

# PhD Handbook Rhetoric

Revised as of 1 March 2009

## Preface

It is the responsibility of each graduate student enrolled in the Department of English, Speech, and Foreign Languages to be familiar with information in this handbook, the *Graduate Catalog*, and Graduate School guidelines, such as the *Guide for Preparation of Thesis, Dissertation and Professional Papers*.

For questions related to departmental graduate student guidelines, see the department chair or graduate advisor.

For questions related to TWU graduate student guidelines, visit the Graduate School Web site (<http://www.twu.edu/gradschool/default.asp>) or contact the office of the Dean of the Graduate School.

The effective date for this handbook is March 1, 2009.  
This handbook is developed from the following sources:

1. Draft of ESFL Graduate Student Handbook (2001)
2. TWU Guide for Theses and Dissertations
3. TWU Graduate Catalog (2008-2010)

Graduate School Forms  
<http://www.twu.edu/gradschool/forms.asp>

Grad Council Policy Manual  
[http://www.twu.edu/gradschool/downloads/graduate-school/Graduate\\_Council\\_Policies\(4\).doc](http://www.twu.edu/gradschool/downloads/graduate-school/Graduate_Council_Policies(4).doc)

Guide to the Preparation and Processing of Dissertations, Theses, and Professional Papers  
<http://www.twu.edu/gradschool/downloads/graduate-school/guidelines.doc>



## Table of Contents

Preface.....	1
Admission Requirements .....	2
Program of Study .....	3
Research Tools.....	4
Advisory Committee .....	5
Committee Formation .....	5
Preliminary Review .....	4
Degree Plans .....	4
Research Committee.....	6
Committee Formation .....	6
Examinations .....	6
Prospectus .....	7
The Dissertation.....	8
Submission of Dissertation .....	9
Graduation.....	9
Scholarships & Assistantships .....	9

# TWU General Requirements

1. Bachelor's degree from a recognized college, regarded as standard by a regional or general accrediting agency, or an equivalent degree from a foreign university or college.
2. Official transcript showing a B average on all upper-division and graduate work taken previously. Exceptions: Applications reflecting less than a B average will be considered upon special recommendation of a departmental graduate faculty member to the Dean of the Graduate School.
3. For unconditional admission, sufficient and satisfactory undergraduate preparation in the major field. Additional preparation may be required by provisional admission.
4. U.S. citizenship or appropriate immigration forms. Application deadlines for all international students or nonimmigrant visas are April 1 for the fall semester, August 1 for the spring semester, and January 1 for any summer session.
5. An official report of acceptable scores on the Graduate Record Examination (GRE). For the Ph.D. degree, a minimum combined score of 850 on the verbal and quantitative sections of the GRE is required.
6. Timely filing of appropriate application forms from the Admissions Office, the Dean of the Graduate School, or the Department of English, Speech, and Foreign Languages. The completed application, GRE score report, and official transcript from each college attended should be returned to the Office of the Registrar thirty days before obtaining registration for the session for which admission is sought.
7. Departmental recommendation for admission to degree study, stated as either unconditional or provisional.

## Admission Status

The student will receive from the Graduate School a statement specifying either UNCONDITIONAL or PROVISIONAL admission to the doctoral program. Upon notification of admission, the applicant should confer with the Chair of the Department of English, Speech, and Foreign Languages or the Graduate Advisor, preferably by interview, but, if necessary, by correspondence, in order to become acquainted with specific departmental regulations.

- Unconditional Admission

Each application which meets the minimum requirements of the Graduate School will be evaluated by members of the department and by the Dean of the Graduate School. For unconditional admission no prerequisites are necessary, and no special qualifications must be met during or prior to graduate study. The department does have admission requirements that must be met for unconditional admission ([http://www.twu.edu/downloads/english/Advising\\_grads.pdf](http://www.twu.edu/downloads/english/Advising_grads.pdf)).

- Provisional Admission

Applicants not qualifying for full admission may be granted provisional admission status. A student admitted to TWU with less than a B average is regularly given Provisional Admission, conditioned upon maintenance of a B average during the first twelve hours of graduate study. Once the conditions for full admission have been met, the student should petition the Graduate School through the department for advancement to Unconditional Admission. Failure to meet conditions of admission results in the student's removal from a degree program.

Provisional status based on deficient GPA must be removed by the completion of four graduate courses (twelve credit hours) including nine credit hours in the student's major area, with a minimum grade point average of 3.00. A course with a grade of C or below will not count toward degree requirements (but it will affect the GPA). Failure to remove provisional admission status after completing twelve graduate hours will result in suspension from further graduate study in a degree program for six years. With departmental approval, an applicant's academic record may be supplemented by additional evidence, such as work experience, suggesting the ability to succeed in advanced course work.

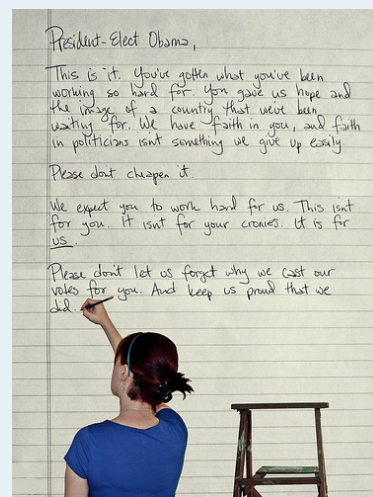
## Important Forms

In most instances, students should obtain official forms for any aspect of graduate study from the Graduate School's web site. The current site URL is:

<http://www.twu.edu/gradschool/forms.asp>.

ESFL has also placed some forms on its web site: <http://www.twu.edu/english-speech-foreign-languages/student-resources.asp>. The forms students will need are under the "Graduate" category. When you apply for an assistantship, for example, please use ESFL's form, which is slightly different from the form that the Graduate School uses. It calls for specific information that is important in determining awards.

The graduate handbooks will be updated electronically, and new versions will be available on the departmental web site, meaning that students will always have access to the latest information.



## Admission Continued

Requirements for advancement from provisional to unconditional admission status are clearly stated on the departmental recommendation, with a time recommended for completion of the requirements. As soon as a student has satisfied the requirements, the advisor notifies the Graduate School and requests a "Change of Status" for the student. Upon admission the student may confer with the Department Graduate Advisor for assistance until a continuing advisor is chosen.

- Denial of Admission

Denial may occur if the applicant does not meet the minimal requirements for admission.

- Change of Admission Status

"Change of Status" is stamped on a copy of the admission letter. Copies are sent to the student and the department. When a student has met all requirements specified for a provisional admission, the advisor sends a memo to the Dean of the Graduate School requesting that the student be advanced to Unconditional Admission. A student may not be admitted to candidacy for a degree prior to Unconditional Admission. Note: As soon as prerequisites are met, the student must notify the advisor or the chair of the department to petition the Dean of the Graduate School for a change of status.

- Transfer Credits

Transfer of doctoral hours applies to courses taken beyond the M.A. degree. For the doctoral degree, up to twelve hours may be transferred, including courses taken through the Federation of North Texas Area Universities. Credits from another university cannot transfer if they are older than five years unless permitted through a waiver approved by the Dean of the Graduate School and originating with a request from the department. Waivers can apply only to courses whose content would not be affected by lapse of time.

## Program of Study

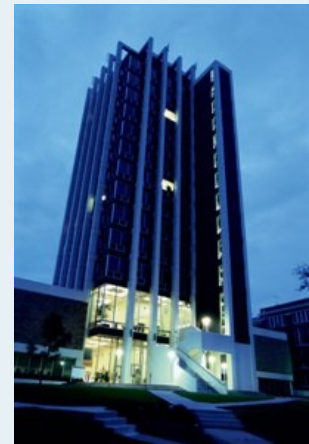
Rhetoric provides the coordinating force for the study of composition, linguistics, literary theory, and literature within the field of English. The doctoral program in rhetoric prepares graduate students to be scholars and leaders of discourse and technology which utilize language to inform, persuade, express, and explore ideas. In keeping with the university's mission of empowering women, the program encourages scholarship on gender issues in the field of rhetoric. Graduates are qualified to pursue professions in both academic and non academic settings: teaching and research in institutions of higher education, administering writing programs, using technology for teaching writing, or pursuing careers in writing and editing in business settings.

The educational objectives of the Ph.D. in rhetoric are for the student:

1. To acquire an understanding of the connections among rhetorical, literary, linguistic, and literary theory traditions;
2. To understand theoretical, historical, and applied rhetoric and the interrelationships among these fields of rhetoric;
3. To learn to use a range of interpretive methodologies such as textual, ethnographic, historical, and empirical analysis to produce scholarship in rhetoric;
4. To develop an understanding of the processes by which a culture generates and disseminates knowledge and experience;
5. To develop critical communication skills necessary for leadership in a world of diversity and change and to assist others in cultivating those skills.

## Time and Semester Credit Hours Limitations

All requirements beyond the master's degree must be completed within a period of ten consecutive calendar years from the date doctoral credit is first earned. Any doctoral semester credit hours in excess of ninety-nine doctoral hours will require payment of out-of-state tuition. Students and their advisors should carefully monitor the student's total hours to avoid paying these additional fees.



# Course Requirements

Rhetoric Core: Minimum of 21 hours in historical and theoretical rhetoric, and applied rhetoric

Required Courses:

- ENG 5343: Rhetoric and Composition: Theory and Practice
- ENG 5353: Rhetoric and Composition: Theory and Pedagogy of Electronic Texts
- ENG 6203: History of Rhetoric I
- ENG 6213: History of Rhetoric II
- ENG 6223: History of Rhetoric III

Two elective courses in Rhetoric

Special Topics courses are also a possibility for electives

2. Literature Component (18 hours required)

3. Linguistics Component (3 hours required)

- ENG 5042: English Grammar and Syntax
- ENG 5163: Sociolinguistics
- ENG 5363: Studies in Linguistics, or equivalent

4. Literary Theory Component (3 hours required)

- ENG 5283: Literary Criticism
- ENG 6313: Studies in Rhetorical Criticism and Discourse Analysis

# Research Tools

Doctoral Candidates can choose two of the following options (may choose the same option twice).

- 6 credit hours of graduate or 12 hours of undergraduate courses in the same foreign language or equivalency examination.\*
- 6 credit hours of graduate-level American Sign Language or equivalency examination.
- 6 credit hours of graduate-level computer science
- 6 credit hours of graduate-level library science\*\*
- 6 hours of graduate-level English courses (see list below)

\*See department for information on equivalency examination

\*\*Library Science classes include only those concerning collections, information retrieval, and other research courses.

English courses include:

- ENG 5083 Bibliography and Research Methods\*
  - ENG 5713 Old and Middle English Language and Literature
  - ENG 5283 Studies in Literary Criticism
  - ENG 5343 Rhetoric and Composition: Theory and Practice\*
  - ENG 5353 Rhetoric and Composition: Theory and Pedagogy of Electronic Texts\*
  - ENG 5373 Professional and Academic Communication
  - ENG 6083 Research Methods in Rhetoric and Composition
  - ENG 6313 Studies in Rhetorical Criticism and Discourse Analysis\*
- Courses above with asterisks may be repeated when the specific topic of investigation varies.

Students must receive a "B" or better in all research tools.

English courses taken as research tools will count towards the 90 hours of the degree; however, other courses (foreign language, computer science, and library science) will not count towards the 90 hours of the degree major. This information can also be found in the current *Graduate Catalog*.

## Minor

A minor is optional (six to nine hours). It must be in a discipline that offers a graduate degree. Accordingly, one cannot minor in, say, literary theory or linguistics. Students may wish to discuss the value of a minor with their advisors. Consult the *Graduate Catalog* for additional information about minors.

## Residence Requirement

Students are strongly encouraged to enroll full time for at least two consecutive semesters.



# Advisory Committees

When a student is accepted into the graduate program, the student is assigned a temporary advisor for assistance with registration until the student selects a permanent advisor. Early in the program, the student will select an advisor who will assist in developing a degree plan. Subsequent changes in the degree plan must be approved by the advisory committee and filed with the Graduate School.

All members of an advisory committee must be members of the TWU Graduate Faculty . That list can be found at <https://www.twu.edu/gradschool/graduate-faculty.asp>. The only exception is in the event of a committee member from another institution. In such a case, the proposed member must submit a vita and must be approved by the department chair. Only faculty with full graduate faculty status may chair a student’s advisory committee. Only faculty members whose major faculty appointment is in the Department of English, Speech, and Foreign Languages qualify to serve as chairs of advisory committees. The Advisory Committee consists of not fewer than three members of the graduate faculty. The majority of the committee must be faculty in the department. When a student presents a minor, a faculty member from the minor department serves on the advisory committee.

Associate Graduate Faculty serve on advisory and research committees but do not direct dissertations except with the recommendation of the department chair and the approval of the Dean of the Graduate School. For the current list of faculty with full graduate faculty status, see the web site listed above in the previous paragraph.

When the advisor and student agree on the composition of the advisory committee, the student formally asks each faculty member to serve. After all members have agreed to serve, the student completes the Request for Appointment of Graduate Committee form, and submits it to the department chair.

## Responsibilities of the Advisory Committee

The advisory committee guides and evaluates the student's program and progress. The advisory committee chair coordinates the formation of an advisory committee, supervises the preparation of the degree plan, and chairs any necessary meetings.

- Degree Plan Approval Process

The Advisory Committee has the responsibility for formalizing the degree plan early in the student’s program. All members of the Advisory Committee must be consulted about the degree plan. After the committee has conferred and approved the student's degree program, the completed form should be submitted to the department chair for approval. The chair will forward the approved program to the Dean of the Graduate School. Only the form from the Graduate School or its web site will be accepted (<https://www.twu.edu/gradschool/forms.asp>).

- Degree Plan Modification

When a degree plan includes electives or special topics, it is the student's responsibility to update the degree plan by completing a Change in Degree Program form. The Change in Degree Program request should be submitted to the student's advisor for approval. If the modifications being requested are substantive, the advisor will discuss the request with all committee members before approving the change. The student's advisor will then forward the request to the department chair and Dean of the Graduate School.

## Changes in Advisory Committee Appointment

If necessary, changes in committee membership can be made. A request for a change may be initiated by the student, a committee member, or the chair of the committee and submitted to the department chair. Out of academic courtesy, the committee chair should inform all parties concerned. Requests for changes should be made in writing with the Request for Appointment of Graduate Committee form. The work of the Advisory Committee concludes with the acceptance of the degree plan. At the close of coursework, the student should select a Research and Examination Committee. Faculty members selected for the Research and Examination Committee should be well qualified in the area of the student’s interest.



## Research Committee

The research committee conducts the qualifying examination, approves the dissertation prospectus, and conducts the final examination (dissertation defense). The chair of the research committee acts as the director of the dissertation and holds primary responsibility for supervising the completion of the dissertation. Research committees may be composed of the same individuals as the advisory committee. However, it is not required.

### How Research Committees Are Named

The research committee consists of not fewer than three voting members of the graduate faculty, at least two of whom represent the major discipline. If the student has a minor, one member of the committee should normally be a faculty member from the minor area. Students first choose the dissertation director/chair of the research committee (the major professor) and, in consultation with the director, choose the other members of the research committee who have the necessary expertise in each examination area. Students should give careful consideration to faculty areas of expertise when making this selection. When the chair and student agree on the composition of the research committee, the student formally asks each faculty member to serve. After all members have agreed to serve, the student completes the Request for Appointment of Graduate Committee form and submits it to the chair of the department. All members of a research committee must be members of the TWU Graduate Faculty. The only exception is in the event of a committee member from another institution. In such a case, the proposed member must submit a vita and must be approved by the department chair.

### Changes in Research Committees

If necessary, changes in committee membership can be made. A request for a change may be initiated by the student, a committee member, or the chair of the committee and submitted to the department chair. On occasion, a faculty member may be unavailable because of academic, medical, or personal leave. Some faculty members are not available over the summer sessions. Changes in committee membership occur when the faculty member is on leave. Students must be prepared to make adjustments. Out of academic courtesy, the committee chair should inform all parties concerned. Requests for changes should be made in writing with the "Request for Appointment of Graduate Committee" form.

## The Qualifying Examination

Each doctoral student in the program takes a qualifying examination at the close of course work after the student has met the research tools requirement. These examinations are offered only during April or November of each year. The student applies, for instance, for the November examination date during the previous April, etc. This examination is administered by a committee of three faculty members of the student's choice as set forth by departmental guidelines and policies. The purpose of the examination is to determine whether the student has attained a level of expertise in rhetoric, literature, and related fields to warrant admission to candidacy and continuation with the dissertation. Successful completion of the qualifying examination demonstrates a mastery of the field that clearly surpasses that of the generalist. The student must demonstrate a specialized knowledge of the discipline for a career which involves not merely the ready use of a body of information, but also the synthesis of that knowledge and potential for creation of knowledge through investigation and research. The student must be enrolled in graduate study at TWU in order to take any part of the qualifying examination. The department does not offer independent study for students to prepare for the qualifying examination, nor is there a reading course available.

To arrange for the qualifying examination, the student submits the "Application for Examination for the Ph.D. in Rhetoric" form.

### Examination Preparation

The student should meet with the committee chair to discuss the content and format of the written examination, dates, and three required areas, History of Rhetoric, Applied Rhetoric, and Literature. It is assumed that the student will read widely in related criticism for all three areas. The department does not offer independent study hours for examination preparation.

#### Structure of the Qualifying Examination

The examination consists of two parts:

1. A written examination covering three areas and lasting nine hours in length.
2. An oral examination not to exceed two hours covering the same areas as the written examination.

Students must pass both parts in order to pass the Qualifying Examination.



## The Written Examination

The written examination has three parts and is administered over the course of three days but within a one-week period (usually in the semester in which the student is finishing the last classes for the degree) in a designated departmental office on TWU's equipment. The student is to bring nothing (e.g., food, music, backpacks, cell phones) into the examination room, and the examination room will not have internet or telephone access. The proctor will provide other necessary materials. In each section, the student will be given four questions from which to choose and write responses to two questions. Committee members will formulate questions for each portion of the written examination. The Historical/Theoretical and the Applied sections will be administered prior to the examination over the Literature Area.

The three parts of the examination are:

1. Historical/Theoretical Rhetoric: Major theoretical movements, figures, and schools of thought in Western rhetoric from classical to modern times.
2. Applied Rhetoric: Use of rhetorical principles to analyze texts from patterns associated with purpose and audience, to teach effective writing and speaking for a variety of purposes and audiences, to invent, arrange, and deliver information or communication effectively in electronic media, and to design and deliver effective professional communication.
3. Literature: Choice of a broad literary area, based partly on course work. Students will choose one of four literary periods:

Pre-1660 British literature  
Post-1660 British literature  
Pre-1865 American literature  
Post-1865 American literature

Each section of the examination will be graded as "pass" or "fail" by individual committee members.

If a majority of committee members assign a "fail" mark, the student must retake the designated section or sections either at the next available April or November examination period, but no longer than one year after the initial attempt. In the event of failure after the two attempts, the student may not continue in the program. A student may not take the examinations, in whole or in part, more than twice. Once the student has passed all three sections of the written examination, he or she continues with the oral examination.

## The Oral Examination

The oral examination lasts approximately two hours and follows successful completion of the written examinations. The oral examination is held within a month of the student's successfully completing the written examinations and allows the student an opportunity to demonstrate an ability to synthesize and articulate the extent and depth of her or his knowledge in the same fields tested in the written portion. In order to prepare for the oral examination, students will be given a copy of their examination to use as preparation for the oral examination. The examination is graded as "pass" or "fail" by individual committee members. The committee chair notifies the student and the department chair of the examination results.

### The Prospectus

In selecting a topic for a dissertation, students must be mindful of faculty expertise. It is incumbent upon students to select a topic that matches the competencies of the faculty. The Research Committee meets with the student to review and approve the prospectus. Although a longer proposal may be required by the committee, the prospectus filed in the Graduate School must be no longer than ten pages (including a single-spaced bibliography). After the research committee chair reviews the prospectus, and at least ten days before meeting with the research committee, the student gives each member a copy of the prospectus. The research committee meets with the student to consider the prospectus. To indicate approval, each committee member signs the Prospectus form which the committee chair forwards to the department chair. The prospectus for a dissertation is forwarded to the Dean of the College and to the Dean of the Graduate School.



## The Dissertation Defense

The Research Committee meets with the student to review the dissertation. A student who has completed all other requirements for the Ph.D. is eligible to defend the dissertation. The defense is a public, two-hour oral examination covering the area of the completed dissertation and areas related to it. The defense will be advertised on the web site and by e-mail to the entire department. The student will be allowed to repeat the defense only once. When the student completes the defense, the committee members will sign the Certification of Final Examination form, which is submitted to the department chair, Dean of the College and Dean of the Graduate School.

## The Dissertation: Additional Information

### The Introduction

Dissertations are based on research that makes an original contribution to the literature and research of the student's discipline. The dissertation must be approved by the Research Committee, department chair, Dean of the College, and Dean of the Graduate School. Before research begins, the prospectus should be approved by the Research Committee and the Dean of the Graduate School. Specific requirements for preparing dissertations are listed in the publication entitled *Guide to the Preparation and Processing of Dissertations, Theses, and Professional Papers* (available at the University Bookstore) and at the Graduate School Web site.

### Enrollment for Advising on the Dissertation

The student registers for dissertation hours each semester during which guidance is received from the dissertation director and committee. In the final semester of dissertation work, the student may request reduced tuition (see the Request for Reduced Tuition form).

### Grades for Dissertation Work

The grade of PR is assigned to indicate progress on a dissertation. A student writing a dissertation for six hours' credit is given CR (Credit) for the first enrollment and PR (Progress) for all subsequent enrollments until the last enrollment. At that time CR is given again.

### Style of Documentation

Dissertations follow MLA guidelines (or APA guidelines for linguistics) in questions or problems regarding the mechanics of writing, the preparation of manuscripts, documentation, bibliography, abbreviations, and reference works.

### Expectations for the Dissertation

1. The research topic or problem is clearly stated and well conceptualized.
2. The dissertation is well organized and follows a logical exploration of the topic.
3. The argument of the work does not include contradictions and presents depth of understanding of the research topic.
4. Research is comprehensive and current as evident in bibliography and end notes which demonstrate a broad range (past to present) of scholarship related to the topic. The subject is placed in the context of current criticism, mentioning significant articles, books related to the study at hand.
5. The significance and contribution to scholarship of the work are stated and supported.
6. The student demonstrates significant analytical skills as evident by original analysis and presents supporting evidence for conclusions.
7. Writing is error-free, clear and readable in syntax, mature in style.
8. The writer provides definitions of key terms and descriptions of specific theories.

### Statistical Consultation Services

Graduate students who want to use the computer and research consultant services available at TWU should contact the Graduate School. The student's supervisor should accompany the student at any meeting arranged to make such a request.

### Institutional Review Board

Texas Woman's University recognizes the need for investigations in which human beings may serve as research subjects. The University acknowledges and accepts its responsibilities for ensuring that the privacy, safety, health, and welfare of such subjects are adequately protected and operates under a Federalwide Project Assurance (#FWA00000178). The University has thus established an Institutional Review Board (IRB) for each site (Denton, Dallas, and Houston) to review and approve the adequacy of human subject protection. The IRB is composed of faculty and staff from a variety of disciplines plus community members.

### Guidelines for Publication Agreement Between Faculty and Students

The student is considered an independent researcher and the sole author of the dissertation and any publications coming from it. Exceptions should be documented by a written agreement signed by student and faculty member.

## Submission of Dissertation and Graduation

Application for graduation is normally completed at the beginning of the semester of graduation or earlier. The university deadline for filing a thesis or professional paper is approximately one month prior to graduation (see Graduate School for specific date). Therefore, no later than the beginning of the semester in which a student wishes to graduate, students should obtain a packet of information from the Graduate School. This packet includes deadlines for submitting a dissertation and for completing other paperwork required for graduation. Students are advised to check the Calendar of Deadlines published by the Graduate School.

### Submitting a Dissertation and Abstract

Copies of the approved dissertation and abstract must be delivered to the Graduate School no later than the filing date specified by the Graduate School. Bound at the expense of the student, two copies are placed in the Blagg-Huey Library and the third in the files of the department.

### Graduation Policies

Graduate students must be enrolled in the university during the semester in which they graduate unless all requirements of the Graduate School are met prior to the first day of registration of the ensuing semester. If a student fails to meet the deadline for graduation established by the Graduate School in a given semester but completes all requirements by the close of that semester, the Dean of the Graduate School will write a letter to that effect to the student's employer. The letter is evidence of completion of the degree.

## Scholarships and Assistantships

### Scholarships

The department offers a number of scholarships for graduate students. Applications are usually due in early March and awards announced in April. Some scholarships require an essay for a writing sample. See the department office for applications. See the Financial Aid office for other scholarships. Students holding a scholarship need to check with the Financial Aid Office to see whether they are required to be enrolled full-time (9 hours), since some scholarships have different enrollment requirements.

### Departmental Teaching Assistantships

Graduate teaching assistantships may be available to qualified applicants on a competitive basis. Assistantships provide a stipend as well as valuable experience in classroom teaching and/or writing center instruction. Graduate teaching assistants are usually assigned primary responsibility for teaching a course for credit and/or assigning final grades. The assistantship means working half-time (twenty hours a week) for the university and includes partial health insurance as part of the compensation.

Responsibilities include: 1) teaching two classes (usually composition); 2) the possibility of tutoring twenty hours per week in the writing center; or 3) teaching one class and tutoring ten hours in the writing center. For more information see the Graduate School's web site (<https://www.twu.edu/gradschool/graduate-assistants.asp>).

### Requirements for Graduate Assistantships

1. Admission to Graduate School.
2. Good academic standing at TWU.
3. Completion of eighteen semester hours of graduate credit in English. Students who have not earned at least eighteen semester hours of graduate credit in English are eligible to tutor in the writing center as graduate assistants.
4. Proficiency in English as described in the Graduate Catalog and as mandated by the Higher Education Coordinating Board.
5. Registration in Graduate School according to Texas academic regulations on residency. If the assistant is employed at least one-half time (.50) in an assistant position, the student registers at the same rate as a Texas resident without regard to the length of time the assistant has resided in Texas.
6. Registration for a minimum of six graduate hours, or the appropriated number of hours according to the *Graduate Catalog*.
7. Preferably, teaching experience in the specialty area.

### Details about Assistantships

1. A student is not permitted to hold an assistantship at TWU concurrently with a similar position at any other college or university.
2. A student who is employed full-time in any position cannot be appointed as a full-time graduate assistant.
3. Any outside employment must be approved in advance by the Director of the First-Year Composition Program and the chair of the department.

#### APPLICATION PROCESS FOR ASSISTANTSHIPS

##### • Review of Applications

Applications for assistantship are available in the main departmental office, or online at the Graduate School's web site. The completed application and supporting documents, including official transcripts, verification of graduate status, and letters of reference, must be filed with the chair of department and reviewed by the Chair of the department, the Graduate Advisor, and the Director of the Freshman English Program. In addition, assistantships may require a personal interview. Applications are reviewed and accepted through April 1. Decisions regarding appointment of assistantships are usually made by April 15. In rare instances, summer assistantships will be available.

##### • Renewal of Assistantships

Assistantships are not automatically renewed. Applicants are required to reapply for their positions each year. Reappointment to an assistantship is contingent upon prior performance, departmental teaching needs, and available funds.

## Maximum Term of Assistantships

The master's level maximum number of years is three.

The doctoral level maximum number of years is four.

The combined master's degree and doctoral degrees maximum number of years is six.

Exceptions to these limitations as recommended by the department chair must have the approval of the Dean of the Graduate School. More information regarding assistantships can be obtained from the Graduate School.

## Assistantship Remuneration

Stipends for Graduate Teaching Assistants are set by the university at two levels: Level 1 (master's level) and Level 2 (doctoral level). Stipends are subject to change annually. Students should request current stipend information from the departmental office or from the Graduate School.



Film and Rhetoric

(All photographs and images used in this handbook come from either Flickr Creative Commons or TWU's Office of Marketing and Communication.)

### Current Graduate Faculty

DR. PHYLLIS BRIDGES — Shakespeare, Milton, Folklore, American Literature

DR. HUGH BURNS — Rhetoric, Computers and Composition, Bibliography, Research Methods, Professional Writing, Literary Nonfiction

DR. VIVIAN CASPER — Modern Drama, British Literature

DR. RUSSELL GREER — 19th and 20th-Century Literature and Rhetoric

DR. BRUCE KRAJEWSKI — Literary Theory, Film, Philosophical Hermeneutics, Rhetoric

DR. GUY LITTON — 19th-Century American Literature, Emerson, Composition and Rhetoric

DR. NINFA NIK — 19th-Century French and Spanish Comparative Literature, Biography (French, Hispanic, and Moslem Women), Translation

DR. JOYCE PALMER — British Literature and the Novel

DR. RUBEN RODRIGUEZ — 19th and 20th-Century Peninsular Literature, Women's Studies, & Queer Theory

DR. STEPHEN SOURIS — 19th and 20th-Century American Literature, Multicultural Literature, Bakhtin, Literary Theory, Multiple Narrator Novel

DR. LOU THOMPSON — Rhetoric, Film & Visual Rhetoric, Disability Studies, British Romanticism