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INTRODUCTION

Welcome to graduate study in the Department of Literature at the University of California, 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 Graduate Student Handbook (see the URL below), the UC Santa Cruz Student Policies and Regulations Handbook, the UCSC 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 Program Coordinator 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  http://literature.ucsc.edu
Graduate Division  http://graddiv.ucsc.edu/student_affairs (forms at Applications & Forms)
Graduate Handbook  http://graddiv.ucsc.edu/current-students/academic-regulations/graduate-student-handbook/
Schedule of Classes  https://pisa.ucsc.edu/class_search
Student Portal  http://my.ucsc.edu

Literature Graduate Contact Information

Carla Freccero  
Department of Literature Chair  
Phone: 831-459-4129 (message)  
Email: freccero@ucsc.edu

Susan Gillman  
Director of Graduate Studies  
Phone: 831-459-4199  
Email: sgillman@ucsc.edu

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Graduate Program Coordinator  
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Stephanie Casher  
Department Manager  
Phone: 831-459-4129  
Email: scasher@ucsc.edu

Department Assistant  
Phone: 831-459-4778  
Email: litdept@ucsc.edu
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 counted when calculating normative time. The minimum matriculation requirement is six terms, including three at UC 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 examination (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 Ph.D.:

- 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 examination;
- File an Application for the 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 M.A. degree is three terms, two of them at UC Santa Cruz.

The department does not provide financial support to M.A. students, including TAships. Most departments on campus outside of the Humanities Division (which reserves TAships for doctoral students) hire M.A. students from Literature, so we urge our students to apply for TAships in other programs and departments.

M.A. students who wish to be eligible for teaching assistant assignments must enroll in the Pedagogy of Teaching course (Literature 201), which is offered every fall quarter.
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 (SLR) and make an appointment with the Residence Deputy at the Registrar’s office to review the application for California resident status.

ACADEMIC ADVISING

Advisors
The Graduate Program Director consults with first-year students to assign them faculty advisors 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 inform the Graduate Program Coordinator who will aid the student in the process of informing the faculty involved.

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 Modern Language Association (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 examination (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, and then returned to the department. A copy is provided to each student.
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) Literature 200: The Proseminar, to be taken in Fall Quarter of the first year;
2) Literature 201: Pedagogy of Literature, a one quarter Teaching Assistant Training, to be taken prior to or in conjunction with the first Teaching Assistant appointment.
3) Literature 291F: two-unit advising course each quarter until ATC
4) The Literature Department’s intensive three-week Graduate Summer Language Program or equivalent;
5) Twelve courses leading to the definition of an area of concentration
   - One course must focus on pre-1750 literature and culture
   - Two courses must be in a secondary language literature (three are preferable)
   - Up to three courses may be Independent Studies (numbers 296 or 297)
   - Up to three courses may be graduate seminars offered by other departments (in exceptional cases, up to one additional course may be requested by petition)
6) 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 Program seminars (GSLP) every year, as well as travel and study funds, for which students may apply. In addition, faculty will encourage and advise students to apply for extra-mural funding. Available languages and ways to gain or demonstrate competency:

UCSC has more expertise in the lesser-taught languages than is apparent from course lists or the catalogue (faculty expertise includes Sanskrit, Hebrew, Latin, modern Arabic, Japanese).

Course Requirements

The second-language requirement consists of three component parts: language study in coursework, the QE translation exam, and dissertation (if possible, the second-language literature should be incorporated into dissertation research). 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 studies or group-initiated seminars with up to three courses possibly being graduate seminars offered by other departments (in exceptional cases, up to one additional course may be requested by petition).

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

Students are expected to incorporate texts in two or more languages, studied in the original, into their QE portfolio (in the bibliography and the topic statement). 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. Exemption from the translation exam may be made for native speakers and students teaching in the language program.
Ph.D. CREATIVE/CRITICAL WRITING CONCENTRATION

Creative/Critical Writing Concentration Overview

Entering students complete all the requirements for the Literature Ph.D. with the addition of a creative/critical enhancement to their degree in the form of original creative work in poetry, prose fiction, creative non-fiction or hybrid/cross genre, with a critical chapter and, if desired, work in poetics, translation, form and/or critical writing from the perspective of writerly practices.

Requirements

The general requirements for all PhD students to apply to the Creative/Critical Writing concentration, with two additional elements for the concentration only:
1) The Proseminar, Literature 200
2) Literature 201: Pedagogy of Literature
3) Literature 291F: two-unit advising course each quarter until ATC
4) The Literature Department’s intensive three-week Graduate Summer Language Program or equivalent
5) Twelve courses leading to the definition of an area of concentration:
   - One course must focus on pre-1750 literature and culture
   - Two courses must be in a secondary language literature (three are preferable)
   - Up to three courses may be Independent Studies (numbers 296 or 297)
   - Up to three courses may be graduate seminars offered by other departments (in exceptional cases, up to one additional course may be requested by petition)

Creative/Critical Writing concentration only: Of the twelve courses a total of four courses must be Creative/Critical concentration-designated courses (Graduate Creative Writing Workshops and Methods and Materials)
6) Three quarters of supervised teaching experience; at least two will be in the undergraduate creative writing concentration
7) A qualifying exam portfolio (includes an oral component)
8) A prospectus outlining and defining the dissertation project
9) A dissertation (written in conjunction with Literature 299, Thesis Research)

Qualifying Examination and Dissertation

At least one member of the QE committee, normally the chair, must be from among the participating core faculty in Creative Writing, and at least one departmental member of the committee will not be one of these. Students in the concentration will meet the requirements of the (revised) Ph.D. program Qualifying Examination (see Qualifying Exam Portfolio Guidelines, pp. 9-11), with the choice to substitute original creative work for the Qualifying essay requirement. This work may also be, if the student chooses, a hybrid creative/critical work.

Ph.D. candidates in the Creative/Critical Writing concentration may choose one of two options for the dissertation:

1) A book length original creative project—novel, novella, collection of poems, collection of stories, creative non-fiction, or a hybrid/experimental form (including but not limited to digital/new media, performance/performativity/screen play, the lyric essay) with a substantial critical chapter of at least 75 pages that locates the work in its literary and historical contexts; OR

2) A dissertation on theory, form, poetics or history of the novel/poetry; a translation; a critical edition.
Faculty

The following faculty are participating Creative Writing faculty mentors:

Christopher Chen
Tyrus Miller
Micah Perks
Rob Wilson
Ronaldo Wilson
Karen Tei Yamashita

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

COURSEWORK

The Proseminar – Literature 200

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 – Literature 201

The Pedagogy of Literature workshop is required of all literature graduate students in their first year. The department’s TA Trainer, an advanced graduate student with extensive teaching experience, conducts the training under the general supervision of the Graduate Program Director. The course meets once a week throughout fall quarter. The TA 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 year and must be completed before the qualifying examination. 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 to 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.

**Second-Language Literatures**
Ph.D. students are required to take a minimum of two graduate seminars –three are preferred– in which 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 literatures. 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 class number will be issued for the course.

The types of individual studies for graduate students are:

295 Directed Reading: Directed Readings are intensive graduate reading courses. They do not satisfy any course requirements toward your graduate degree. They are designed for pre-thesis or pre-dissertation research, for example, for students preparing their qualifying examination, qualifying examination topics, or dissertation prospectus.

You may enroll in 10 units with a single faculty member (normally your QE or dissertation chair) or in 5 units with each of two faculty members (appropriate if your research preparation is split between two or more fields). If you are enrolling in Directed Readings with more than one faculty member, you must fill out a separate petition for each.

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 is required. Up to three Independent Studies may count toward program requirements. A Directed Reading (Lit 295) must be used for QE topic preparation or dissertation prospectus writing.

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 are emailed each quarter to all Ph.D. and M.A. students. Ph.D. students who have advanced to candidacy, and M.A. students who have completed their required coursework, may enroll in a ten-unit thesis research section for full time students or a five-unit section for part time students.
Literature 291F: Advising
All students must enroll in Literature 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 units are awarded.

Enrollment Procedures
PLEASE NOTE: IT IS GENERALLY ADVISABLE 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 5-unit 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 (831) 459-4412

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 the Coursework Waiver Petition has been approved by the adviser, 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 Program 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 Literature 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 (QE)**

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.

**Ph.D. Qualifying Examination Options**

- Students who entered the program fall 2013 and later are required to complete the qualifying exam portfolio. Read the "Qualifying Exam Portfolio Guidelines" on pages 9-11 for more information.

- Students who entered the program in fall 2012 or earlier may choose the option of the standard qualifying examination or the qualifying exam portfolio. Students will be required to meet with their QE committee to discuss whether the portfolio option is feasible and establish a timeline. Read the “Qualifying Examination Guidelines” on pages 11-14 for more information.

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**QUALIFYING EXAM PORTFOLIO GUIDELINES**

(For students who enter the program fall 2013 and later)

Students should begin constituting their QE committee, in consultation with their academic advisor, in the second year of the program. The examination 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 Master’s degree may take the examination as early as the end of the second year. Prior to taking the examination, any incomplete grade notations must be cleared from the student’s record, and the second language requirement must be satisfied.

The qualifying examination, which consists of a written portfolio 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 oral examination is based on the portfolio materials: an article-length and quality paper, a comprehensive field bibliography covering the student’s area(s) of interest and a topic statement (with specialized, shorter bibliography) that develops and defines a particular approach to selected issues in the field or fields. The portfolio also includes a short field statement and a preliminary sketch of the dissertation. Students should begin to compile the comprehensive bibliography, to draft the paper and to compose the examination topic as early as possible, preferably before the end of the second year. Sample bibliographies are available on the department’s website. Contact the Graduate Coordinator for access information.
QE Committee

At least two quarters, but preferably earlier, before the qualifying examination is to take place, students should approach potential committee members, selected in consultation with their advisor or committee chair. Students should notify the committee of the approximate date of the examination (e.g., “the beginning of winter quarter,” “the middle of spring quarter”) and provide members with early drafts of the paper, bibliography and topic so that their responses and suggestions may be incorporated into the student’s revisions. Students are asked to work closely with their committees to establish clear guidelines for submission of drafts and return of feedback on the paper.

The qualifying exam committee normally consists of at least four examiners: three from the department and one from outside the UCSC Literature Department (from another UCSC department or a 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 Committee Nomination of Ph.D. Qualifying Examination form is submitted to the department for Graduate Program Director approval. The department then forwards the nomination form to the Graduate Division.

The Intent to QE form should be submitted to the department at least 90 days before students intend to QE. The Intent to QE form should be accompanied by the Committee Nomination of Ph.D. Qualifying Examination form.

In consultation with the Graduate Coordinator, the student will schedule the precise dates of the translation and oral components of the examination. It is up to the student to schedule the oral examination 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. The portfolio must be preliminarily approved by the committee and then reviewed by the Graduate Program Director prior to scheduling the oral and translation examination dates. In order to avoid delay in the translation exam and to allow scheduling the oral with maximum lead-time, it is understood that the written portfolio materials may be revised in the period leading up to the oral exam. The portfolio materials must be considered final at least 4 weeks prior to the exam.

QE Approval Process

The QE portfolio (bibliography, topic, paper, field statement and dissertation sketch) 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 preferably six but no later than four weeks prior to the exam. The paper will be read and approved by all members of the committee in polished draft form; only minor revisions and minor formatting changes may occur after committee approval.

QE Preparation

In advance of the qualifying examination, the student prepares:

1) A comprehensive general bibliography of approximately 75-100 works demonstrating chronological and generic range in the student’s teaching and research field(s). (This is the field in which the student is “qualified” to teach; see #4 below for examples.) Primary texts, categorized by language, should be cited by date or (where relevant) by specific edition. Secondary works (critical, historical and theoretical texts, including those from fields other than literature) should be cited with full bibliographical references.
2) A topic statement, incorporating the second-language literature, that defines the student’s materials and critical framework for the dissertation: the topic identifies the texts and contexts that will be the focus of the dissertation, as well as the critical approach that will inform the dissertation. The topic statement should be approximately 8-10 double-spaced pages, plus a short, specialized bibliography of primary and secondary works excerpted from and/or in addition to the comprehensive bibliography. The selected topic, to be decided in consultation with the student’s QE committee members, will depend on the student’s areas of emphasis.

3) A paper of journal-article length (approximately 20-25 pages, including notes) and quality [a seminar paper, revised through a Directed Reading, or a freestanding paper, written for a course, an Independent Study, or a Directed Reading].

4) A field statement (no longer than one paragraph) that: names the student’s principal professional/teaching field(s) (e.g. American Modernism, Twentieth-Century Latin American Literature, Twentieth-Century U.S. Ethnic Literatures, Seventeenth-Century Transatlantic Literature, The English and European Novel, etc.); describes recent turns or emphases within this field that frame the student’s own work; situates the student’s own area of investigation within these contexts. It should also indicate whether a student is qualified to teach or teach in a foreign language and which one(s). Please note that this is not a summary of coursework and teaching to date.

5) A brief, preliminary sketch of the dissertation, to be discussed at the end of the oral exam.

Translation Exam

All Ph.D. graduate students are required to pass a translation exam before their QE. Upon request, students who have served as GSIs in the Language Program may be exempted from this requirement. The translation exam must be taken before the oral examination.

The passage to be translated (which should require no more than an hour to translate) will normally be selected by the member of the student’s QE committee who is most familiar with the foreign language material. In cases where no member of the committee works in the designated language, an outside expert (from another department or another institution) may be asked. The passage should be relevant to the student’s field of study but need not figure explicitly on the QE bibliography.

The student has one hour to complete the translation and may use a dictionary. The translation should demonstrate a solid comprehension of the ideas presented in the passage, reflecting a basic competence in the grammar, syntax, and vocabulary of the original language. A polished translation is not the goal.

Logistics of the Qualifying Examination

The examination must take place during the regular academic year (fall, winter, or spring quarters). The examination itself consists of a written portfolio component and a three-hour oral component to be held after the portfolio has been approved by the Graduate Program Director.

The organization of the three-hour oral examination is left to the discretion of the committee. Typically, the student is first invited to comment or elaborate upon portions of the portfolio and on the structure of the portfolio as a whole. Then, each committee member is given approximately 20-30 minutes to question the student on the paper, topic statement, and bibliography. Second-language proficiency and use of the second-language literature may be assessed at this time. After being given the opportunity to add final 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 portfolio and oral parts of the examination. In the case of a passing examination, the committee and student discuss the student’s prospective dissertation project, based on the preliminary sketch of the dissertation in the portfolio. In cases of an unsatisfactory examination, strategies for improvement will be discussed. The committee evaluation will assess the student’s command of the field bibliography, the originality and scholarly contribution of the portfolio paper, the strength of the writing, and the dissertation plan as reflected in the topic statement and preliminary sketch.

STANDARD QUALIFYING EXAMINATION GUIDELINES
(for students who entered the program fall 2012 and earlier)

Students should begin constituting their QE committee, in consultation with their academic advisor, in the second year of the program. The examination 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 Master’s degree may take the examination as early as the end of the second year. Prior to taking the examination, any incomplete grade notations must be cleared from the student’s record and the second language requirement must be satisfied.

The qualifying examination, 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 examination is based on a comprehensive bibliography covering the student’s field(s) of interest and on a set of topics (with specialized bibliographies) that develop and define a particular approach to selected issues in the field(s). Students should begin to compile the comprehensive bibliography and to compose examination 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, but preferably earlier, before the qualifying examination is to take place, students should approach potential committee members, selected in consultation with their advisors or committee chairs. Students should notify the committee of the approximate date of the examination (e.g. "the beginning of winter quarter," "the middle of spring quarter") and provide members 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 second-language 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 Committee Nomination of Ph.D. Qualifying Examination form is submitted to the department for Graduate Program Director approval. The department then forwards the nomination form to the Graduate Division.

The Intent to QE form should be submitted to the department at least 90 days before students intend to QE. The Intent to QE form should be accompanied by the Committee Nomination of Ph.D. Qualifying Examination form.
In consultation with the Graduate Coordinator, the student will schedule the precise dates of the written components of the examination. It is up to the student to schedule the oral examination 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 by the committee and then reviewed by the Graduate Director prior to scheduling the oral examination date.

**QE Approval Process**

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 preferably six but no later than four weeks prior to the exam.

**QE Preparation**

In advance of the qualifying examination, the student prepares:

1) A comprehensive general bibliography of approximately 75-100 works demonstrating chronological and generic range in the student's teaching and research field(s). (This is the field in which the student is “qualified” to teach; see #3 below for examples.) Primary texts, categorized by language, should be cited by date or (where relevant) by specific edition. Secondary works (critical, historical 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, specialized bibliography of primary and secondary works excerpted from and/or in addition to 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 the second-language literature in a comparative or single language context.

3) A field statement (no longer than one paragraph) that: names the student’s principal professional/teaching field(s) (e.g. American Modernism, Twentieth-Century Latin American Literature, Twentieth-Century U.S. Ethnic Literatures, Seventeenth-Century Transatlantic Literature, The English and European Novel, etc.); describes recent turns or emphases within this field that frame the student’s own work; situates the student’s own area of investigation within these contexts. Please note that this is not a summary of your coursework and teaching to date.

**Translation Exam**

All Ph.D. graduate students are required to pass a translation exam before their QE. Upon request, students who have served as GSIs in the Language Program may be exempted from this requirement.

The passage to be translated (which should require no more than an hour to translate will normally be selected by the member of the student’s QE committee who is most familiar with the foreign language material. In cases where no member of the committee works in the designated language, an outside expert (from another department or another institution) may be asked. The passage should be relevant to the student’s field of study but need not figure explicitly on the QE bibliography.
The student has one hour to complete the translation and may use a dictionary. The translation should demonstrate a solid comprehension of the ideas presented in the passage, reflecting a basic competence in the grammar, syntax, and vocabulary of the original language. A polished translation is not the goal.

Logistics of the Qualifying Examination

The examination must take place during the regular academic year (fall, winter, or spring quarters). The examination itself consists of a written component (divided into two sessions) and a three-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, based on a preliminary sketch of the dissertation as one of the documents under discussion.

The two written sessions totaling six hours (2 three-hour sessions, or 1 four-hour and 1 two-hour session) scheduled and administered by the Graduate Coordinator, the written portions are a “closed book” examination. Students may bring a foreign language dictionary, if desired, and may bring a computer or one 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 examination is left to the discretion of the committee. Typically, the student is invited to comment or elaborate upon portions of the written examination. Then, each committee member is given approximately 20-30 minutes to question the student on the essays, general topics, and bibliographies. Second-language proficiency may be assessed at this time. After being given the opportunity to add final 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 examination. In the case of a passing examination, the committee and student confer on dissertation strategies deriving from the examination. In cases of an unsatisfactory examination, strategies for improvement will be discussed. Approximately two weeks after the examination, the student will receive a written evaluation. As required by the Graduate Division, a Report on the Language Requirement form will be completed by the committee chair at the conclusion of the examination.

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 UC Santa Cruz Academic Senate (all ladder-rank and S.O.E. UC 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 quarter of the qualifying examination, but no later than the end of 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 summary, stating the critical problem or issue of the dissertation, 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 Nominations for Dissertation Reading Committee form and fee ($90 will be posted to the student’s MyUCSC account) 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 Graduate Coordinator.

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 counted in 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 examination;
• A passing Report on Qualifying Examination, Report on Language Requirement form, and advancement fee ($90 posted to the student’s MyUCSC account) have been received by the Graduate Division;
• The student completes a Dissertation Prospectus, approved by all dissertation committee members and the Graduate Program Director;
• A Nominations for Dissertation Reading Committee form has been approved by the Graduate Director and the Graduate Dean;
• There are no “Incompletes” 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 (Literature 299) each quarter, with the chair of their dissertation committee as the faculty sponsor. Class numbers are issued each quarter via email to all advanced to candidacy students. It is the student’s responsibility to assure that he or she is enrolled correctly and on time.

Timeline: QE to ATC

• Begin to compose QE committee with help from academic advisor in year two
• Complete coursework; remove incompletes before QE can be taken
• Complete second language requirement
• Pass QE (written portfolio review and oral qualifying examination) by end of year three or first quarter of year four
• Complete approved prospectus and constitute dissertation committee in second quarter of fourth year (by spring of fourth year for fee reduction eligibility)
• Submit a Dissertation Prospectus signed by all prospective dissertation committee readers to the Graduate Coordinator for Graduate Director approval
• Submit Nominations for Dissertation Reading Committee form and ATC fee ($90 will be posted to the student’s MyUCSC account)
**DISSERTATION**

Once a student advances to candidacy within normative time, s/he will automatically receive the In-Candidacy Fee-Offset Grant (ICFOG) that waives the campus quarterly fees ($355.86 in 2014-2015) for two calendar years (6 quarters) following advancement. Taking an approved Leave of Absence (LOA) or other non-enrolled quarter after advancement the ICFOG will be forfeited.

To maintain satisfactory academic progress, students should complete their dissertations within three years of advancement to candidacy. Students who go beyond seven years become ineligible for certain fellowships and must petition for extensions of financial aid eligibility, and must justify their continued enrollment to the Graduate Division via a formal Plan of Completion (POC) that must be approved by the student’s faculty advisor, Graduate Program Director and 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 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 Application for the Ph.D. Degree 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 ($162 posted to the student’s MyUCSC account) 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 PDF, "Dissertation & Thesis Submission," available on the Graduate Division website.

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

**Designated Emphasis**

Graduate students may apply for a designated emphasis in programs such as Critical Race and Ethnic Studies, Feminist Studies, History of Consciousness, Latin American and Latino Studies, or Politics on the literature doctoral diploma. (A full listing of programs offering a Designated Emphasis can be found here: [http://senate.ucsc.edu/committees/gc-graduate-council/policies-and-memoranda%20/designated-emphasis-policy/index.html](http://senate.ucsc.edu/committees/gc-graduate-council/policies-and-memoranda%20/designated-emphasis-policy/index.html)). Interested students should review the respective program requirements early in their career in order to select appropriate courses and make the necessary faculty contacts. When submitting the application for the Ph.D. 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 designated emphasis must be indicated on the application for degree.
M.A. THESIS
The thesis for a Master's Degree in Literature will be a substantial critical work, written in conjunction with Literature 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 UC Santa Cruz Academic Senate (All ladder-rank and S.O.E. UC Santa Cruz faculty are Academic Senate members.) The chair must be a tenured literature faculty member. 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 Master's Thesis Reading 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 Graduate Division.

Guidelines for the style and filing requirements of theses are detailed in a PDF, "Dissertation & Thesis Submission," available on the Graduate Division website.

M.A. Degree Application
An Application for the 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 master’s 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.

TEACHING APPOINTMENTS
There are two types of teaching appointments that graduate students may hold.

The most common appointment is a Teaching Assistantship (only Ph.D. students are eligible for Literature TAships), in which the graduate student works closely with the instructor of a course and leads discussion sections independently.

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.

Additional Teaching Fellowships in Creative Writing are available to advanced Ph.D. candidates or Ph.D. students with a Master’s and two years college level teaching experience. Although there is a departmental procedure for applying for 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
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 academic 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 and course assignment match during the qualifying examination 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 Literature 1 and/or Literature 101 at least once per year (these two courses comprise about 40% of all Literature TA openings in any given quarter). Advanced graduate students should also apply to teach at least one lower-division Literature course annually (60s or 80s).

The Humanities Division issues an appointment letter electronically in spring quarter 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 TAships. 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.

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.

Teaching Fellowships in Creative Writing
Advanced Ph.D. candidates or Ph.D. students with a Master’s or MFA and two years college level teaching experience (teaching assistantships included) may qualify for these appointments.
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.

Language Program Graduate Student Instructor Positions
Registered graduate students in Literature with an interest in second-language pedagogy may apply for Graduate Student Instructor (GSI) positions in the Department of Languages & Applied Linguistics. Students selected for these positions must take a one-quarter course on the theory and methods of second-language teaching (LAAD 201) for academic credit. This course will include opportunities to observe and participate in teaching relevant classes and to prepare and provide individual course lessons and materials for those classes. Sections of beginning language classes will be taught independently by GSIs under the continued guidance of a faculty mentor.

Applications are invited for students with strong language skills and cultural competence in the following languages: Chinese (Mandarin), French, German, Greek, Hebrew, Italian, Japanese, Latin, Portuguese, Russian, or Spanish.

A call from the Department of Languages & Applied Linguistics is sent out via email each year to solicit applications. Successful applicants will be called for an oral interview with members of the Languages & Applied Linguistics Program faculty.

Writing Program Graduate Student Instructor Positions
Registered graduate students with a Master’s degree (or equivalent) who have completed a one-quarter theories and practices of teaching college-level writing (WRIT 203) for academic credit may apply for Graduate Student Instructor (GSI) positions in the Writing Program.

Graduate students can apply to teach Writing 2 once they have met the requirements described above during spring quarter for the following year via the Graduate Division’s TA, Associate In, and Teaching Fellow application procedure.

Independent Teaching for Other Departments
Some independent teaching opportunities may be available in beginning language courses, in writing courses, and in college core courses. Students must meet the requirements of the hiring departments, and may be appointed as Associate-Ins 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 less-than-50%-time 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.

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

**Literature Department 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.

**QE Fellowships:** Funds permitting, the department sends out a call for one-quarter QE fellowships to all students who have not completed the QE requirement.

**Dissertation Fellowships:** Funds permitting, the department sends a call out to all advanced to candidacy students for one-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://ihr.ucsc.edu](http://ihr.ucsc.edu). The IHR also offers modest research and travel grants to graduate students.

**UC President’s and Chancellor’s Dissertation-Year Fellowships:** The Graduate Division sends out an annual call for nominations for fellowships to advanced graduate students.

**Other University Fellowships:** Various campus-wide opportunities are advertised widely via email throughout the year. If there are changes to your contact information, always immediately update your contact information in your MyUCSC portal.

**External Fellowship and/or teaching opportunities:** The Department encourages our students to apply for extramural funding, ranging from short-term library fellowships to language study abroad.

The IHR maintains a Funding Opportunities Database as a service for graduate students: [http://ihr.ucsc.edu/funding-opportunities/](http://ihr.ucsc.edu/funding-opportunities/). The database contains information about funding from major government agencies and private foundations. Please use it as a helpful guide, rather than as an exhaustive list of extramural funding opportunities.

Information about specific external fellowships and/or teaching opportunities is also forwarded to students via email and posted in the graduate student computer lab and mailroom.

*When a teaching position or funding from any other source other than the Literature Department is obtained, the Graduate Program Coordinator should be immediately notified.*