Federal Government. It is your direct responsibility to keep abreast of the general regulations and deadlines of the Graduate School and to comply with them in a timely fashion. The Department will help you, but you should not rely on it to tell you what you need to do and when. While the Graduate School will be compassionate in dealing with difficulties that are beyond your control, equity and time constraints make it hard for rules to be bent when problems arise from students' negligence.

The English Graduate Office

English Department Chair:

Laurie Shannon

Director of Graduate Studies:

Helen Thompson

Graduate Program Assistant:

Nathan Mead

University Hall 215

Phone (847) 491-3341

E-mail: n-mead2@northwestern.edu

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Abbreviations used below:

- **DGS** = Director of Graduate Study (faculty person who administers the graduate program in English; your liaison for programmatic and substantive concerns to do with coursework, requirements, exams, committee, prospectus, and dissertation, as well as any other personal or structural concerns relevant to your graduate study);
- **GPA** = Graduate Program Assistant (Nathan Mead), tasked with the administrative and programmatic implementation of the Graduate Program as well as maintenance of the department's institutional liaison with The Graduate School, as well as your contact for information concerning fellowship and travel grant applications;
- **GPC** = Graduate Policy Committee (annually rotating committee of four or five faculty who assist the DGS with programmatic directives, graduate policy, and student reviews), which includes the DGS when referred to below;
- **TGS** = The Graduate School, the administrative unit which determines graduate policy, regulations, admissions, benefits, and funding.

1. RESIDENCY, REGISTRATION, AND GRADES

1.1. Course and Registration Credits

If you are a full-time student in The Graduate School (TGS), credits are based on full enrollment and course registration rather than credit hours. Registration in three classes per quarter are required for full-time standing. You may take a fourth course (including undergraduate 100-level language courses) without incurring tuition penalties.

Within the framework of TGS residency requirements, the English Department determines the number and distribution of courses required for the Ph.D. in English. In consultation with the Director of Graduate Studies (DGS), you will choose your coursework from seminars offered in the English Department as well as in other departments and programs at Northwestern and in Chicago. In year one, you take three (3) courses per quarter (Fall, Winter, and Spring). In year two, you take two (2) courses per quarter. In year three, unless you enter with an M.A. in English, you will take two total courses for P/N credit, usually one in Fall and one in Winter Quarter (for details, see "The Ph.D. Program," below). The following registration levels and types can be counted toward full-time standing as a student in TGS:

- **300-level undergraduate courses.** You are strongly encouraged to pursue *all of your coursework at the graduate (400) level*. Undergraduate classes do not replicate graduate seminars, either in terms of intellectual complexity or mandated active participation essential to your preparation for this profession. As a Ph.D. candidate, you may enroll in a maximum total of **two** 300-level undergraduate courses to fulfill your required coursework. You must contact the DGS before registration to justify the necessity of any 300-level course to your program of study. Only 300-level courses listed in CAESAR under Course Career "Graduate School" can confer credit toward your Ph.D. Upon DGS approval, you must contact the professor to determine whether she is willing to accept Ph.D. students in the

class and to establish the extra workload (at minimum, an additional or enhanced research essay) requisite to confer graduate credit. *300-level undergraduate classes cannot be used to fulfill the pre- and post-1800 course requirements.*

- **400-level graduate courses.** These graduate seminars make up your foundational coursework. Be sure to consult graduate course offerings in CLS, History, Program in African Studies, Gender & Sexuality Studies, Philosophy, Political Science, Art History, and beyond. You are also eligible to enroll in graduate seminars for Northwestern credit at local institutions like the University of Illinois at Chicago or the University of Chicago under the auspices of the Big Ten Academic Alliance or "BIG."
 - **English 490: Reading and Pedagogy:** You will register for one unit per quarter during year two of the program. This registration carries no specific assignments or duties, but gives you time to prepare for exams or work as a teaching assistant. English 490 registrations carry an automatic passing grade for students in good standing.
 - **English 499: Independent Study:** The formal graduate seminar offerings in English and other departments or programs should be your primary means of earning credit for coursework. You should contemplate independent faculty supervised work for credit only if you can justify the exceptional urgency of the material or situation. *All independent study requests must be reviewed and endorsed in advance by the DGS in concert with the Graduate Policy Committee.* Approval of requests for Independent Study work is not guaranteed.
- M.A. students enroll in one section of English 499 during either Winter or Spring Quarter while they undertake intensive thesis work with their advisor.
- **500-level graduate courses:** These special courses, such as English 570: Teaching Composition (usually taken during year three in the program), are not necessarily

more advanced in nature than 400-level classes. They confer specific amounts of residency credit depending on a student's year, standing, and funding status.

- **English 570: Seminar in Teaching Composition:** You will register for this class in Spring Quarter, year three. Taught by Professor Robert Gundlach, Director of the Writing Program, English 570 meets weekly to cover issues of writing and pedagogy. This class confers graduate credit. It is taken for a letter grade, and cannot count as one of the two P/N seminars required in year three.
- **English 590: Research:** Ph.D. students register for English 590 during the summer quarters of their first and second years in the program, with the purpose of maintaining full student standing.
- **TGS 500: Advanced Doctoral Study:** You register for TGS 500 starting in Fall Quarter of year three in the program, when course work (with the exception of two courses for PN credit) is complete. After year two, TGS 500 is your default registration for any quarter during which you receive funding from internal or external sources. TGS 500 confers full residency status and all related benefits, including the TGS health insurance subsidy. It also obliges you to continue paying the Student Activity Fee.
- **TGS 512: Continuous Registration:** In any quarter (with the exception of summer) during which you do not receive funding, but are still within the nine-year term of your degree completion deadline, you must register for TGS 512 (tuition: \$100/ quarter). This registration confers minimum residency status, continued access to email and other Northwestern online resources, and library and other privileges, but does not confer the TGS health insurance subsidy. The Student Activity Fee is not required with registration for TGS 512 and its benefits are not available.
- **TGS 513:** In the event that your Ph.D. has not been completed by the end of Summer Quarter of year nine, you must register for TGS 513 (tuition: \$1,000/ quarter) for every quarter through the submission of your dissertation. In this exceptional case, TGS must grant an extension of the term to degree.

1.2. Transfer Credit

Ph.D. candidates who arrive with an M.A. in English may, upon request, transfer two units of M.A. credit to be used in Fall and Winter Quarters of year three instead of taking a seminar for P/N credit in each of those quarters. *Transfer credits cannot be used to fulfill the pre- and post-1800 course requirements.* Upon request, transfer credit may be awarded to those with an M.A. in related fields other than English at the discretion of the DGS.

1.3. Grades

At Northwestern, undergraduate and graduate professors use letter grades with “+” and “-” distinctions. Your grades will appear in this format in departmental records, TGS records, and transcripts released by the Office of the Registrar.

1.4. Incomplete Work

In order to remain in good standing, you must make up incomplete work from any academic year no later than two weeks prior to the beginning of classes in the following Fall Quarter. This rule supersedes any rule set down by TGS. We strongly recommend that you complete all work for your courses before the beginning of the subsequent quarter whenever possible. In unavoidable circumstances like illness or a family emergency, you should work with your professors and the DGS to establish an extended schedule of deadlines. *It is crucial for you to communicate with the DGS and your professors if you foresee obstacles to your timely completion of coursework.*

TGS and the Department closely monitor incomplete work. While there are any incompletes on your record, you will be considered ineligible for Departmental or TGS travel funding and will be unable to advance to candidacy. Please see Section 3.3.2.3. on admission to candidacy for further details on the ramifications of a late advance to ABD status.

1.5. Departmental Evaluations

For every course you take in your first year of the doctoral program, your professor will complete a formal written evaluation. A key part of your permanent record in the department, these evaluations are given close attention in deliberations about continuation and fellowships. Students should consult them as they appear and use them in measuring achievement and planning goals. The graduate faculty may consult all student records.

1.6. Pre- and Post-1800 Course Requirements

In order to ensure that students become acquainted with literature from diverse historical periods and contexts, we require that all doctoral students take eight courses defined along historical lines before advancing to candidacy:

- 4 courses dealing primarily with literature written before 1800;
- 4 courses dealing primarily with literature written after 1800.

All courses from each group must be at the 400 level. Eligible courses cannot be audited or taken P/N. Ordinarily, Independent Study courses (English 499) may not be used to satisfy this requirement, though you may petition the DGS in exceptional cases. To have a graduate seminar taken at a Chicago-area institution under the auspices of the Big Ten Academic Alliance (B1G) count for pre- or post-1800 credit, you must get approval from the DGS. If a given course straddles the line, your profes-

sor will make the determination depending on your chosen area of research focus for the class. For a course in literary theory to count for post-1800 credit, it must engage some significant aspect of the literary canon after 1800. The DGS will adjudicate these requests on a case-by-case basis.

1.7. The Language Requirement

Knowledge of a second language and some experience of written traditions in that language vitally enrich the study of English, American, and Anglophone literature. Doctoral students must possess an advanced reading knowledge of a second language broadly relevant to the study of English, American, and/or Anglophone Literature. *Completion of the Language Requirement is a prerequisite for admission to candidacy at the end of year three.*

Although we do not stipulate that the Language Requirement must demonstrate connections to your particular research interests, you are strongly encouraged to choose the language that will be most beneficial to you in the pursuit of your dissertation work.

The Language Requirement may be satisfied in one of four ways:

- With a “Pass” on the three-hour translation exam, comprised of three to four individual passages. Your translation is handwritten and dictionaries are permitted. Translations into English must demonstrate more than a basic knowledge of vocabulary and grammar; they must grasp the idiomatic, syntactical, and connotative complexities of each source passage. French, German, Italian, Latin, and Spanish translation exams are composed, administered, and graded by the English Department. In other cases, the exam is composed and graded by an outside expert.
- With a grade of A- or higher in a graduate course at Northwestern in Spanish, French, Latina/o Studies, Italian, etc., which must be pre-approved by the DGS. The course must require readings in the original language, though it may be conducted in English. To fulfill the departmental Language Requirement by this route, a student must take this course during her first year in the Ph.D. program. An independent study cannot satisfy the Language Requirement.
- By earning an average grade of A- or higher in a year-long (three quarter) undergraduate language sequence taken as a fourth class during the first year in the Ph.D. program.
- By earning a grade of A- or higher in a summer intensive language course taken at Northwestern or a participating Big Ten Academic Alliance institution. If the intensive course is graded in several weeks-long increments, the average grade must be an A-.

This requirement should be satisfied before the beginning of the second year. In exceptional cases, which must be approved

by the DGS, the language requirement may be fulfilled during academic year two or during the summer after year two. Due to increased demands on student time in the second year, this schedule is not recommended.

Incoming students may elect to undertake an intensive summer language class prior to fall of the first year. In some cases, fulfilling the requirement in advance of coursework offers logistical or scheduling benefits. Be aware that by matriculating early (whereby you are eligible to receive Northwestern or CIC language instruction), you use one quarter of your total guaranteed funding package. This course should be considered by those for whom early student status might confer financial advantages (e.g. early disbursement of outside scholarship assistance during the summer).

In the summer or in early September before the first academic year starts, incoming graduate students must take the diagnostic exam used at Northwestern to determine the competence of entering freshmen in non-English languages. The student will take the exam in her chosen language in consultation with the appropriate Northwestern department or program and the Northwestern Council on Language Instruction. This diagnostic exam establishes the student’s level of proficiency. If the student tests at second-year proficiency or above (i.e., if the student would fulfill the Weinberg College of Arts and Science Language Requirement), she is advised to take the departmental translation exam as soon as possible. Students not at second-year language proficiency must pursue one of the other options. *You must determine your plan for completion of the language requirement with the DGS.*

Students not ready to take the translation exam in fall of year one may undertake the exam later in the year after a course of self-study or work with a tutor. Reading and translation groups geared to graduate research may be available during the year; please check with the relevant language department or program.

Students specializing in Medieval literature must demonstrate proficiency in two languages other than English. In addition to satisfying the department’s language requirement with a language other than Latin, Medieval specialists must pass a three-hour translation exam in Medieval Latin, offered by the University of Toronto in September and April of each year. The \$50 registration fee for this exam must be paid by the student, but will be reimbursed by the English Department if the student passes the exam. Although passing the Toronto exam is a strict requirement for all Medievalists, it is not considered a departmental candidacy requirement. Whether or not she has passed the Toronto exam, the student will advance to candidacy on schedule if she has fulfilled the departmental language requirement. A non-credit Medieval Latin Workshop is offered every quarter throughout the year.

The language requirement is waived for students whose native language is not English. Please communicate with the DGS as soon as possible to confirm your eligibility for this waiver.

2. THE M.A. PROGRAM

2.1. Coursework

As a student in the Department of English year-long Master's Degree program, you will take a total of nine classes over the Fall, Winter, and Spring quarters; because you must write an M.A. thesis, your ninth class is English 499, taken with your M.A. thesis advisor. English 499 is usually taken in Winter Quarter during the most intense stage of thesis work, although you may elect to take it in Spring. Your thesis advisor must be a member of the English Department graduate faculty, chosen in consultation with the DGS.

You have a number of different options in the distribution of your coursework:

- At least six (6) of your nine overall seminars must be at the 400 (graduate) level.
- You may arrange to take advanced undergraduate classes at the 300 level, with additional graduate-level requirements designed and supervised by the faculty member teaching the course. The instructor in such cases must be a member of the Northwestern graduate faculty. Check with the DGS and Graduate Program Assistant if you have any questions about whether a given professor falls in this category. You cannot earn graduate credit for classes taught by Visiting Assistant Professors except by permission of the DGS.
- Up to three (3) of your nine overall seminars may be chosen from among those offered by other departments or programs.
- You are eligible to enroll in graduate seminars offered by institutions participating in the Chicago Metropolitan Exchange Program, but not any of those offered through the Big Ten Academic Alliance.

Although it is not required, we strongly recommend that you take the Fall Quarter Introduction to Graduate Studies seminar (English 410) with the incoming Ph.D. class.

2.2. Master's Thesis

Your Master's thesis (of about 8,000 words), may be either entirely new work or a more ambitious elaboration of work submitted in one of your M.A. courses. By the end of your first quarter, with the help of the DGS, you must identify a member of the English Department graduate faculty willing to serve as your thesis advisor. In Winter Quarter (or, less frequently, Spring Quarter), you will enroll in English 499 with your advisor to work intensively on your M.A. thesis.

By late April in Spring Quarter, your completed M.A. must be approved by your advisor and submitted to the Department. The exact date will be communicated to you during the summer before matriculation, but will be as close to the fifth

week of the Spring Quarter as possible. The approved thesis is reviewed by the DGS.

2.3. Regulations Concerning Degree Completion

The schedule for the completion of the M.A. program assumes that you will finish the M.A. thesis and coursework in time to graduate at the end of the Spring Quarter. However, if you need more time to polish the final document, you may choose to submit the thesis for review during Summer Quarter. Your degree is then conferred early the following September without additional tuition expense. Pursuit of this alternative schedule must be approved by the DGS and your thesis advisor before the end of the Winter Quarter.

According to TGS regulations, a student in the M.A. program has five (5) years from the initial quarter of matriculation to complete all degree requirements. To maintain student standing over this extended period, you must register for TGS 512 (tuition: \$100/quarter) for each academic quarter during which no coursework is taken. This includes Fall, Winter, and Spring Quarters, but you are not required to register in Summer. Failure to register during the academic year will result in discontinuation from the program, which can only be reversed by submitting a petition for readmission and paying a fee determined by TGS.

3. THE PH.D. PROGRAM

3.1. The First Year of the Doctoral Program

The Ph.D. program provides scholarly training in literary theory and the history and criticism of literature written in English. Our regulations governing the first three years of doctoral work aim to give you a broadly based historical knowledge of English, American, and Anglophone literature and to engender your critically informed understanding of the field in which you propose to write a dissertation. Whether you enter with a B.A. or M.A., your first year in the doctoral program consists of coursework.

Your goal in the first year will be to explore the field of literary study, gain facility in the discursive and analytic protocols of academic work in literature, and discover the resources of the English Department as you begin to define your field of specialization. The formal requirements of year one in the Ph.D. program include:

- English 410, “Introduction to Graduate Studies,” taken in Fall Quarter;
- Eight (8) other seminars (three graduate classes per quarter), which may fulfill pre- and post-1800 period requirements, develop general knowledge, and refine your methodological and research interests;
- The language requirement;
- Spring Quarter first-year review, a formal conversation conducted by the DGS and Graduate Policy Committee. The graduate faculty as a whole consider the Committee’s recommendation and decide on your continuation.

3.1.1. English 410: Introduction to Graduate Studies

English 410, “Introduction to Graduate Studies,” is required of all doctoral students. This seminar introduces students to library resources, research methods, scholarly endeavors such as textual editing, constructions and deconstructions of literary history and canons, influential theories underlying analytic and critical practices, the history of the profession of literary studies, and contemporary issues within and around the discipline.

3.1.2. First-Year Advisor

At the beginning of year one, you are assigned a first-year advisor who works in your broad field of specialization. While you need not meet often, your advisor will reach out to consult with you about course selection, graduate writing, topics in your field, and any other aspect of your adjustment to graduate work. While you may develop a close connection with your first-year advisor, there is no expectation that you must work with her after year one. First-year advisor meetings do not supplant meetings with the DGS, who will also meet with you several times during year one.

3.1.3. First-Year Review

The satisfactory completion of all courses is a necessary, but not sufficient, condition for continuation into the second year. The decision that you have demonstrated the ability and motivation to plan a substantial scholarly project and carry it to completion within the time limits for the degree rests on the judgment of the graduate faculty.

The DGS and GPC will schedule a formal conversation with each first-year doctoral student, which takes place toward the end of the Spring Quarter. During this conversation, the committee will ask questions about your ongoing interests, your development during year one, and your plans for the future; the committee will offer advice and feedback based on course performance, evaluations, and your evolving interests. As one topic for discussion, you must submit in advance (typically, by the second week of May) a seminar essay written in Fall or Winter Quarter that you consider representative of your work. The paper should involve research and documentation and be ideally 15–20 double-spaced pages in length—the committee will not consider papers shorter than eight or longer than 25 pages. The paper need not focus on your intended field of study, but it should, in your opinion, successfully represent your analytic, topical, and/or methodological engagements. You are encouraged to consult with the DGS about selection of the review essay.

The first-year review essay should be free of any comments or corrections. Students should correct typos and refine phrasing of the original draft; they may also expand or edit as necessary. To ensure that the GPC can evaluate student coursework in Spring Quarter, first-year reviews take place during Reading Week of Spring Quarter. You should plan to be in residence at this time.

On the basis of your academic record in the first year, the GPC makes recommendations about continuation to the graduate faculty. The GPC reserves the right to recommend against continuation, even if a student’s performance in every course has been adequate. In the event of uneven progress, the GPC may put a student on second-year probation. In this instance, the student is assigned a faculty mentor with whom she works closely in year two with the aim of developing strengths and working through difficulties; at the end of year two, the student undergoes a second-year review with the GPC during Reading Week of Spring Quarter. The GPC is likely to make such a recommendation if weak performance in some areas has not been balanced by strong performance in others. The graduate faculty as a whole makes final decisions on all GPC recommendations.

3.1.4. Anticipating the Second Year

The first year in the English Ph.D. program is immersive; adapting to the quarter system as well as to the protocols of academic performance is a difficult and rewarding process. By the end of Spring Quarter, you must begin to plan for the major milestone of year two, the oral qualifying exam (or “QE1”). You

must elect to be examined on one standardized period-based list of texts; please check the English Department website to explore the composition of the available lists, which reflect the major periodic divisions in the discipline of English. With an end to selecting one standard qualifying exam list by the end of Spring Quarter, you should think carefully and widely about your prospective field(s) of specialization, prospective dissertation topic, and committee.

Consult with your first-year advisor and/or the DGS to determine which QE1 list best matches your professional and intellectual goals. You are strongly encouraged to draw up a summer plan of readings and communicate with other students undertaking preparation of the same list. Bear in mind that you begin work as a Teaching Assistant in Fall Quarter of year two, which will be engrossing. You should aim to make headway on the QE1 reading list in summer before year two, even if you are also taking a language intensive class.

3.1.5. The Master's Degree as Part of the Ph.D. Program

Upon successful completion of nine courses with a B average, you can receive a non-terminal M.A. degree upon request. You are eligible to receive the M.A. degree whether or not you remain in the Ph.D. program.

3.2. The Second Year of the Doctoral Program

In the second year of the doctoral program, you must complete your pre- and post-1800 coursework and take the Oral Qualifying Exam ("QE1"). If you have not successfully fulfilled the Language Requirement, it is paramount that you formulate a plan to expedite fulfillment of this requirement in consultation with the DGS.

3.2.1. Graduate Assistantships

Beginning in year two, you are funded in part by Graduate Assistantships. Typically, these are quarterly Teaching Assistant positions, which can involve a range of different assignments as determined by the Department. In rarer cases, you may also work as a Research Assistant for one quarter in year two. To prepare you to teach lecture discussion sections, you are strongly encouraged to attend the New TA Conference, which is offered by the Searle Center for Advancing Learning and Teaching in mid-September. Be sure to register for this event, which is capped at 200 graduate students, well in advance. You are encouraged to take advantage of Searle Center programs and services as detailed on their website. You may also be assigned a Teaching Assistant mentor who is a current graduate student in the department.

As you adapt to the classroom and develop your pedagogical skills, keep in mind that the GA position is meant to be part-time (maximum 20 hours/ week). Your primary responsibility is to continue to move toward your Ph.D., and it is imperative that you strive to balance your pedagogical and programmatic

commitments. Do not allow teaching to become all-consuming.

As a Graduate Assistant, you hold an appointment in TGS with duties assigned by the Department. It is your responsibility to keep abreast of all TGS regulations that relate to the appointment, remuneration, tax status, and academic standing of Graduate Assistants.

3.2.2. Coursework and English 490

Your course load in the second year will consist of two seminars per quarter. To accommodate the work you perform as a Teaching Assistant or Research Assistant, you must also register for one unit of English 490 (Reading and Pedagogy) in Fall, Winter, and Spring Quarters of year two. This registration does not involve classroom attendance or coursework, but serves to confer residency credit for your duties as a Graduate Assistant.

3.2.3. Teaching Assistant Responsibilities

As a new Teaching Assistant, you will typically be assigned to a large 200-level lecture class, where you are primarily responsible for running small weekly 50-minute discussion sections. In this capacity, you will lead two discussion sections containing no more than 20 students apiece. The mandatory duties of this position include:

- Careful and active reading of all assigned texts on the syllabus;
- Participation in any weekly TA meetings convened by the course professor;
- Attendance at all lectures;
- Giving advance notice of any necessary absence at lecture;
- Teaching weekly discussion sections;
- Grading your students' essays and/ or exams in accordance with the professor's standards;
- Holding office hours (according to departmental requirements, two hours total each week, split evenly between two different days of the week); Communicating with the course professor about any disciplinary, academic, or other issues that arise with students in your section;
- Helping the course professor with logistical, technological, or other aspects of the lecture class.

Awarded by TGS upon recommendation by the department, TA and RA assignments for the academic year are finalized in Spring Quarter of the preceding year. You will be apprised of your assignments for year two at the close of Spring Quarter of the first year.

Teaching Assistant and Research Assistant positions are assigned by the DGS in consultation with the Chair, the Associate Chair, and the Graduate Program Assistant. While we solicit your preferences in advance, TA, RA, and other assignments depend on a number of variables beyond departmental control: undergraduate enrollments, which often fluctuate widely over

the course of registration; overall availability of graduate labor; availability of experienced TA's; extra-departmental needs of contiguous departments or programs. We make every effort to match your interests or provide you vital literary coverage, but undergraduate curricular needs ultimately must take precedence over the requests of both students and faculty. Please be aware that due to unforeseen and unavoidable scheduling exigencies, your GA duties may have to be changed from the original assignment.

As a Teaching Assistant in the Department of English, you may also be assigned to a Comparative Literature, Gender & Sexuality Studies, Latino/a Studies, or other course taught by faculty from another department or program. The regulations of the English Department still apply to you in that case. Be sure to notify the DGS if you are asked to teach more students than you would in an English class or if the workload otherwise exceeds the limits of 20 hours per week.

While bringing outside speakers to campus and organizing conferences provides useful professional experience, you are not expected to perform more than several hours a week of non-remunerated organizational labor. Please contact the DGS if you have any questions about this policy, which is intended to preserve your time for your primary goal of progress toward candidacy and the Ph.D.

For further details about teaching assistant duties, please consult the English Department's *Teaching Assistant Handbook*, distributed at the start of each academic year.

3.2.4. The Oral Qualifying Exam

During Reading Week of Spring Quarter of year two, you undertake the oral qualifying exam, which tests your in-depth and synthetic knowledge of the texts on a standardized departmental list. By the end of year one, you will have chosen to work on the standardized list representing one of the following fields:

- Medieval English Literature
- British Literature from 1500 – 1650 (also referred to as Renaissance or Early Modern Literature)
- Eighteenth-Century British Literature (the long eighteenth century, from 1660 – 1820)
- Nineteenth-Century British Literature
- American Literature
- Twentieth-/Twenty-First Century Modern Literature
- Twentieth-/Twenty-First Century Anglophone Literature
- Drama in English
- Poetry and Poetics

All lists are available on the English Department website. The list in place when you matriculate is the list in force for your exam; however, should the list be revised during your first year, you may elect to be tested on the most up-to-date version.

The two-hour oral exam is administered by a committee of

three faculty members in English who work in the field of the selected list, appointed by the DGS. Its goal is to establish your competence and confidence with the core texts, genres, concepts, and movements in the field you have chosen. While the list cannot be fully inclusive, it has been designed to reflect the canonical contours of the field as these have endured, been contested, and continue to shape the field's disciplinary, aesthetic, and academic identity. You are expected to show detailed knowledge of the texts on the list; you should be able to offer textured readings and to comment on significant interrelations between works. You are also expected to be able to synthesize selective portions of the list: for example, to answer a question about how a particular genre or topical preoccupation changes over the time frame delimited by the list.

However, you are not expected to have mastered the secondary critical canon relevant to your list. Although your knowledge of the basic analytic, formal, and generic categories relevant to your list is assumed (for example, terms relevant to formal analysis of poetry if you are examined on the Poetry and Poetics list), it is not the goal of the oral qualifying exam to test for expansive knowledge of the critical history of your field. Your core goal in preparing for the oral qualifying exam is detailed knowledge and engagement with the primary texts on the list.

Questions may deal with the thematic patterns and artistic characteristics of individual works or with broader literary trends encompassed by the list. You are encouraged to reflect on the historical, biographical, and cultural contexts of works on the list, but such questions and reflections should be immediately relevant to concrete textual specifics of these works. "In what sense is *The Woman in White* a 'sensation novel'?" is a more appropriate question than "Discuss the relations of the 'sensation novel' to other styles of Victorian fiction," because the latter question assumes your knowledge of literary and/ or critical trends which may fall outside the scope of the list.

The oral qualifying exam receives a grade of Pass or Fail. There is no formal acknowledgement of distinction, although your examiners may communicate the strength of your performance in their evaluation for your departmental record. In the event of failure, the DGS, upon the recommendation of the exam committee, follows up to determine when a new exam will be scheduled or, in exceptional cases, to advise you to leave the program. You will receive feedback from your committee and from the DGS to establish grounds for failure and determine goals for the retake. Typically, the retake occurs in early Fall Quarter of year three. The examining committee for the retake need not be comprised of the same faculty members as the committee for the original exam.

In exceptional cases, students may petition the DGS for an alternate oral qualifying exam field. To do so, a student must find three faculty sponsors and put together an alternate reading list during the fall of her second year. The DGS and GPC must approve the alternate list by the end of Fall Quarter of year two. Alternate fields must have a breadth and scope comparable to

those represented by the standard lists.

3.2.5. Anticipating Year Three: Your Committee

Your third year in the Ph.D. program is particularly challenging, logistically and intellectually. You must take the Written Qualifying Exam by the end of Fall Quarter. By the end of Spring Quarter, you must complete a dissertation prospectus which is approved by your dissertation committee and by the DGS. At this point, you will formally advance to candidacy for the Ph.D., which means that you have satisfied all requirements (including coursework and the language requirement) for the Ph.D. except the dissertation and are “ABD” (All But Degree) in the eyes of the English Department and TGS.

Summer Quarter after your second year of coursework is a critical time. By the beginning of Summer Quarter at the latest, you must reach out to three faculty (at least two of whom, including your chair, must be in English) to serve on your written exam committee. You are also required to secure the agreement of the individual who will serve as committee chair. While you may revise the membership of your committee after the Written Qualifying Exam, you should choose faculty with whom you expect to sustain an advisory relationship through the Ph.D. During the summer after year two, in consultation with your committee, you must compose a Reading List on which your Written Qualifying Exam questions will draw. By the beginning of August, you must forward the names of your chairperson and committee members to the DGS and Graduate Assistant. The committee-approved list is due to the DGS a week prior to the start of Fall Quarter, year three.

3.3. The Third Year of the Doctoral Program

By the end of year three, you should have completed all departmental and TGS requirements for admission to candidacy: fulfilling the departmental Language Requirement; completing your coursework; passing the Written Qualifying Exam; and completing the dissertation prospectus.

Year three of the Ph.D. program is in many ways the most challenging not only because it contains two major milestones (the Written Exam and the prospectus), but because during the preceding summer you will have begun an important transition. You move from the specified demands of coursework and the Oral Qualifying Exam to goals, like the Written Qualifying Exam and the prospectus, whose definition requires much more active and independent work from you. While you will still receive guidance from your committee, and should never hesitate to seek it at any point during the year, your achievements will depend increasingly on your own discipline, organization, ambition, and imagination. The third year completes your preparation for the ultimate task of your graduate study: the research and writing of your dissertation. Your achievements in year three contribute critically to your overall goal of becoming a mature, self-motivated scholar, thinker, and writer.

3.3.1. Coursework

In Spring Quarter, all third-year students will enroll in English 570: Seminar in Teaching Composition, taught by Professor Robert Gundlach, Director of the Writing Program. This class, which covers issues of writing pedagogy, confers graduate credit and receives a letter grade. In addition, those students entering the Ph.D. program without an M.A. in English or commensurate discipline from another institution must take two seminars under the grading rubric Pass/No Pass (P/N). You may enroll in these courses (one per quarter) during Fall, Winter, and Spring Quarters of year three, although you are encouraged to complete this requirement during Fall and Winter.

In advance of registration for the P/N classes, you must confirm with the course professor that she approves your participation in her class on a P/N basis. Because *the P/N rubric is not equivalent to an audit*, you and the professor must determine in advance what workload will earn you a P grade for the class. Typically, you will complete the class reading, participate in the discussion, and undertake some light writing (e.g., ongoing notes on the reading), but you will not write an extended essay for the class. *Please be absolutely sure that your professor understands in advance that you must complete some work to receive P/N credit.* It is impossible retroactively to confer credit when no work has been submitted for evaluation. English 570 cannot count as one of your P/N seminars.

3.3.2. The Written Qualifying Exam

3.3.2.1. The Reading List

Your next milestone in the program is the compilation of a reading list which amasses texts in your primary literary field as well as related works of criticism and theory. Your goal is to construct a list that is motivated by the research questions you have broadly defined at this point. The list should be neither exhaustive nor too narrowly focused. It should reflect your topical and critical interests with the end of enabling ongoing development and refinement of your ideas. The committee-approved written exam list, with final notification of the composition of your committee, is due the week before the start of Fall Quarter in year three. You and your committee will be notified in advance of the exact deadline.

The length of the list varies. The number of items (“item” refers to books, articles, or in some cases sets of smaller texts, like sonnets) on recent lists has ranged from 90 – 125. You should aim for the middle of this range, although ultimately the length of the list should be justified by your intellectual and disciplinary concerns. Your list should be divided into major subfields. As you begin to ponder your list’s shape, you should brainstorm and consult your advisors about potential historical, critical, and/ or theoretical categories. This is the time when you delineate research fields that will help you define your emergent critical commitments. In this sense, the list itself is a research project, so you are advised to think rigorously and creatively as you undertake this bibliographic and conceptual work. You are encouraged to begin work on the list by June after year two to allow yourself time to revise and to secure committee input and approval before the fall deadline. The Graduate Program Assistant maintains a file of previously approved lists, which you should consult to get a sense of their scope, depth, and structure.

No discursive justification or rationale for the list is required by the department, but your committee chair may request that you write one to explain the principles of your list’s construction. In this case, the DGS does not review your rationale.

3.3.2.2. The Exam Itself

The Written Qualifying Exam is a ten-day take-home essay exam, administered on the Wednesday before Thanksgiving, Fall Quarter of year three, and due the Friday of Reading Week, the following week. At any time in Fall Quarter, but no later than two weeks prior to the exam, you must convene a mandatory meeting of your entire exam committee for a 30 – 45 minute conversation about your progress as you work through your reading list. As you discuss areas of interest and engagement, you and your committee may develop lines of enquiry which will help your committee formulate the questions for your written exam. Your written essay questions are based on this conversation and on your reading list.

Typically, the written exam consists of three or four questions, two of which you will choose to answer in separate response essays. However, individual formats may vary according to

the discretion of the committee. The combined page length (double-spaced, 12-point font, standard margins) for your essays should be 25 pages (6,000 words), with a maximum allowed total of 28 pages (8,000 words). All exams must be submitted at the time specified when the exams are administered.

The exam must consist of original work. While some conceptual overlap with your past seminar work may occur, you are *not permitted* to excerpt prior seminar essays or any other previously composed writing beyond the length of a short citation (i.e., less text than would demand a block quote). If at any point in the exam you find it necessary to cite yourself briefly, you are required to place your citation in quotation marks and append a footnote or endnote that specifies your source (e.g. title, date, professor, and seminar in which the seminar essay was composed). Unacknowledged reuse of prior work is grounds for failure of the written qualifying exam.

The goal of the Written Qualifying Exam is your demonstration of critical facility in a defined subfield. This occurs as you mount a literary analysis situated in relation to important arguments and scholarly trends that you have identified through your reading list. While you should rely on close reading as evidence when needed, you are expected to engage your critical material to mount claims whose import extends beyond the interpretation of one individual primary text.

While it is unlikely that your written exam essays will serve as blueprints for your dissertation prospectus, the Written Qualifying Exam is intended to show your ability to map a refined critical field and situate an in-depth scholarly project in relation to it. Ideally, your written exam essays will elaborate positions and claims that reflect your most vital intellectual interests. In so doing, the written exam essays will assist you and your committee in identifying the research questions and lines of critical enquiry that will define the topic and structure of your dissertation.

There is no oral component of the Written Qualifying Exam. The four possible outcomes are: (1) pass with distinction; (2) pass; (3) revise/ resubmit/ retake; (4) fail.

In the event of a revise/ resubmit verdict, the exam committee dictates the extent and nature of the revision. If the committee requests a retake, it elects to require that either half or all of the exam must be rewritten. If you are to retake half of the exam, you will have five days from the date it is distributed to submit the new essay(s). If the full exam is to be retaken, you will have ten days. In either case, the exam will be rescheduled so that it is completed before Reading Week in Spring Quarter.

A Fail results in exclusion from the program at the end of Fall Quarter; in the event of a failed retake, exclusion occurs at the end of Spring Quarter. Funding for the following quarter is forfeited.

3.3.3. The Prospectus

The final dissertation prospectus is due to the DGS by the final week of Spring Quarter (typically, mid-June). You must use Winter and early Spring Quarters to conduct research, reading, and bibliographic work as well as to complete a rough draft of the prospectus. During this period, you should stay in close contact with your advisor so that she remains apprised of your progress. You should aim to draft the full prospectus by early May at the latest. At this point, you must solicit feedback from your entire committee with the end of securing committee approval before the mid-June departmental deadline.

3.3.2.1. Format of the Prospectus

The dissertation prospectus establishes a blueprint for the major accomplishment of your career in the doctoral program, the dissertation. As a document that motivates and justifies the chapter breakdown of your projected dissertation, the prospectus aims to anticipate the structure of a book-length argument. Your prospectus should chart the research plan as well as the interpretive and/ or theoretical analysis you plan to undertake; it should place this evidentiary and analytic work in relation to the current critical scholarship that you aim most vitally to engage. In addition, your prospectus should anticipate the specific critical, literary-historical, and/ or methodological intervention your dissertation aspires to make. Attention to logical articulations between chapters and the method through which your argument will be sustained by evidence is crucial to the persuasiveness of your prospectus.

The prospectus should thus accomplish the following:

- Describe the topic under consideration and formulate the argument to be proposed;
- Identify the methodological principles on the basis of which the research will be conducted;
- Specify the scope of the inquiry;
- Explain the relation of the dissertation to relevant scholarly categories and critical trends in the field;
- Outline the chapters, with a brief exposition of what each one seeks to accomplish;
- Provide an extensive bibliography of both primary and secondary texts.

Insofar as it delimits the literary-historical and critical scope of your dissertation, your bibliography is especially important. Different fields require different kinds of bibliographies, with different degrees of inclusiveness. In general, your bibliography should include every primary item that would make a difference to the dissertation, not only as core evidence but also as a constituent of the literary-historical field your dissertation addresses; and, every secondary item whose argument your dissertation engages or to whom your dissertation is relevant. Consult with your advisor to discuss the desired depth and specificity of your prospectus's bibliography.

In general, the body of the prospectus is about 5,000 words double-spaced (roughly 14-18 pages) in length, excluding the bibliography. As a formal, professional document, the prospectus must consistently conform to one scholarly formatting style (typically, either Chicago or MLA style). All bibliographic entries must be correctly formatted. Pervasive typographical and/or formatting errors are grounds for rejection by the DGS. The Graduate Program Assistant maintains a file of approved prospectuses, which you are encouraged to consult.

3.3.2.2. Approval of the Prospectus

When, after you have responded to all suggestions for revision, your dissertation committee approves the final version of your prospectus, you must submit it to the GPA and DGS. Prospectuses must be approved by your full committee and submitted to the DGS no later than June 15th or the closest weekday in Spring Quarter of year three.

The DGS will review the prospectus and, in the vast majority of cases, approve it. You and your dissertation director will receive discursive comments, with the notification of approval or non-approval, by the end of June, year three. In exceptional cases, if the document is judged in need of extensive revision, the DGS will return it for resubmission. All decisions will be conveyed to students and dissertation directors via letter (both hard and digital copies) by the end of June, year three.

If the prospectus is sent back for revision, it must be revised and approved by the full dissertation committee no later than one week before the beginning of Fall Quarter, year four. At this point, it will be re-evaluated by the DGS as rapidly as possible; you and your dissertation director will be notified of her decision by email and letter before the end of September, year four.

3.3.2.3. Admission to Candidacy

Admission to candidacy is a TGS benchmark that indicates your completion of all degree requirements with the exception of the dissertation (thus the term "ABD," or "All But Degree"). You advance to candidacy if you have met the pre- and post-1800 coursework requirement and the Language Requirement; finished all coursework and resolved all incomplete grades; passed both parts of the Qualifying Exam; and completed an approved prospectus. *No student may advance to candidacy with an incomplete on her record. No student may advance to candidacy without fulfilling the Language Requirement.* These departmental requirements are strictly administered by TGS; it is critical that you satisfy them well in advance of Fall Quarter year four.

TGS requires that you achieve candidacy by the end of the first week of classes after your twelfth quarter in the program (that is, the first week of classes, Fall Quarter, year four). If you have not passed all departmental requirements at this time, TGS will place you on probationary status. According to TGS policy, students on fourth-year probation have Fall and Winter

quarters to complete their outstanding work. Failure to do so within this time frame may result in exclusion from TGS and the Department of English. If you have not advanced to candidacy by the start of Spring Quarter, year four, all further fellowship and/ or travel funding may be forfeited.

A delay in your advancement to candidacy seriously impedes your ability to make progress on your dissertation. In the event of outstanding requirements at the start of year four, *your sole focus must be the completion of all outstanding work*. In consultation with you and your dissertation director, the DGS will draft a schedule of work for Fall and Winter Quarters with the end of fulfilling all outstanding coursework or requirements. You will receive a letter detailing this projected work schedule, to which you are required to communicate your consent.

When you achieve candidacy, you must continue to register for TGS 500: Advanced Doctoral Study; you will continue to do so in any quarter in which you receive funding. If you are unfunded as a result of a late advance to candidacy, you must register instead for TGS 512: Continuous Registration, which enables you to maintain minimal residency status.

3.4. The Fourth Year of the Doctoral Program

As soon as your prospectus is approved, it is imperative that you make timely progress in productive, targeted research with an end to drafting your first dissertation chapter. *You must make significant progress in writing your dissertation during year four*. To be competitive for external fellowship opportunities, you should aim to have completed one polished, committee-approved chapter and to have made substantial progress on a second by the end of Spring Quarter, year four.

To ensure one refereed publication in hand before you begin your job search (and, ideally, your fellowship applications), you should plan to submit a polished essay to a scholarly journal in your field during year four, if you have not done so before. The academic job market is extremely competitive. One refereed publication should be considered a minimal standard; even though your dissertation alone may yield a job offer, a refereed publication will render you far more competitive with candidates who may be years ahead of you due to the backlog of unemployed Ph.D.'s. You should consult your director and committee to determine whether a seminar essay, conference talk, or draft dissertation chapter represent likely starting points for revision with an end to journal publication.

TGS strongly encourages Ph.D. students to apply for external funding in year four. Often the best source of funding at this early stage proceeds from research libraries whose archives will assist your dissertation research. Major research libraries like The Folger Library, The Huntington Library, and the William Andrews Clark Memorial Library offer one- and two-month short-term travel funding. Chicago's The Newberry Library offers a one-quarter Lawrence Lipking Fellowship targeted for Ph.D. students in English at Northwestern. Smaller collections like Haverford College Library's Quaker and Special Collections also offer specific short-term fellowships. Consult your director and the Northwestern Office of Fellowships before Fall Quarter of year four to compile a list of potential short-term funding sources and deadlines, draft your application materials, and solicit letters of recommendation from your committee. In addition, the Graduate Program Assistant maintains a highly useful database of departmental fellowship applications and awards. You should also consider whether you are ready to apply for long-term funding at the start of year four. (For further discussion, see 4.3. Fellowships.)

3.4.1. Composition of the Dissertation Committee

As the Admission to Candidacy page of the TGS website states, "The [Dissertation] Examination Committee must include no fewer than three full-time members of the Northwestern University faculty, two of whom, including the chair, must be members of the Graduate Faculty." With the approval of the DGS and TGS, a faculty member who leaves the University may still serve as one of your dissertation committee members. As long as the core committee composition accords with TGS guidelines, a specialist from another university may be asked

to serve as a fourth reader. If a member of your committee leaves the University or resigns from your committee, the DGS will appoint a replacement in consultation with you and your remaining committee.

3.4.2. Rewriting the Prospectus

In the truly exceptional event of radical changes to the dissertation topic, your dissertation director may require you to draft a new prospectus. This requirement is imposed at your director's discretion. The DGS is not required to approve the new prospectus and your status in candidacy is not affected.

3.4.3. Dissertation Writing and Committee Feedback

Even though you research and draft chapters on your own, you are strongly encouraged to remain in ongoing contact with your director and committee. You should consult your advisors not only for guidance about your research and analysis, but also to draw up a tentative schedule for the completion of your chapter drafts. With a schedule in hand, your committee will be better able to check in with you, offer assistance, and plan in advance to read your work. With regular communication about your progress during year four, you and your committee will be best able to anticipate your readiness to undertake external long-term fellowship, external short-term research fellowship, and Northwestern fellowship applications at the start of year five. You will also be able to assess your readiness to embark on the job market at the start of year five.

It is optimum, but not required, for your director to take the lead in providing commentary on your drafts. You are advised to use your own judgment in determining when to share drafts with committee members other than your director. While you should inform your director when you circulate work to other committee members or faculty, you are encouraged to share work with any committee member or faculty reader who can best assist you at your particular juncture. In addition, graduate writing groups inside and outside of English can be crucial enablers of productivity and community.

According to Departmental policy, your committee members should read individual dissertation chapters within three weeks, but you are required to give them advance warning so they can plan to respect this schedule. If you aim to submit an entire dissertation, you must provide a month's notice to receive feedback within three weeks. Committee members also have an obligation to read your dissertation while they are on leave. During faculty leave and summer, anticipate potential delays in communication and longer lead time prior to the turnaround of your work. To ensure that you are able to maintain your dissertation work schedule, be sure to work out turnaround times before your advisors leave town for research or summer travel.

If you experience a serious impediment to your ability to advance with the dissertation in year four, *you should consult the DGS sooner rather than later*. Whether the source of the block is

advisory, structural, intellectual, or personal, the DGS will work with you to attempt to resolve it. It is crucial to your progress in the program that you seek this assistance if needed. The DGS will keep all communications confidential with the exception, if relevant, of mandatory reporting to TGS as required to maintain Northwestern University's compliance with Title IX.

3.4.4. Departmental and TGS Travel/Research Support

Ph.D. students may apply for a total of four (4) conference travel grants, each totaling up to \$1,000. The first two are largely funded by TGS (\$800 contribution from TGS, \$200 from English). After these two TGS conference grants are used, students are eligible for their third and fourth conference grants, which are funded by the Department of English. Students must be currently enrolled in the Ph.D. program and currently receiving University funding to be eligible for conference grant support. The Department cannot provide conference travel funds to recent Ph.D.'s or students past the period of University funding.

TGS will not fund conference travel prior to three completed quarters of graduate work at Northwestern. Only in cases of extreme professional urgency will the Department support conference travel in the first year, in which case the funds proceed from one of the student's two departmentally sourced grants.

To be eligible for conference travel funding, you must be a "principal presenter" at the conference, listed in the program as presenter of your own work on a panel or roundtable. Co-authored and co-presented work is acceptable. Conference attendance without any presentation of academic work is not eligible for funding. You are strongly discouraged from conference participation in Spring Quarter, year two. It is recommended that you conserve most of your allocated conference travel until you have started your dissertation work. Circulating dissertation work in progress may help generate interest in you and your project before you enter the job market.

Conference travel grants must be approved by the DGS to ensure that the planned travel does not conflict with Graduate Assistantship responsibilities, which always take priority. You must consult with a field advisor, if you are in year two, or your written qualifying exam or dissertation committee director before you apply. Upon approval by your field advisor or director, you must submit a Conference Travel Request Form for the DGS's approval and signature. Faculty endorsement of travel requests signals professional confirmation of the legitimacy of the conference and the merit of the commitment of student time. Faculty are expected to weigh this endorsement seriously; approval is not assured.

3.5. The Fifth Year of the Doctoral Program

Year five in the Ph.D. program comes with significant decisions and developments. As soon as the previous spring, you should consider whether you are ready to apply for academic jobs in early Fall Quarter, the application stage of the annual academic job market cycle. This is a decision best adjudicated with your director, although the ultimate choice depends on your own commitments and circumstances. In addition, you are expected by TGS and the Department to apply by early Fall Quarter of year five (deadlines vary) for internal and external fellowship funding.

During year five, the department provides you with fellowship support, which relieves you of teaching or Graduate Assistant responsibilities. You are expected to make significant headway on your dissertation during this time. While rates of completion vary, and there are multiple sources of funding for year six, you should aim to embark on the third chapter of your dissertation by the start of year five.

3.6. The Sixth Year of the Doctoral Program

While not formally guaranteed, sixth-year funding has historically been provided to all students in good standing in the Ph.D. program in English, in part because many sixth-year students succeed in securing extra-departmental funding. Be aware that University funding becomes significantly more difficult to procure in year seven and beyond due to TGS regulations restricting seventh-year funding. At the start of year five, *you and your director should devise a dissertation completion schedule that terminates at the end of year six*. While you may win a two-year fellowship award that covers years six and seven (see 4.3. Fellowships), you are advised to plan the trajectory of your dissertation research and writing so that you can enter the academic job market in early Fall Quarter of year six at the latest.

In the current professional environment, it is not guaranteed that you will get a job in your first try on the academic job market, especially if you are ABD at the time of your application. Keep in mind that you will compete with unemployed Ph.D.'s as well as assistant professors who wish to move laterally. However, you will be a stronger applicant if you have defended your dissertation before the start of Fall Quarter, year seven. For this reason, as well as for funding eligibility for positions like the Visiting Assistant Professorship in English, you should aim to defend by the end of year six unless you have received fellowship support through your seventh year.

3.6.1. Preparation of the Dissertation

Submission of your dissertation to TGS is performed electronically. Information on this process can be found in the Degree Requirements section of the Student Services page of the TGS website. You must consult the TGS website for the latest information on submission requirements and guidelines. You should, however, give hard copies of the dissertation to each

member of your committee. The department printer/ copier is available for your use in the distribution of dissertation copies.

In preparing your dissertation, the department and TGS require you to follow the latest edition of an approved model of scholarly citation, preferably *The Chicago Manual of Style* or *The MLA Handbook for Writers of Research Papers*. TGS has further formatting requirements, which can be found on its website. Your director will review your dissertation for scholarly accuracy. It is to your advantage to choose an approved format for footnotes and bibliography early on and to follow it meticulously throughout the stages of preparing your dissertation.

3.6.2. Dissertation Defense and Assessment

Your last examination as a degree candidate will be the oral defense of your dissertation. After this examination, your committee will comment on your doctoral thesis, assessing in reasonable detail its strengths and weaknesses, making recommendations concerning possible publication, and, of most immediate concern, recommending whatever final editing needs to be done prior to submission of the dissertation to TGS.

In either case, submission of the fully edited dissertation to TGS is the final requirement that must be fulfilled before you are eligible to graduate. Though specific dates will vary from year to year, you should be prepared to submit the finalized dissertation to TGS at least six weeks prior to your graduation date. Spring graduation, including the Hooding Ceremony, takes place in mid-June, while Fall Quarter degrees are awarded at the end of December. Students earning a Fall Quarter degree may participate in the Hooding Ceremony the following spring.

3.6.3. Time Limits

Beyond the optimal timeframe of six or seven years to the Ph.D., TGS defines the following outer limit (updated September 2016 from its website): "The Graduate School Policy states that all requirements for the doctoral degree must be met within nine years of initial registration in a doctoral program, which falls on the last day of the 36th quarter. For students on an approved leave of absence or approved childbirth accommodations, milestones will be extended accordingly." In the absence of approved leaves or accommodations, TGS firmly administers this cutoff. Be assured that last-minute extensions are extremely difficult to procure.

As an absolute outer limit in the absence of an approved leave, you have until the end of your ninth Summer Quarter (mid-September) to file your completed, defended, approved and edited dissertation. *If you enter your eighth year in the doctoral program without having earned the Ph.D.*, you are required to consult with your director and the DGS so that you and your committee can work to ensure a defense date well in advance of TGS's terminal limit.]

3.7. Comparative Literary Studies /English Ph.D. Requirements

Ph.D. students in the Comparative Literary Studies Program (CLS) whose home department is English must meet the following requirements:

- CLS/ English Ph.D. students must take six (6) graduate seminars in English, which may include Independent Studies. Courses must carry an English course number or be taught by English department faculty or English-affiliated faculty. All Independent Study requests must be approved in advance by the English DGS (see “English 499,” Section 1.1., above). Exceptions may be granted in advance by the English DGS in consultation with the DGS of CLS.
- CLS/ English Ph.D. students do not undergo the first-year review or the second-year oral qualifying exam (QE1) in English.
- For the written qualifying exam and dissertation committees, at least one committee member must be English or English-affiliated faculty. Exceptions may be granted in advance by the English DGS in consultation with the DGS of CLS.
- CLS/ English students submit written exam reading lists and take the written qualifying exam on the same schedule as English graduate students (for further details about committee formation, reading lists, and the exam, see above, 3.3.2.):
 - The written exam reading list will be approved by the written qualifying exam committee and submitted to the English DGS for review one week before the start of Fall Quarter of the third year;
 - The written exam will be administered at the start of Thanksgiving Break in Fall Quarter.
Any revision to the English Department written qualifying exam schedule applies to CLS/ English Ph.D. students as well.

Upon successful completion of the written qualifying exam, CLS/ English Ph.D. students are subject to no further requirements in English, with the exception of the requirement that one dissertation committee member belong to the English or English-affiliated faculty. All subsequent requirements through the award of the Ph.D. are administered by the Comparative Literary Studies Program.

4. FUNDING & ASSISTANTSHIPS

4.1. Funding in Year Two, Three, Four, and Five

University Fellowships and Graduate Assistantships are provided to students in the doctoral program. The Department provides support through the fifth year for all Ph.D. students who have been continued into the second year and who remain in good standing in subsequent years. Additionally, funding is provided for first four summers, under the same restrictions listed above. Note that one quarter of summer funding is used early if the student elects to enroll in a language intensive class during Summer Quarter before year one. By accepting graduate funding, students have contractually agreed not to undertake significant external remunerative work without TGS approval. Please see the TGS website for details of this policy.

Funding between years two and four takes the form of Graduate Assistantships, which may include up to one quarter per academic year of fellowship. The Department makes every effort to provide you fellowship funding in Spring Quarter of year two, with the purpose of providing you additional time for Oral Qualifying Exam preparation. As in year one, all three quarters of year five are covered by a University Fellowship. You are relieved of departmental responsibilities in year five with the end of enabling significant progress on the dissertation.

Departmental recommendation of continuation into year two is prerequisite to the award of Graduate Assistantships and all other forms of fellowship that involve Northwestern University funds. In addition, TGS requires that you be in good academic standing to be a Graduate Assistant. Good academic standing requires at least a B average and no more than one incomplete grade.

Other circumstances that may jeopardize or otherwise negatively impact university funding include:

- Failing to make up incompletes by no later than two weeks before the beginning of the Fall Quarter;
- Not achieving candidacy before the beginning of the fourth year due to outstanding incompletes, an outstanding Language Requirement, or an unapproved dissertation prospectus.

4.2. Support Beyond Year Five

Because TGS considers “graduate funding to be a collaborative effort between students and Northwestern University” (TGS website), TGS strongly recommends that you begin to apply for external fellowship in year four. You are expected to apply for external fellowship awards in year five and beyond. With the obvious benefits of time free from teaching duties and the visibility of an external or internal on your CV, if you receive fellowship support during year five (fellowships for which you will have applied in year four), you will also receive up to three quarters of extra fellowship support and \$500 extra stipend support per month from TGS in addition to your original funding

package. The TGS supplemental award allows you to “bank” additional quarters of funding that extend into or through Spring Quarter, year six. TGS policy (as of September 2016) stipulates that the supplemental funding will “apply to those awards that provide student comparable stipend support. Therefore, awards . . . which provide only research and travel support [with no stipend], are not eligible for the support listed below.

1. A 1:1 match up to an additional three quarters of support to be used in the summer of the 5th year through the spring of the 6th year of support for graduate students who are awarded and accept an external competitive award within their first five years of study; and
2. A stipend supplement of \$500 per month for the duration of the external award to students through their fifth year.
3. A stipend top-up to the TGS base stipend if the external award stipend is lower to students through their sixth year.”

Note that TGS offers the one-to-one match-up of one to three extra quarters in addition to your original funding package *only if those extra quarters are used by the end of Spring Quarter, year six* (which means that the funding was applied for in years four or five). Note also that TGS extends the \$500 monthly stipend supplement *only if the award is used in Fall, Winter, or Spring of year five* (which means that the funding was applied for in year four). To take advantage of this benefit, you must apply for fellowships in years four and/ or five (in year five, the benefit accrues only in the event of a short-term award, so that the banked supplemental quarter could be used before summer of year six). Consult “TGS External Award Policy” on the TGS website to stay abreast of current provisions. TGS policy is subject to change.

You should consult your director, the DGS, the GPA, and the Northwestern Office of Fellowships to identify short- and long-term external funding opportunities specific your field, topic, and/ or methodology. Be aware that a significant number of year-long fellowships, like the Mellon/ ACLS Dissertation Completion Fellowship and the Charlotte W. Newcombe Doctoral Dissertation Fellowship, are designated dissertation completion fellowships, which means that you, your director, and the DGS must attest that you will be ready to defend the dissertation by August 31 of the fellowship period. You are contractually bound to abide by this deadline under threat of reimbursement of the award. Some ABD fellowship awards, such as The Princeton Society of Fellows, require that the dissertation be defended and filed by June 15 of the fellowship period. *You should investigate application criteria well in advance of year five so that you can coordinate your projected fellowship application and dissertation completion schedule.*

University funding in year seven is difficult to procure due to TGS restrictions on support after year six. Positions have historically been available in the Office of Fellowships, Chicago Field Studies, and at Northwestern University Press, which offer full graduate funding (including tuition, stipend, and benefits). Outside Northwestern, the Chicago Humanities Festival has recently employed seventh-year doctoral students.

4.3. Major Internal Fellowships

Please note that TGS fellowships application criteria reflect TGS’s vision of the optimum time to degree. *Year five is the last year that you are eligible to apply for fellowship funding provided in full or in part by TGS.* That is, year six is the final year in which you are eligible to receive TGS fellowship award support.

- TGS’s Presidential Fellowship is a university-wide award which provides two years of funding. The most prestigious graduate award at Northwestern, the Presidential Fellowship *accepts applications from Ph.D. students in years four and five. You must make sufficient progress on the dissertation to be a competitive candidate by year four or five.* The Department of English is allowed one departmental nominee for the Presidential Fellowship per year. In early Fall Quarter of year four or five, you must submit a writing sample and supporting materials to the GPC, which will select the Department’s nominee. Be sure to inform your director in advance so that she can confirm her support of your application; the Department will solicit applications in late summer. Note that TGS prohibits the submission of dissertation chapters as samples of applicants’ writing. However, you may submit a talk or article related to your dissertation as your writing sample. See the TGS website for up-to-date information and application requirements.
- The Alice Berline Kaplan Institute for the Humanities, in partnership with TGS, offers Franke Graduate Fellowships to “*fourth and fifth year doctoral students* pursuing an independent humanities research project in any Northwestern school or program” (emphasis added). The Franke Graduate Fellowship provides two fellowship quarters and \$2,000 in research funds; in Spring Quarter, Franke Fellows design and teach a course in their home department or program. Franke Graduate Fellowship awards are eligible for TGS matching support, which can be “banked” for use through Spring Quarter of year six. See the Humanities Institute website for up-to-date information and application requirements.
- The Gender & Sexuality Studies Program offers three competitively awarded quarters of funding, typically comprised of two Teaching Assistantships for large introductory lecture classes in GSS plus one quarter of teaching a 300-level seminar on a gender- or sexuality-related topic of the recipient’s own design. GSS fellowship applications are usually due in late March or early April of the preceding year. Only fourth- and fifth-year doctoral students may apply; occasional exceptions may be made for third-year students. GSS fellowship awards are eligible for TGS matching support, which can be “banked” for use through Spring Quarter of year six. Consult GSS for further details.
- The Sexualities Project at Northwestern (SPAN) offers dissertation fellowships to Northwestern graduate students

working on topics related to sexual orientation and sexuality, with special attention given to projects engaging “sexual orientation and health in social context.” SPAN dissertation fellowships provide three quarters of funding (with stipend, tuition, and benefits); SPAN summer grants are also available. SPAN fellowship awards are eligible for TGS matching support, which can be “banked” for use through Spring Quarter of year six. The deadline falls in early May of the preceding year. Consult the SPAN website for more details.

- You should verify whether other departments and programs, such as the Latino/a Studies Program, competitively award Graduate Assistantships and/or dissertation fellowship support.

4.4. Extra-Departmental Northwestern Travel/ Research Support

Northwestern University’s Roberta Buffett Institute for Global Studies supports graduate work in globalization studies, research in the Middle East, and travel related to international and comparative studies. The Program in African Studies (PAS) offers Hans E. Panofsky Pre-Dissertation Awards, Morris Goodman Awards to support language study, Foreign Language and Area Studies awards, PAS Travel Awards, and other grants. TGS also offers a range of competitive short-term graduate grants, including Summer Language Grants and Graduate Research Grants (a one-time award of up to \$3,000). You are encouraged to consult the websites of relevant institutes, programs, and departments, as well as TGS and the Office of Fellowships for further information about short-term grant opportunities at Northwestern.

4.5. Good Standing Notifications

As noted above, Graduate Assistantships and other fellowship commitments by WCAS and TGS require that you remain in good standing as a full-time student.

The English Department is required to notify each student active in the program before the nine-year dissertation deadline of her standing at the end of every academic year. Letters indicating the passage of the first-year review (at the end of year one), the oral qualifying exam (at the end of year two), and the prospectus (at the end of year three) are considered indicators of good standing. If a student’s standing is in question, the committee director and DGS will, in consultation with the student, devise a schedule to restore her good standing in the Department. The student will receive a letter outlining these conditions, with which she must affirm her agreement. In early Fall Quarter of years eight and nine, students must consult with their directors and the DGS to determine whether a defense is feasible and, if so, to devise a schedule for completion.

5. OTHER MATTERS

5.1. Department Organization

The Graduate Program of the Department of English operates under the authority and rules of TGS. Responsibility for curricular matters, admissions, fellowships, and other academic and financial matters rests with the graduate faculty of the Department, but much of the programmatic business is delegated to the DGS and GPC. The DGS is the executive officer of the Graduate Program.

5.2. English Graduate Student Organization

The English Graduate Student Organization (EGSO) is headed by two co-chairs, who are elected for one-year terms, as well as two elected representatives of students in coursework and in candidacy, respectively. As the graduate body that organizes and advocates for the social, intellectual, and professional well-being of the Ph.D. and M.A. cohort, EGSO offers mentoring to graduate students in their first year and in coursework; assists in recruiting prospective entrants to the Ph.D. program during their campus visit; helps assess job candidates in the Department of English; organizes graduate student colloquia and the faculty-graduate Salon reading group; and convenes less formal opportunities for collegiality and community. Most critically, EGSO brings the graduate community’s needs and concerns to the attention of the Chair and DGS. The Department offers funds to support EGSO programming.

5.3. Placement Services

The Department of English provides all possible assistance to Ph.D. candidates and recent Ph.D.’s who enter the annual academic job market. Every academic year, a designated member of the English Department faculty serves as Director of Placement to schedule feedback, support, and targeted advice for the duration of the application, interview, and negotiation process. If you wish to explore career opportunities in alternative academic employment, public humanities, secondary education, or other venues off the academic tenure track, the Director of Placement is able to direct you to resources that will assist you in your search. Please consult the Job Market Handbook for more information on all aspects of the process and departmental support.

The annual job market begins roughly in July, when you prepare application materials for feedback and multiple cycles of revision. In August, you secure letters from your committee and set up an electronic dossier with Interfolio. In August and early September, you meet with your director and the Director of Placement to review your letter of application, your abstract, your CV, your writing sample, and your teaching statement. Sample syllabi, reflecting courses you have taught as well as courses you would like to teach in your field, are also recommended. In September and October, depending on

the deadlines announced in the Job Information List (released by the Modern Language Association in early September), you submit individualized application letters and materials. In October and November, you transmit further letters of reference and/ or writing samples upon search committee request; you may also be invited to participate in Skype interviews at this time and beyond. In December and early January, you hear from search committees who wish to schedule an in-person interview at the Modern Language Association convention in early January. After your interviews at the MLA convention, you are contacted by search committees who wish to schedule an on-campus visit, at which point you must prepare a job talk and/ or prepare to teach a class in front of the search committee and host faculty. After the campus visit, you must prepare to negotiate the most advantageous terms should you receive an offer of academic employment.

The demands of the job market are grueling and can distract from the work of completing the dissertation. If you are ABD, you and your advisors should carefully weigh the potential benefits and costs. While it is a tremendous advantage to secure employment in today's market, you should be aware that a "restricted search" will demand just as much time as a full-scale search. Fellowship applications, which you should undertake in Fall Quarter of year five, also require a significant investment of time in a divergent set of application materials.

The English Department's Director of Placement is available to assist students in English, English/CLS, and affiliated programs such as the Interdisciplinary Ph.D. in Theatre and Drama. The Director of Placement arranges a collaborative student-faculty workshop in early Fall Quarter to review application materials; organizes mock MLA interviews in advance of the convention to provide practice and feedback; and sets up mock job talks in early Winter Quarter for those invited on campus visits. In addition, the Director of Placement works individually with each job applicant over the course of the application, from Spring of the prior year (when students typically ponder the pros and cons of entering the market) through the job offer negotiation process and beyond. With the Director of Placement, your advisors and the entire Department of English are strongly committed to your success on the academic job market. Do not hesitate to consult your advisors, the Director of Placement, the DGS, and other faculty for assistance throughout this process.