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## INTRODUCTION

Welcome to graduate study in the Department of Literature at UC Santa Cruz. We hope that you will find this guide useful as you navigate the university bureaucracy and work to fulfill our program's requirements.

This handbook is intended as a supplement to other informational materials, such as the Division of Graduate Studies Student Handbook (see website below), the UC Santa Cruz Rule Book, the General Catalog, the TA Handbook and TA Training Reader. It is important that you consult your faculty advisor, the Graduate Program Director, or the department's Graduate Advisor whenever you have questions. Please read your handbook and keep it readily accessible. This document is designed to answer your questions and to save you time.

### Important Websites

You are invited to visit the following websites:

Department of Literature	<a href="http://literature.ucsc.edu">http://literature.ucsc.edu</a>
Graduate Division	<a href="http://www.graddiv.ucsc.edu/">www.graddiv.ucsc.edu/</a> (download forms here)
Graduate Handbook	<a href="http://graddiv.ucsc.edu/regulations/handbook.php">http://graddiv.ucsc.edu/regulations/handbook.php</a>
TA Handbook	<a href="http://graddiv.ucsc.edu/student_affairs/TAHandbook.pdf">http://graddiv.ucsc.edu/student_affairs/TAHandbook.pdf</a>
Schedule of Classes	<a href="https://pisa.ucsc.edu/prd/sr0060/">https://pisa.ucsc.edu/prd/sr0060/</a>
Student Portal	<a href="http://my.ucsc.edu/">http://my.ucsc.edu/</a>

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## Ph.D. PROGRAM

Normative time to degree in the Ph.D. program is seven years. Any absence from the program, including an approved Leave of Absence (LOA), is *not* subtracted from the normative time calculation. The minimum matriculation requirement is six terms, including three at Santa Cruz, and a minimum of one term between advancement to candidacy and the awarding of the Ph.D.

To maintain satisfactory academic progress and eligibility for fellowships and other benefits, students should:

- Complete required coursework in the first two to three years;
- Satisfy the department's second language requirement;
- Pass the qualifying exam (QE) during the third year or fall quarter of the fourth year;
- Complete a dissertation prospectus and advance-to-candidacy by the end of the fourth year;
- Complete the dissertation by the end of the seventh year;

### M.A. en route to Ph.D.

Requirements to receive a Master's Degree in Literature en route to the PhD:

- Complete the required coursework;
- Write a master's thesis under the supervision of a faculty advisor and two committee readers or successfully complete the Literature Ph.D. Qualifying Exam;
- File an "Application for Master's Degree" with Graduate Division by the end of the second week of the quarter in which the degree is to be awarded;
- Submit a copy of the signed title page of the thesis to the department's Graduate Coordinator in order to verify completion of requirements three weeks before the Graduate Division deadline.

## M.A. PROGRAM

The Master's Degree in Literature is intended primarily for students who plan to transfer to a Ph.D. program at another institution.

The M.A. is granted to students upon completion of (1) the equivalent of nine seminars of graduate level study in literature and (2) an exit requirement. Requirements for the M.A. degree typically cannot be completed in one year but must be completed by the end of the student's second year. Minimum residency requirement for the MA degree is three terms, two of them at Santa Cruz.

While the department does not normally provide any form of financial support to M.A. students, teaching assistant assignments may occasionally be available.

**Master's program students who wish to be eligible for teaching assistant assignments must enroll in the Pedagogy of Teaching course (LIT 201), which is offered every fall quarter.**

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## ESTABLISHING CALIFORNIA RESIDENCY

Students entering the program from out of state are advised to establish their California residency during their first year in order to avoid out-of-state tuition assessment in subsequent years in the program. To establish California residency, a minimum stay of 12 months in California is required.

Steps you should take during the first year:

- 1) Register to vote in California;
- 2) Open a bank account in California;
- 3) Obtain a California driver's license or identification card.

These measures help to constitute proof that is required for becoming a resident. They do not guarantee that a person *will* be classified as a resident: each case is reviewed individually. In spring quarter, students will need to complete a new Statement of Legal Residence (available at the Registrar's Office) and make an appointment with the Legal Residence Deputy at the Registrar's office to review the application for California resident status.

## ACADEMIC ADVISING

- Advisors

The Graduate Program Director assigns faculty advisors to students in their first year. Students may select a different faculty advisor at any time. If a student wishes to initiate a transfer, he or she should provide written notification to the original advisor, the new advisor, and the Graduate Coordinator.

During the coursework phase of the program, students should consult regularly with their faculty advisors in order to devise study plans and develop their areas of concentration. Concentrations may be defined as a period, a national literature, genre studies, cultural studies, gender studies, performance studies, history and literature, literature and social change, critical theory, world literature, etc. Students are also expected to define both a primary language literature (English/American, French, or Spanish/Latin American) and a secondary language literature (any of the above, or Chinese, German, Italian, Latin, or Greek). In choosing areas of concentration, students are strongly advised to consider the fields in which they ultimately want to teach and do research. In order to better understand the realities of the job market, they are also urged to consult recent MLA job lists. It is important to remember that the choice of a concentration is directly related to the ultimate choice of a professional specialty.

When preparing for the qualifying exam (QE), students generally select a faculty member in their primary area of concentration to chair their examination committee. The chair of the QE committee must be tenured and may also — but does not have to — chair the dissertation committee.

- Progress Reports

Each spring quarter, students and faculty advisors meet to review the student's academic progress and direction. To facilitate these meetings, the Graduate Program Committee (GPC) reviews the academic progress of all students and, in some cases, makes recommendations that are sent to faculty advisors. The Progress Report is signed by the faculty advisor and the student, then returned to the department. A copy is provided to each student.

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## Ph.D. COURSEWORK REQUIREMENTS

Before advancement to candidacy (ATC), a full-time course load is constituted by two or three courses at the graduate seminar level (200 course number series), or two courses and a teaching assignment. It is recommended that students without teaching assignments take three courses per quarter.

Required courses for the Ph.D. are:

- 1) Lit 200: The Proseminar
- 2) Lit 201: Pedagogy of Teaching
- 3) Graduate Summer Language Program
- 4) Twelve courses leading to the definition of an area of concentration
  - One course in Pre-1750 literature and culture (required)
  - Two Secondary Language Literatures (required.) Three are preferable.
  - Independent Studies courses (numbers 296 or 297)— up to three (optional)
  - Graduate Seminars offered by other Departments— up to four (optional)
- 5) Lit 291F: two-unit advising course each quarter until ATC

Three quarters of supervised teaching experience are also required.

## Ph.D. SECOND LANGUAGE REQUIREMENT

Ph.D. students are required to be able to read proficiently at least two languages that are integral to their intellectual work, one of which must be English. Ideally, they should have sufficient aural competence and speaking skills to be able to follow lectures and participate in seminars delivered in both languages. To help students achieve this goal, the department offers a minimum of two Graduate Summer Language Programs (GSLP) every year, as well as travel and study funds, for which students can apply. In addition, faculty will encourage and advise students to apply for extra-mural funding.

Admissions: Applicants should exhibit advanced proficiency in a language in addition to English, either through native fluency, extensive stay in a place where the student has primarily used the language, or by undergraduate course work at an advanced level.

Course Requirements: Ph.D. students are required to take A) the GSLP or equivalent and B) a minimum of two graduate courses in which the student reads 50% or more of the texts in a second language. These may be independent study or group-initiated seminars with 75% of the primary texts in the second language. Such independent studies should not replicate existing graduate courses and must be approved by the Graduate Program Director.

**Students are also encouraged to learn or to improve their proficiency in more than two languages. Students working in European pre- and early modern fields, for example, are strongly encouraged to learn Latin.**

Qualifying Examination: The QE topics and bibliography include texts in at least two languages. Students are expected to incorporate texts in two or more languages, studied in the original, into their

QE topics. Before the QE, the student will do a translation selected from the student's bibliography that will require no more than an hour to complete. A dictionary may be used.

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## **M.A. COURSEWORK REQUIREMENTS**

A full-time course load is two or three courses at the graduate seminar level (200 course number series). It is recommended that students without teaching assignments take three courses per quarter.

The course requirements are as follows:

- 1) Lit 200: The Proseminar
  - 2) Lit 291F: two-unit advising course each quarter
  - 3) Seven elective courses leading to the definition of an area of concentration:
    - One may be an independent studies course (Lit 296 or 297)
    - Up to two may be offerings of other departments
  - 4) Lit 299: Thesis Research – in conjunction with the writing of a Thesis
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### **The Proseminar**

This course is intended to introduce first-year students to trends and issues in literary theory and criticism (the particular focus determined by the faculty member offering the course.) It also provides guidance on revising papers for publication. Students are expected to attend and participate in every class meeting.

### **Pedagogy of Literature Workshop– Lit 201**

The Pedagogy of Literature workshop is required of all literature graduate students in their first year of teaching. The department's T.A. Trainer, an advanced graduate student with extensive teaching experience, conducts the training under the general supervision of the Graduate Director. The course meets once a week throughout fall quarter. The T.A. Trainer is also available during winter and spring quarters for any teaching problems or concerns that new students may encounter.

### **Graduate Summer Language Program**

The Graduate Summer Language Program (GSLP) is offered by the Literature Department each summer, with a rotating schedule of languages. It is to be taken by students either before they enter the program or during the summer between the first and second years and must be completed before the Qualifying Exam. The goal of the course is to help students achieve scholarly proficiency in studying non-English texts in the original language. Students are assumed to have some prior knowledge of the language. The courses meet for three weeks in late August/early September. (Precise dates and course offerings are announced during spring quarter.) The courses are free to all graduate students; they carry no academic credit and are not graded. The department records successful completion of the course. The course may be repeated.

### **Pre-1750**

Ph.D. students must enroll in a designated pre-1750 course as one of 12 required seminars. Students may, but need not, take this pre-1750 course in their area of concentration, and they may use it to satisfy one of the second language literature requirements.

### **Secondary Language Literatures**

Ph.D. students are required to take a minimum of two graduate seminars –three are preferred– in which some non-English texts are read in the original language. Students are expected to use their second language in their qualifying examinations and, if possible, in their dissertations. The graduate program

regularly offers courses in French and Spanish. Other languages may be taken in independent studies courses.

### **Independent Studies**

Independent Studies allow students to work closely with professors on individually defined topics, which are agreed upon by the student and the sponsor of the course. This agreement is formalized in the Independent Study Petition, which must be completed and submitted to the department office before an enrollment call number will be issued for the course.

The types of individual studies for graduate students are:

- 295 Directed Reading: Independent reading; no written work required. Normally reserved for students preparing for the Qualifying Exam. The sponsor is usually the Chair of the QE Committee. The Chair or another committee member may sponsor an additional Directed Reading during the QE quarter. To be taken after all course requirements are satisfied. **This type of I.S. does not fulfill a department course requirement but does award credit.**
- 296 Special Student Seminar: For three or more students doing the same independent study with the same professor.
- 297 **Independent Study:** Individual study with one professor: written work required.
- 299 Thesis Research: For M.A. Thesis writing or Ph.D. Dissertation research and writing only.

A completed Individual Study petition includes the instructor's signature, a description of the required work, and the selection of the rubric under which the student will enroll. An undergraduate course may be taken for graduate credit as an independent study, with all requirements described on the petition. Students should not enroll in the undergraduate course itself, only in the independent study. Once a completed form is submitted, the department issues a class number. The numbers may be emailed or placed in the student's mailbox.

Thesis Research (299) class numbers are issued with the generic LIT identifier. Class enrollment numbers associated with faculty who are dissertation Chairs and are emailed to all Ph.D. students after they are Advanced-to-Candidacy. **M.A. students need to present an Independent Study Petition to receive the appropriate class number.**

### **Lit 291F: Advising**

All students enroll in LIT 291F with an academic faculty advisor each quarter until they are advanced to candidacy. Course numbers affiliated with each faculty advisor are sent via email to students at the beginning of each quarter. Two credits are awarded.

### **Enrollment Procedures**

PLEASE NOTE: IT IS GENERALLY ADVISEABLE FOR STUDENTS NOT TO REQUEST LETTER GRADES. Enrolling in a course allows the instructor to enter a Satisfactory or Unsatisfactory grade and to provide a narrative evaluation of the student's work. At UCSC, enrollment is accomplished online through the student portal, which uses numerical codes, known as class numbers, to identify courses each quarter. Class numbers for individual studies are obtained from the department. In order to enroll, students must be registered (i.e., registration fees must be paid or deferred for payroll deduction.)

There are different periods during which students can enroll in courses (listed below). Students are responsible for meeting the deadlines on the Registrar's Academic and Administrative Calendar for enrolling. There is ample time for assuring correct enrollment.

**After the enrollment periods have expired in any quarter, enrollments for that quarter cannot be changed.** If the transcript does not reflect the student's coursework, problems will ensue at the end of the quarter. If students are enrolled in courses they are *not* taking, they will receive an F or U on their transcripts. If they are *not* enrolled in a course they *are* taking, that course will not appear on the transcript and cannot be counted towards the required coursework. The instructor will also not be able to enter an evaluation of the student's performance into his or her academic record. **Therefore, it is extremely important for students to verify they are enrolled correctly before the final deadlines pass each quarter.**

Priority/Open Enrollment: The enrollment period begins near the middle of the preceding quarter, and ends shortly before the quarter starts. Students must be enrolled in at least one course; if not, any fellowship or financial aid will be placed on hold.

Add/Drop/Swap: After instruction begins, students may enroll in a course the day after the first class meeting, and in individual studies at any time during this period, which usually lasts for a **week** after instruction begins. Graduate students **must** be enrolled in at least **one course for credit** (not just a TAship) during this period, or a \$50 late fee will be assessed.

Add by Petition: During this period courses may be added through the Office of the Registrar. A \$10 fee applies. First time enrollments are assessed a \$50 late fee.

**The Enrollment Help Line is 459-3939.**

### **Coursework Waiver Petition**

Students who have completed graduate coursework at other institutions may petition to have two courses applied to fulfill their degree requirements. Once approved by the advisor, this form, along with a syllabus for the relevant course, should be submitted to the Graduate Program Director.

Exemptions from the Proseminar (Lit 200) are granted only in exceptional circumstances. The instructor must recommend them by the second week of fall quarter of the student's first year, and the Graduate Director must then approve them. Exemption from the Proseminar will only be considered if a student has taken a similar course in a graduate program from which he or she is transferring. Before recommending such an exemption, the instructor will require a syllabus of the course the student wishes to substitute for Lit 200 and copies of the student's written work for that course.

Students must fulfill the second language literature course requirements through curricular offerings or independent studies.

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## **Ph.D. QUALIFYING EXAMINATION**

**To maintain satisfactory academic progress, students must complete course requirements, pass the qualifying examination, submit an approved dissertation prospectus to the department, and register their dissertation committee with Graduate Division by the end of their fourth year.**

Students should begin constituting their QE committee, in consultation with their academic advisor, in the second year of the program. The exam should be taken during the third year or during the fall quarter of the fourth year of graduate study. Students who enter the program with a Masters degree may take the exam as early as the end of the second year. Prior to taking the exam, any incomplete grade notations must be cleared from the student's record.

The qualifying exam, which includes a written and an oral component, has three purposes: to sum up and assess the preparatory phase of the student's training; to assess the student's preparation for future teaching fields; and to prepare the student to undertake a dissertation.

The exam is based on a comprehensive bibliography covering the student's field(s) of interest and on a set of topics (with bibliographies) that develop and define a particular approach to selected issues in the fields. Students should begin to compile the comprehensive bibliography and to compose exam topics as early as possible, preferably before the end of the second year. Sample topics and bibliographies are available in the Literature Department office and on the department's website.

## **QE Committee**

At least two quarters before the exam is to take place, students should approach potential committee members, selected in consultation with their advisors or committee chairs. Students should notify them of the approximate date of the exam (e.g. "the beginning of winter quarter," "the middle of spring quarter") and provide them with early drafts of the bibliography and topics so that their responses and suggestions may be incorporated into the student's revisions.

The Qualifying Exam Committee normally consists of at least four examiners; two representing the primary literature, one representing the secondary literature, and one from outside the UCSC Literature Department (from another UCSC department or a Literature Department at another institution). The committee Chair usually represents the primary literature or field. Both the committee Chair and the outside member must be tenured faculty (Associate or full Professors). The other two members may be tenure-track faculty. The Nomination Form is turned into the Department for Director approval. The department then forwards the Nomination Form to the Graduate Division.

In consultation with the Graduate Coordinator, the student will schedule the precise dates of the written components of the exam. It is up to the student to schedule the oral exam for a day and time that fits the schedules of all the members of the QE committee. Students should contact the Graduate Coordinator in advance for room availability. **Topics must be approved prior to scheduling any exam dates.**

## **Comprehensive Bibliography and QE Topics**

The bibliography and topics must be approved by all members of the QE committee, signed by the Committee Chair, and submitted to the department office for the Graduate Director's approval no later than **four weeks prior to the exam.**

## **QE Preparation**

In Preparation for the QE, the student prepares:

1) A comprehensive bibliography of approximately 75-100 works demonstrating chronological and generic range in the student's teaching and research fields. Primary texts, categorized by language, should be cited by date or (where relevant) by specific edition. Secondary works (critical and theoretical texts, including those from fields other than Literature), should be cited with full bibliographical references.

2) Two to four topics. The precise number and configuration of topics, to be decided in consultation with the student's QE committee members, will depend on the student's areas of emphasis. Topic statements should be approximately 5-8 double-spaced pages each, including a short bibliography of primary and secondary works excerpted from the Comprehensive Bibliography.

The topics outline the critical approach that the student brings to the field. They may be organized thematically, conceptually and theoretically, or by genre, period, and region. At least one topic should demonstrate generic, historical, or theoretical coverage. At least one may explore areas related to the prospective dissertation. At least one of the topics must demonstrate a student's expertise in a second language literature in a comparative or single language context.

## Logistics of the Exam

The exam must take place during the regular academic year (fall, winter, or spring quarters). The exam itself consists of a written component (divided into 2 sessions) and a 3-hour oral component to take place within a week of the written examination but with at least three working days in between. The oral component usually includes a discussion of the student's prospective dissertation project.

The two written sessions totaling six hours (two 3-hour sessions, or one 4-hour and one 2-hour session) scheduled and administered by the Graduate Coordinator, The written portions are a "closed book" exam. Students may bring a foreign language dictionary, if desired, and a computer can be brought or will be provided – for word processing purposes only. If a close reading of a specific text is required, the committee will provide the necessary section of text.

The organization of the three-hour oral exam is left to the discretion of the committee. Typically, the student is invited to comment or elaborate upon portions of the written exam. Then, each committee member is given approximately 20-30 minutes to question the student on the essays, general topics, and bibliographies. Secondary language proficiency may be assessed at this time. After being given the opportunity to add further comments, the student is asked to leave the room while the committee confers: when the committee has reached a decision, the student is recalled and given a detailed assessment of both the written and oral parts of the exam. In the case of a passing exam, the committee and student confer on possible dissertation topics deriving from the exam. In cases of an unsatisfactory exam, strategies for improvement will be discussed. Approximately two weeks after the exam, the student will receive a written narrative evaluation. As required by the Graduate Division, a report on the Language Requirement will be completed by the committee chair at the conclusion of the exam.

## DISSERTATION PROSPECTUS AND COMMITTEE NOMINATION

**A dissertation prospectus (range is approximately 10-15 pages, including chapter descriptions, footnotes and bibliography) is the final departmental requirement for advancement to candidacy (the last step before completion of the Ph.D.) and ideally grows directly out of the preparation for and successful completion of the QE.**

The Dissertation Committee consists of at least three faculty members. The majority of committee members must be members of the U.C. Santa Cruz Academic Senate (all ladder-rank and S.O.E. U.C. Santa Cruz faculty are Academic Senate members). The dissertation advisor is the Chair of the Committee, one Reader is designated as the primary Reader, and the other(s) secondary readers. The department and the Dean of Graduate Studies must approve a change in the membership committee.

*Within one year of the qualifying exam, but no later than the fourth year of study, the student will prepare a dissertation prospectus, which must include the following:*

- 1) Approved title page signed by ALL proposed Dissertation Committee members and the Graduate Program Director;
- 2) 10-15-page description of the overall argument and theoretical focus of the project; including chapter descriptions, footnotes, and substantive bibliography with complete citations.

Approval by all committee members of the prospectus is required. Signatures are required on the title page (see Appendix for sample). Students must submit a completed Dissertation Committee Nomination form and fee (\$90 check made out to: UC Regents) when submitting the prospectus to the department. Upon Graduate Director approval, the department will submit the Dissertation Committee Nomination form and fee to the Graduate Dean. If all other conditions for advancement have been met (see below), the student will advance to candidacy as of the following quarter. It is the student's responsibility to obtain evidence of all committee members' approval. If a committee member is unavailable for written

signature(s), students may request electronic approval from committee members, collect them with email headers of faculty into one email, print it out and submit them in this form with the prospectus. Please do not have faculty email separately to the Graduate Director or Advisor.

### **Advancement to Candidacy (ATC)**

To maintain eligibility for fellowships, the post-advancement fee reduction, and satisfactory academic progress, *students must advance to candidacy within 4 years of entering the program.* Absence from the program (an approved leave of absence, or time between withdrawal and readmission) is not subtracted from this 4-year count.

A student advances to candidacy for the Ph.D. degree in Literature when the following conditions are met:

- The student passes the qualifying exam;
- A passing Qualifying Exam Report, Foreign Language Requirement form, and Advancement Fee (\$90) has been received by the Graduate Division;
- The student completes a Dissertation Prospectus, - approved by all dissertation committee members and the Graduate Program Director;
- A Dissertation Committee Nomination form has been approved by the Graduate Director and the Graduate Dean;
- There are no Incomplete grades on the academic record.

Advancement to candidacy becomes effective the following quarter. The Graduate Dean sends a letter to the student verifying advancement. After advancement to Ph.D. candidacy, students enroll in Thesis Research (Lit 299) each quarter, with the Chair of their Dissertation Committee as the faculty sponsor. Class numbers are issued via email to all advanced-to-candidacy students. It is the student's responsibility to assure that he/she is enrolled correctly and on time.

### **Timeline: QE to ATC**

- Begin to compose QE committee with help from academic advisor in year 2
- Complete coursework; remove incompletes before QE can be taken
- Pass written and oral Qualifying Exams by end of year 3 or first quarter of year 4
- Complete approved prospectus and constitute dissertation committee second quarter of 4<sup>th</sup> year (by spring of 4<sup>th</sup> year for fee reduction eligibility)
- Submit prospectus signed by all prospective dissertation committee readers to the graduate coordinator for director approval
- Submit Dissertation Committee Nomination form and ATC fee (\$90 check made payable to UC Regents)

### **DISSERTATION**

To maintain satisfactory academic progress and eligibility for the post-advancement fee reduction, students should complete their dissertations within three years of advancement to candidacy. Any time a leave of absence or other non-enrolled quarter occurs, this reduction in fees is forfeited. After six quarters of advancement the fee reduction ceases. Students become ineligible for certain fellowships, must petition for extensions of financial aid eligibility, and must justify their continued enrollment to the Dean of Graduate Studies.

Six weeks prior to the proposed final submission of the dissertation, a draft of the dissertation, approved by the Chair of the Dissertation Committee, must be submitted to the readers for review and comment. Then, a final version is submitted to all Readers for signatures.

## Ph.D. Degree Application

A student must be registered or be on Filing Fee Status during the quarter the degree is to be conferred. Filing Fee status may only be used for one quarter and entails a substantially reduced fee, but entitles the student to file a dissertation only, with no further campus privileges; thus, the dissertation should be essentially complete before applying for Filing Fee status.

By the end of the second week of the quarter, an Announcement of Candidacy and Application for Ph.D. form must be filed with Graduate Division (requires Dissertation Advisor and Graduate Director approval). If a student plans to use the Filing Fee, the application for Filing Fee Status (with the signatures of the entire Dissertation Committee) and the fee itself (\$123) must also be submitted to Graduate Division by this deadline. The student must file the required dissertation copies and forms with Graduate Division by the last day of instruction of the quarter in which the degree is to be conferred (except for Spring degrees when participation in commencement is desired, then the deadline is approximately one week earlier). **Guidelines for the style and filing requirements of theses and dissertations are detailed in a handout, "Information Regarding the Preparation and Filing of Dissertations and Theses for Higher Degrees," available on the Graduate Division website.**

All Graduate Division petition deadlines are stated on the Academic Calendar. When department approval is required, forms must be submitted at least one week prior to any Graduate Division deadlines.

## Parenthetical Notations

The department offers the opportunity to apply for Parenthetical Notations in American Studies, Latin American and Latino Studies and/or Feminist Studies on the Literature doctoral diploma. Applications with eligibility requirements are available at the department graduate office. Interested students should review the requirements early in their career in order to select appropriate courses and make the necessary faculty contacts. When submitting the application for the PhD degree, Students must verify with the Graduate Coordinator that the department has received notification of completion of requirements from the appropriate department. The request for Parenthetical Notation must be indicated on the application for degree.

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## M.A. THESIS

The thesis for a Master's Degree in Literature will be a substantial critical work, written in conjunction with Lit 299. Typically, a thesis will range in length from 35-50 pages, plus a bibliography. The project must be developed in close consultation with the thesis advisor, who is also chair of the Thesis Reading Committee and it must be approved by at least two other Reading Committee members, who are chosen by the student and the advisor.

The majority of the Reading committee must be members of the U.C. Santa Cruz Academic Senate (All ladder-rank and S.O.E. U.C. Santa Cruz faculty are Academic Senate members.) The chair must be a tenured faculty member of Literature. Two of the three members of the committee should be Literature faculty.

After obtaining faculty agreement to serve as Committee members, the student needs to submit a Committee Nomination form to the department office no later than the second week of the quarter in which the degree is to be conferred. Upon Graduate Director approval, the department will submit the Committee nomination to the Division of Graduate Studies.

Guidelines for the style and filing requirements of theses are detailed in a handout, "*Information Regarding the Preparation and Filing of Dissertations and Theses for Higher Degrees*," available on the Graduate Division website.

### **M.A. Degree Application**

An "*Application for Master's Degree*" form must be filed with Graduate Division by the end of the second week of the quarter in which degree is to be awarded. All requirements for the degree must be completed by the last day of instruction of the same quarter (except for spring degrees when participation in commencement is desired, then the deadline is approximately one week earlier). Applications for the degree should be submitted to the department at least one week prior to the Graduate Division deadline as stated on the academic calendar.

### **Department Verification**

When the Masters Thesis is approved, up to six weeks, but no less than three weeks prior to graduation, a copy of the title page, signed by all Thesis committee members, must be submitted to the department for verification of completion. The department does not require a copy of the thesis.

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## **TEACHING APPOINTMENTS**

There are three types of teaching appointments that graduate students may hold. The most common appointment is a Teaching Assistantship (all Ph.D. and M.A. students are eligible), in which the graduate student works closely with the instructor of a course and leads discussion sections independently. Associate-In appointments (available only to advanced Ph.D. candidates or those holding an M.A. degree from another institution) include certain independent teaching assignments. Teaching Fellow appointments are awarded, upon availability of funding, on a merit basis to a small number of advanced Ph.D. candidates, who will have the opportunity to design and teach their own courses.

Although there is a departmental procedure for applying for such teaching appointments, the Dean of Humanities has sole hiring authority. Therefore, discussions with faculty and staff about openings and possibilities do not constitute an official commitment. It is only when students receive an appointment letter that an appointment is official. To complete the process, students must accept the appointment in writing.

### **Limits to Teaching**

Literature graduate students often rely upon teaching assignments for support. A total of 12 quarters, including the three types of teaching appointments, can be held without special permission from the Graduate Dean. No graduate student will be allowed to hold over 18 quarters of teaching appointments. There are no exceptions to this University-wide rule. This "count" is not department specific, i.e. it includes all campus wide appointments held with titles as described above. Summer Session teaching is not included in the count.

### **Teaching Assistant Assignments**

The process of assigning Teaching Assistants begins in the spring quarter for the following year. The projected TA openings in all departments are posted, and graduate students apply for the courses in which they are interested. These preferences, which rank the student's choices of assignments for each quarter, are submitted to the Graduate Division and the Department. The Literature Department has a separate application process, which allows faculty to indicate their own preferences. The Graduate

Division and the Department coordinate the assignments of literature graduate students to both Literature and other-department assignments.

Priority for assignment is given to students with multi-year support offers and those with less than 12 quarters of teaching assignments. The department encourages students with over 12 quarters of teaching assignments to apply to openings in other departments, many of which rely upon students from literature to supply their TA needs. Every effort is made to take student and faculty preferences into account, but this is not always possible. If graduate students have a special reason for requesting a particular assignment (for example, a concentration area/course assignment match during the qualifying exam quarter), it should be indicated on the preference sheet. Students should also expect to be assigned to assist in the theory courses that are required for the undergraduate major, as well as in Lit 1 and/or Lit 101 at least once per year (these two courses comprise about 40% of all Literature TA openings in any given quarter).

The Humanities Division issues an appointment letter electronically in spring and the student must either accept or decline the entire offer. Acceptance guarantees the student a position. However, changes in undergraduate enrollments may necessitate the reassignment of TAs. In making last minute changes to the assignments, every effort is made to minimize inconvenience to teaching assistants and faculty. Ultimately, however, the teaching assistant assignments serve, and are dictated by, the needs of the undergraduate curriculum.

#### **Associate-In Appointments**

*Only Advanced Ph.D. candidates or Ph.D. students with Master's degrees from other institutions may qualify for these appointments.* Introduction to Creative Writing is an example of this type of an appointment.

#### **Teaching Fellowships**

*Only Advanced Ph.D. candidates may qualify.*

Normally, and pending available funds, the department recommends advanced graduate students, selected by competition, for three Teaching Fellow appointments for the following year. The students will design and teach their own courses, with minimal faculty supervision. The salary is slightly higher than the other teaching appointments, and the department or Division pays the student's registration fees for the quarter.

#### **Summer Session Instructors**

Literature graduate students, selected during the previous fall quarter, teach Summer Session undergraduate offerings in Literature. Courses are selected on the basis of undergraduate curricular needs.

#### **Independent teaching for other departments**

Some independent teaching opportunities may be available in courses in beginning languages and writing and in college core courses. Students must meet the requirements of the hiring departments, and may be appointed as Associates or Teaching Fellows, depending upon whether they are advanced to candidacy.

### **OTHER FUNDING OPPORTUNITIES**

In addition to the Teaching appointments described above, the Literature Department and the Graduate Division have other funding opportunities for continuing graduate students. These include, but are not limited to:

**Graduate Student Researcher (GSR):** There are some opportunities to be a GSR. All graduate students are eligible and there are two salary levels depending on whether or not the student is advanced-to-candidacy. Normally, a faculty member may propose to hire a graduate student to do research (if the

faculty member has research funds for this purpose); the appointment comes through the Humanities Division. GSR appointments vary in percent of time; since graduate students are allowed to work a maximum of 20 hours a week, students do not normally hold a GSRship while they have a TAship. Work done for a GSRship is normally paid during vacations and summer.

**Doctoral Student Sabbatical Fellowship:** Any graduate student in good academic standing, having served as a Teaching Assistant, Associate-In, or Teaching Fellow for at least six of the previous nine quarters may apply for this fellowship which provides the equivalent of a TAship and pays all fees for that quarter.

**T.A. Training Position:** Advanced-to-Candidacy students may apply to hold the position of T.A. Trainer for the Literature Department. A call for applications goes out fall quarter for appointment the following fall. This position provides the equivalent of a TAship in salary, and reduction in fees.

**Literature Research and Travel (R&T) Awards:** All graduate students are eligible. When selected to give a presentation at a conference, or obtaining an opportunity to do research, students may apply for an R&T award. These awards are generally not more than \$500.

**Dissertation Fellowships:** Funds permitting, the department sends a call out to all advanced to candidacy students for one, two, and three-quarter dissertation fellowships.

**Institute for Humanities Research (IHR) Dissertation Fellowships:** The IHR offers one-quarter fellowships on a competitive basis. A call goes out annually for the following year. For more information visit the IHR web site: <http://humanities.ucsc.edu/ihr>. The IHR also offers modest research and travel grants to graduate students.

**Feminist Studies Partial Dissertation Fellowships:** The Feminist Studies department offers one-quarter partial dissertation fellowships to graduate students who have applied for a parenthetical notation in Feminist Studies. The host department must agree to contribute half of the fellowship amount.

**External Fellowship and/or teaching opportunities:** These are forwarded to students via email and are posted in the graduate student annex.

**President's Dissertation Fellowship:** The Graduate Division sends out a call for nominations for a full-year fellowship to advanced graduate students annually.

**Other University Fellowships:** Various campus-wide opportunities are advertised widely via email throughout the year. Always immediately inform the Graduate Program office of any changes in your contact information.

*When a teaching position or funding from any source other than the Literature department is obtained, the Graduate Advisor should be promptly notified.*