

**2023-2024 GRADUATE CATALOG DESCRIPTION OF AND RECOMMENDED
TIMELINE FOR THE M.A. PROGRAM IN ENGLISH (Revised September 2023)**

2023-2024 Graduate Catalog Description of English M.A. Program

1. Each candidate must complete a total of 30 credit hours.
2. Each candidate must take:
 - a. ENGL 5203/Introduction to Graduate Studies, one course emphasizing theory, and two courses at the seminar (6000) level
 - b. ENGL 5213/Portfolio Workshop (and successfully present a portfolio for the final project) or six thesis hours (and successfully defend a thesis for the final project)
 - i. The candidate's portfolio or thesis, which will be used to fulfill the comprehensive exam requirement for the degree, is evaluated by faculty committee and scored Pass/Fail.
3. Each candidate must also select either the Generalist Concentration or the Specialist Concentration and take the following courses:

Generalist Concentration (Portfolio Track)

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

Generalist Concentration (Thesis Track)

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

Specialist Concentration (Portfolio Track)

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

Specialist Concentration (Thesis Track)

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

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

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

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

Recommended Timeline

After meeting with the Director of Graduate Studies (DGS) and the Assistant DGS during the week of TA Orientation in August, you will meet with the Assistant DGS in October to discuss your course schedule for the spring semester. You must continue to meet with the Assistant DGS every subsequent semester of your program to receive further advising and to make sure that the paperwork documenting your completion of program requirements is up to date. Otherwise, when you apply to graduate, the DGS may not be able to sign off on the Graduate School forms that ask whether you have completed all of your requirements.

To monitor progress being made in the degree program, the Graduate School collects an Annual Academic Review form for each M.A. student. This form is submitted to the Graduate School each June, and the student is e-mailed a copy of their form at that time. An M.A. student may be marked as making unsatisfactory progress for the following reasons:

- GPA below 3.33
- out-of-date course work (i.e., the student is past their time to degree of six years)
- an "I" (incomplete) in a course

Making unsatisfactory progress will not automatically result in the student's being dismissed from the program, but the student will need to contact the DGS or Assistant DGS as soon as possible to resolve the issue and resume satisfactory progress in the program.

I. First Year

A. *Fall Semester*

Take ENGL 5203/Introduction to Graduate Studies. In addition, if you are a new teaching assistant, you will have to **enroll in English 5003/Composition Pedagogy**, which will count as one of your elective courses. As a new M.A. student, you should take at least six hours but no more than nine hours the first semester of your program. Students who wish to take courses in addition to any required courses (like ENGL 5203) should consult with the DGS first. Note: Six is the number of hours typically recommended for one's first fall semester schedule. Exceptions to this are rare.

B. *January Intersession / Spring Semester*

1. When you attend your fall advising appointment (in October), **inform the Assistant DGS whether you wish to pursue the Generalist Concentration or the Specialist Concentration** so that you can begin focusing upon the course work you will need to take to complete that concentration by the spring semester of your second year. Remember that if you choose the Specialist Concentration, you will also need to choose one of seven areas in which to specialize: Cultural Studies; Environmental Literature, Writing, and Culture; Ethnic and Regional Literatures; Gender and Sexuality; Medieval Literature; Religion and Literature; or Rhetoric, Composition, and Literacy.

2. During spring semester (and also perhaps during the January intersession), **take 3 courses that fulfill requirements of your chosen concentration** (Generalist or Specialist). It is recommended that you fulfill at least one of your two seminar requirements. (In the course descriptions, seminars have course numbers at the 6000 level. The seminar requirements, like the theory requirement, can overlap with your distribution requirements and elective course requirements.)
3. In order to have **5 courses (15 hours)** of your M.A. program completed by the end of the spring semester of your first year, you may need to 1) enroll in three courses during the regular spring semester or 2) enroll in one January Intersession course and two courses during the regular spring semester. We recommend students consider enrolling in a January Intersession course, though this will mean that they will have to prepare for spring teaching before the end of December.
4. **Foreign Language Requirement:** For your English M.A. program, you will need to demonstrate a reading knowledge of a language other than English that is relevant to your area of study. Ancient Greek, Arabic, Chinese, French, German, Italian, Japanese, Latin, Russian, and Spanish are normally acceptable choices to meet the **Foreign Language Requirement**, although other languages may be used with the approval of the DGS.

Reading knowledge may be demonstrated in one of the following ways, two of which do not entail course work:

- a. Pass a reading proficiency course taught by the Department of World Languages, Literatures and Cultures and designed to fulfill the graduate-level **Foreign Language Requirement**. You may also fulfill the **Foreign Language Requirement** by enrolling in one or two of Dr. Josh Smith's language courses, like Old High German, Old French, Medieval Latin, Middle Welsh, the 2-course sequence of Old English (both courses must be taken to fulfill the requirement)—but not Middle English or Intro to Germanic Languages. (Dr. Smith's language courses can also fulfill a Medieval distribution course requirement or an elective course requirement for a student's English M.A. program.)
- b. Pass an individual exam administered by a faculty member from the Department of World Languages, Literatures and Cultures (or another department on campus approved by the DGS) who is qualified to evaluate reading proficiency in the language you have chosen.
- c. Pass with a "B" or better an upper-level undergraduate course offered by the World Languages, Literatures and Cultures Department (or a similar department at another college or university) and taught in the language you have chosen. Note: If the course was taken before the student started the M.A. program, it needs to have been completed within the two years preceding the student's starting the M.A. program.
- d. Present official documentation showing that the language you have chosen is your native language and that you are already fluent in it.

5. By the end of spring semester, **choose between the thesis option and the portfolio option** for the final project of your M.A. program. (The DGS and Assistant DGS will meet with all first-year M.A. students in the first part of the semester to go over the main differences between the two options.) If you decide to pursue the thesis option, you should ask a faculty member to be your Committee Chair at this time. By doing so, you will be able to correspond with this individual over the summer regarding your thesis research, your working bibliography, and your **Thesis Prospectus**. (For explanation of this document, see section II. A. 1., below.)

C. *May Intersession / Summer Semester*

1. If possible, **take 1-2 courses that fulfill program requirements**, but note that few English graduate students who have teaching assistantships during fall and spring semesters are awarded assistantships over the summer because of the limited number of assistantships that are available then. Your summer course work can fulfill a distribution requirement or an elective course requirement.
2. Again, since few teaching assistantships are awarded during the summer, you may choose not to enroll for credit hours during the summer. If you do not take classes over the summer, it is recommended that you use the summer to prepare for wrapping up your M.A. program by spring semester of your second year. If you plan to write and defend a thesis for your degree program's final project, you can use the summer after your first year to begin communicating with your Committee Chair, researching your thesis topic, and building a working bibliography so you are able to complete your **Thesis Prospectus** by the fall semester of your second year.

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

Summer is also a good time to attend professionalization events (like conferences), pursue paid or voluntary internship opportunities either on or off campus, and prepare doctoral program application materials if you are considering going on for a Ph.D.

II. Second Year

A. *August Intersession / Fall Semester*

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

Whether a student intends to pursue the thesis option or the portfolio option as the final project to conclude the M.A. program, he or she is encouraged to complete a graduate internship for credit by registering to take **ENGL 5193: Graduate Internship in English** any semester beyond their first one. To pursue an internship, the student must (by no later

than the middle of the semester before the semester they plan to intern) arrange for the internship with either an on-campus office/department or a local business, non-profit organization, school, etc. The student may wish to collaborate with the DGS or Assistant DGS to set up the internship, and the DGS will have to approve the internship before requesting that the main department office register the student for **ENGL 5193**.

For Those Students Pursuing the Thesis Option

Those students pursuing the thesis option need to complete **6 thesis hours** for their M.A. program. They can take 3 thesis hours in fall semester (second year) and 3 thesis hours in spring semester (second year), or they can complete all 6 thesis hours in spring semester (second year).

As mentioned previously, during the spring semester of your first year, you should discuss your thesis topic with the faculty member you wish to act as your Committee Chair to discern if he or she is willing to serve in that role. Early in the fall semester of your second year, you should likewise ask two departmental faculty members to serve as the other members of your Committee. This committee will be responsible for reviewing and approving your **Thesis Prospectus**. Approval of this document by your committee will indicate your officially being allowed to begin writing your thesis.

It is recommended that you follow the steps below to complete your **Thesis Prospectus** and submit your **Master's Committee Form** to the DGS before you finish the fall semester of your second year in the M.A. program:

1. Consult with the faculty member who has agreed to act as your Advisory Committee Chair to determine the specific format and to discuss the preferred content for the **Thesis Prospectus**. Write your **Thesis Prospectus** according to the specifications offered by your Committee Chair and outlined in the document "Guidelines for M.A. Thesis and Ph.D. Dissertation Prospectuses" (<http://fulbright.uark.edu/departments/english/resources/graduate/ma-phd-english/guidelines-ma-thesis-phd-dissertation-prospectuses.pdf>). You can also contact Dr. Sparks (lxp04@uark.edu) if you would like to see some examples of past prospectuses.

Note: If your research will include human subjects (which is sometimes the case for M.A. students specializing in Rhetoric, Composition, and Literacy), be sure to ask your Committee Chair about how to submit a protocol to the university's Institutional Review Board.

2. When your Committee Chair feels that you are ready to do so (preferably before the end of the fall semester of your second year), present your **Thesis Prospectus** to your other two Committee members for their input.
3. Go to <http://graduate-and-international.uark.edu/resources/forms/masters-committee.pdf> and print the **Master's Committee Form** after all three of your Committee members have approved your **Thesis Prospectus**. Fill in the top portion of the form, add your signature, print the names of your committee members (listing your chair's name first), and collect the requisite signatures from them before you

submit the form and a copy of your **Thesis Prospectus** to the DGS's office. If the same faculty members will be serving on both your Advisory Committee and your Thesis Committee (which is typical), check the third box at the top of the form. When the DGS receives your approved **Thesis Prospectus**, they will place that document in your departmental student file folder. In addition, when the DGS receives your **Master's Committee Form**, they will forward the original version of that form to the Graduate School, and a copy will go in your departmental student file folder.

B. *January Intersession / Spring Semester*

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

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

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

For Those Students Pursuing the Portfolio Option

1. **Complete your final distribution and/or elective course requirements.**
2. **Take ENGL 5213: Portfolio Workshop.** By the end of the course, you will have put together a portfolio of a number of diverse professional documents under the supervision of the professor leading the workshop and after receiving feedback from other members of the class. Then, you will present your portfolio to an Advisory Committee to be evaluated on a Pass/Fail basis. Your portfolio will count as your final project for the English M.A. program.

3. **Apply to graduate** through the Registrar's Office by accessing your UAConnect account, clicking first on the "My Academics" link (within the "Academics" section of the page) and then on "Apply for graduation." Follow the directions given. You must apply to graduate by the deadline listed on the Graduate School's Graduation Checklist: July 1 for an August diploma, October 1 for a December diploma, March 1 for a May diploma. (Because of the possibility of one or more of the above dates changing, always confirm a particular semester's deadline to apply to graduate by going to <http://graduate-and-international.uark.edu/graduate/current-students/commencement-graduation.php>.)
4. Go to <http://graduate-and-international.uark.edu/resources/forms/masters-committee.pdf> and print the **Master's Committee Form**. Fill in the top portion of the form, add your signature, check the "Advisory Committee" box *only*, and give the form, before March 1st, to the professor who teaches your **ENGL 5213: Portfolio Workshop** course.

For Those Students Pursuing the Thesis Option

1. If your **Thesis Prospectus** has been approved and you have completed all required course work, **enroll in 6 thesis hours** with your committee director. However, if you have not yet completed your required course work, register for those courses that will fulfill your remaining requirements. If you have completed your course work but not yet received approval for your **Thesis Prospectus**, consult with your committee chair immediately about finishing that and getting it approved by your committee.
2. If the same faculty members will be serving on your Thesis Committee as on your Advisory Committee, you will not have to submit a second committee form to the Graduate School.
3. If you know the title of your thesis, go to <https://graduate-and-international.uark.edu/resources/forms/td-title.pdf> and print the **Thesis Title Form**. Before giving the form to the DGS, fill in the top portion, get the signature of your Committee Chair, and, if applicable, check the IRB box for human subjects. The DGS will forward the original version of that form to the Graduate School and put a copy in your departmental student file folder. If you do not decide on your thesis title until later in the semester, still try to submit this form at least a month in advance of your thesis defense in order to help the Graduate School staff with processing the vast amount of paperwork they have to collect.
4. Begin working on your thesis, if you have not already started in fall semester, using the first half of spring semester to complete a draft of most, if not all, of that document. Although your Advisory/Thesis Committee Chair will normally read full chapters (not sketches or disconnected paragraphs) as you produce them, the other two members of your committee may well wait and read the whole thesis after your chair has approved it tentatively and after you've appended your bibliography. Second and third readers may make only a few written comments on the pre-defense thesis draft, saving most of their comments for the thesis defense; **however, some second and third readers will want to provide a larger quantity of written**

- feedback before the defense.** Ask your chair and your committee members what they prefer and confirm by no later than the start of spring semester what you should expect in terms of each committee member's level of written feedback so that the timeline you plan for completing and defending your thesis is accurate.
5. When your Thesis Committee Chair feels you are ready, schedule your 1-hour thesis defense with the full committee. Reserve a room for the defense (typically, an office or conference room in Kimpel Hall).
 6. Go to <https://graduate-and-international.uark.edu/resources/forms/thesis-dissertation-guide.pdf> and print the **Guide to Preparing Theses and Dissertations**. This document will provide you with information about formatting your thesis according to the Graduate School's guidelines and submitting all final Graduate School forms required for graduation.
 7. **Apply to graduate** through the Registrar's Office by accessing your UAConnect account, clicking first on "My Academics" (within the "Academics" section of the page) and then on "Apply for graduation." Follow the directions given. You must apply to graduate by the deadline listed on the Graduate School's Graduation Checklist: July 1 for an August diploma, October 1 for a December diploma, March 1 for a May diploma. (Because of the possibility of one or more of the above dates changing, always confirm a particular semester's deadline to apply to graduate by going to <http://graduate-and-international.uark.edu/graduate/current-students/commencement-graduation.php>.)
 8. Submit a complete draft of your thesis to your Committee Chair, preferably **2 months** before your defense date. Make any revisions requested by your Committee Chair, and then, **no later than 3 weeks before your scheduled defense**, submit complete copies of your revised draft to your two other Committee members for their feedback and approval.
 9. **AT LEAST 2 WEEKS BEFORE THE GRADUATE SCHOOL'S FINAL SUBMISSION DEADLINE**, submit a preliminary copy of your thesis to the Graduate School for a **Pre-Check** of your formatting. (To determine the submission deadline, check the semester's Graduation Checklist, accessible at <http://graduate-and-international.uark.edu/graduate/current-students/commencement-graduation.php>.) Further instructions for completing the **Pre-Check** process can be found on p. 4 of the **Guide to Preparing Theses and Dissertations** (<https://graduate-and-international.uark.edu/resources/forms/thesis-dissertation-guide.pdf>).
 10. **AT LEAST 2 WEEKS BEFORE THE GRADUATE SCHOOL'S FINAL SUBMISSION DEADLINE**, defend your thesis. Take a copy of your **Record of Progress Form**, located at <http://graduate-and-international.uark.edu/resources/forms/progress-record-masters.pdf>, to your thesis defense. After successfully defending your thesis and obtaining the requisite signatures on your **Record of Progress Form**, take it to the DGS. If all requirements for the degree have been completed, the DGS will sign your **Record of Progress**

Form on behalf of the department chair and forward it to the Graduate School. A copy will be added to your departmental student file folder.

Note: Do not have the Department Chair sign your **Record of Progress**, and do not deliver your **Record of Progress** directly to the Graduate School yourself. The DGS needs to do this for you.

11. BY THE GRADUATE SCHOOL'S FINAL SUBMISSION DEADLINE, hand-deliver to the Graduate School your complete **Thesis Submission Packet**, made up of the following materials:

- **Pre-Check Form Stamped "Approved" (by the Graduate School)**
- **Thesis Title Page with Original Committee Signatures**
- **Thesis Submission Form:**

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

- **Intellectual Property Disclosure Form:**

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

Only after submitting the above packet of documents to the Graduate School will you be directed to submit an electronic version of your thesis to UMI ProQuest.

Carefully review the "ProQuest Submission Process" section on pp. 12-13 of the **Guide to Theses and Dissertations document (<https://graduate-and-international.uark.edu/resources/forms/thesis-dissertation-guide.pdf>) before you upload your document to ProQuest so that you are fully informed on issues of copyright, publication, embargoes, etc.**