

PhD Handbook, Rhetoric

Statement of Student Responsibilities

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 to Thesis and Dissertation Preparation.

For questions related to departmental graduate student guidelines, see the department chair or graduate advisor. In the event that the program handbook is inconsistent with the Graduate Catalog, the Graduate Catalog takes precedence.

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

Important Forms

In most instances, students should obtain official forms for any aspect of graduate study from the Graduate School's website. Some program specific forms are available only through the department (as, for example, the application to schedule your cumulative examinations.) These are available as hard copy in the hallway of our CFO 9 offices, or through your advisor.

Graduate School Forms	http://www.twu.edu/gradschool/forms
Grad Council Policy Manual	https://www.twu.edu/gradschool/graduate-council/graduate-council-policy-manual/
Guide to Thesis and Dissertation Preparation	https://www.twu.edu/media/documents/graduate-school/Guide-to-thesis-dissertation-preparation.pdf
ESFL Homepage	http://www.twu.edu/english-speech-foreign-languages/

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This handbook is developed from the following sources:

ESFL MA Handbook (1995, 2009); ESFL PhD Handbook (October 2015, October 2012, 1 March 2009); Graduate Policy Handbook; Draft of ESFL Graduate Student Handbook (2001); TWU Guide for Theses and Dissertations; TWU Graduate Catalog (2008-2010; 2015-2016; 2016-2017)

The effective date for this handbook is May 2017.

Admission Requirements and Policies

Please note: The department reviews applications for admission to the doctoral program once per year. The deadline for submission of all materials is February 1 for summer or fall admission. All candidates are strongly encouraged to contact the program coordinator to learn more.

- Master'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. A Bachelor's or Master's degree in English or closely related field is preferred. If the department chooses to consider an applicant without a previous English degree, s/he will be eligible only for provisional admission.
- Official transcript showing a minimum 3.0 GPA for the last 60 semester credit hours of undergraduate study and a minimum 3.0 GPA for all prior graduate work. Exceptions: Applications reflecting lower than a 3.0 average (but no lower than a 2.50 average) will be considered upon special recommendation of a departmental graduate faculty member to the Dean of the Graduate School.
- An academic writing sample (ten to twelve pages in length), which shows scholarly research and documentation skills.
- For unconditional admission, sufficient and satisfactory undergraduate preparation in the major field. Additional preparation may be required by provisional admission.
- U.S. citizenship or appropriate immigration forms. See the guidelines from the Office of International Education (<http://www.twu.edu/international-education/>).
- An official report of acceptable scores on the Graduate Record Examination (GRE). For the PhD degree, a minimum combined score of 291 (850) on the verbal and quantitative sections of the GRE is required.
- Three letters of recommendation, preferably from those who have worked with the applicant in an academic setting, chiefly professors.
- A Statement of Purpose submitted to the Graduate Advisor in ESFL prior to the annual February 1 application deadline.
- Timely filing of appropriate application forms from the Admissions Office, the Dean of the Graduate School, or the Department of ESFL. The completed application, GRE score report, and official transcript from each college attended should be returned to the Office of the Registrar prior to February 1.
- 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, or, if necessary, by correspondence, in order to become acquainted with specific departmental regulations.

Unconditional Admission

Each application that 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 has admission requirements that must be met for unconditional admission.

Provisional Admission

Applicants not qualifying for full admission may be granted provisional admission status. A student admitted to TWU with less than a 3.0 average is regularly given Provisional Admission, conditioned upon maintenance of a 3.0 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 may include a leveling plan consisting of undergraduate and/or graduate level English courses as determined by the department. Provisional status 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). Undergraduate credits will not count towards the graduate degree.

Failure to remove provisional admission status after completing twelve graduate hours will result in suspension for six years from further graduate study in a degree program. 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 coursework.

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 minimum requirements for admission or if there is limited room in the program.

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

There is no automatic transfer of graduate credit, but the student's advisory committee has the prerogative to recommend to the Dean of the Graduate School the acceptance of transferable semester credit hours.

Only graduate coursework completed at regionally accredited institutions may be considered for transfer. A student may apply for consideration of transfer of semester credit hours after satisfactorily completing a minimum of nine semester credit hours of graduate credit at Texas Woman's University and upon filing the degree program. The rule governing the time limit for doctoral work also applies to transferable credits.

Only graduate courses in which a grade of B or better has been earned are acceptable for transfer. No credit toward a graduate degree may be obtained by correspondence and no credit toward a graduate degree may be obtained by extension work from another institution.

At least fifty percent of the work counted toward a doctoral degree program must be composed of courses having residence status at Texas Woman's University.

Program of Study

The mission of the PhD program in rhetoric is to prepare students in the following areas: historical, theoretical, and applied rhetoric; linguistics; literature; and critical theory. Students master a body of knowledge in areas selected by the student in consultation with a faculty advisory committee. Students demonstrate a high level of proficiency in discourse analysis; expertise in practices of and extensive preparation for responding to issues in composition and communication studies; the ability to conduct deep, thorough research culminating in an original contribution to the profession; and professional engagement. Students may choose courses in literature, language, linguistics, rhetoric, and composition. A strength of the program lies in its flexibility in regard to both curriculum and degree options to meet the individual student's academic and professional objectives. Faculty's mentoring of students is a hallmark of the TWU PhD program.

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 utilizes language to inform, persuade, express, and explore ideas. In keeping with the university's mission of empowering women, the program also 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 outcomes for students of the PhD in rhetoric are as follows:

- To effectively synthesize knowledge of historical, applied, and theoretical rhetoric and relevant historical, critical, and theoretical discussions of a major literary area of specialization.
- To coherently articulate and effectively defend positions they have created through analysis, critique, or interpretation of texts.
- To ethically and effectively conduct independent research, situating that research within their disciplines.

Program Requirements

Professionalization

ENG 5103 Introduction to Graduate Studies in English is required of all doctoral students who have not already had a similar course.

Rhetoric Core

Minimum of 24 hours in historical, theoretical, and applied rhetoric.

Required Core 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
- ENG 6083: Research Methods in Rhetoric and Composition

Program Requirements (continued)

- Rhetoric Electives** 6 hours in rhetoric, writing, or linguistics.
- Theory Component** 3 hours required. Students may choose from the following (but note that additional courses, including those from other departments, may be substituted with prior approval of the advisory committee and department chair.)
- ENG 5283: Literary Criticism
 - ENG 6313: Studies in Rhetorical Criticism and Discourse Analysis
 - ENG 6343: Major Rhetorical Theories
- Area of Specialization** Minimum of 15 semester credit hours chosen in consultation with the advisor and advisory committee.
- Independent Study** In consultation with the advisory committee chair, a student may elect to take a three hour independent study course to prepare for comprehensive exams. If a student prefers not to take this option, s/he may take an additional course in the area of specialization.
- Electives** To complete 90 semester credit hours beyond bachelor's degree.
- Dissertation Hours** Students can expect to enroll in a minimum of 12 semester credit hours on the dissertation.
- Research Tools** Doctoral students are required to take two research tools, each equivalent to a minimum of 6 credit hours at the graduate level or 12 hours at the undergraduate level.

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Required Research Tool 1 (6 graduate hours)

The following courses from the Rhetoric Core make up one research tool:

- ENG 5343 Rhetoric and Composition: Theory and Practice
- ENG 6083 Research Methods in Rhetoric and Composition

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Required Research Tool 2 (6 graduate hours or 12 undergraduate hours)

Students may choose two courses from the following English courses to make up their second research tool:

- ENG 5083: Bibliography and Research Methods
- ENG 5283: Literary Criticism
- ENG 5363: Studies in Linguistics
- ENG 6313: Rhetorical Criticism and Discourse Analysis
- ENG 6323: Studies in Feminist Rhetoric
- ENG 6343: Major Rhetorical Theories

Courses listed above may be repeated when the specific topic of investigation varies.

Students may also choose 1-2 research courses taught in other disciplines, such as information retrieval, ethnography, or statistics, as approved by the advisory committee and department chair; or 6 hours of graduate level or 12 hours of undergraduate level language courses.

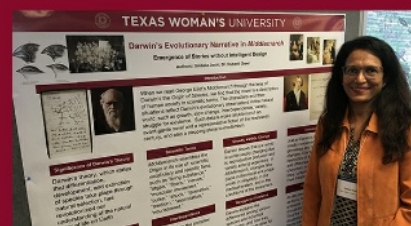
Students are advised to select research tools which complement their Area of Specialization.

Students must receive a "B" or better in all research tools. English and non-English courses may count toward the 90 hours of the degree, at the discretion of the advisory committee and department chair.

Undergraduate courses taken as research tools may not be used in the hours that count toward the graduate degree.

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 designated by a written agreement signed by student and faculty member.



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 (upon completing approximately eighteen hours), 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/>. 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 PhD advisory committee consists of a minimum of three members, including not fewer than three voting members of the graduate faculty from the student's degree program. When a student presents a minor, a faculty member from the minor department must also serve on the advisory committee. See the Graduate School's web site for graduate faculty status and the departmental web site for areas of expertise.

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 website 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. This committee shall have authority to review the student's course work and to evaluate it through written and/or oral examinations with respect to the student's program. 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 of 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 website will be accepted (<https://www.twu.edu/gradschool/forms/>).

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.

Research Committee

The research committee 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, such composition is not required. When a student reaches the dissertation prospectus stage, it is not uncommon to change committee chairs or members, depending on the student's evolving research interests.

How Research Committees are Named

The research committee consists of three or more voting members of the graduate faculty, at least three of whom represent the major discipline. If the student has a minor, one additional member of the committee should 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 Advisory/Research Committee

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 approved by 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, which is on the 9th floor of the Classrooms and Faculty Offices (CFO) building.

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, July, or November of each year.

To arrange for the qualifying examination, the student submits the "Application for Examination for the PhD in Rhetoric" form. The student applies, for instance, for the November examination date during the previous April, July, or November. This examination is administered by the student's Advisory committee as set forth by departmental guidelines and policies. Examinations during July are available only when all committee members are willing and available.

The purpose of the examination is to determine whether the student has attained a level of expertise in rhetoric and related fields to warrant admission to candidacy and continuation to 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. A student may elect to take a three hour independent study course to prepare for comprehensive exams.

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).

Historical/Theoretical Rhetoric covers major theoretical movements, figures, and schools of thought in Western rhetoric from classical to modern times. Applied Rhetoric requires the 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.

The Historical/Theoretical Rhetoric and Applied Rhetoric portions of the exam will be administered in a designated departmental office with 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. The Historical/Theoretical and the Applied sections will be administered prior to the examination over the Self-Designed Area of Specialization.

The Self-Designed Area of Specialization portion of the exam will be a take-home exam, giving students the opportunity to demonstrate their ability to synthesize appropriate references from primary and secondary sources. This portion of the exam is to be written during the span of 12 hours beginning at a time agreed upon by the student and Advisory Committee Chair and administered via the university's Learning Management System.

Minor

A minor (six to nine hours) is optional.

It may 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

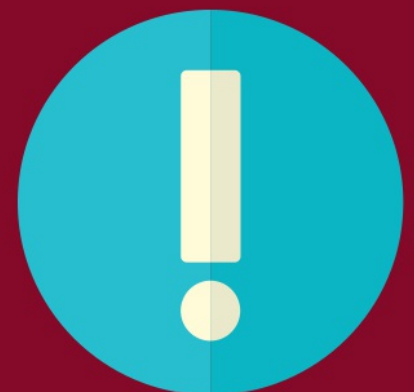
Students are strongly encouraged to enroll full time for at least two consecutive semesters.

Ten Year Limitation

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.

99 Hour Limitation

Any doctoral 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.



The Written Examination (cont'd.)

Students are expected to adhere strictly to the university's Academic Integrity policy throughout the entire written examination period. 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.

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 at the next available April, July, or November examination period but no longer than one year after the initial attempt. In the event of failure after 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 to the oral examination.

Written Examination: Self-Designed Area of Specialization

Effective immediately (3/29/16) for all students, both those currently enrolled in the PhD program and those entering in summer 2016 or after.

Doctoral students must propose in consultation with their committees their third areas of study for the comprehensive exam. At least six months prior to sitting for the exam, the student submits to the committee a formal written rationale for the third area that provides a focused study of a literary period, topic, practice, or question that crosses texts and artifacts (in the broadest sense) and remains grounded in the social, historical, cultural, critical and theoretical texts that inform them. This third area should be chosen strategically. Ideally, the third area will inform or contribute in some way to the dissertation and the student's career goals. As students are selecting their third areas, they should consider the ways in which college curricula are organized; their skills, knowledge, interests and passions; the ways the area informs and reflects their research interests; the trends in the current job market; and the extent to which the faculty in the department can appropriately supervise their studies on the topic.

The rationale includes the following information:

- What the proposed focus is (in detail)
- Why the student would like to focus on that topic, practice or question
- Any foundational course work, any related research, or relevant experience that has prepared the student to undertake this topic.
- Goals for focusing the area in this particular way (address dissertation topics, career goals, job market)
- Proposed reading list of primary and secondary sources. The reading list is intended to guide the student but is in no way exhaustive. It does NOT in any way limit the questions students may be asked during the written or oral exams. The final reading list is negotiated with each committee member.

The rationale should demonstrate the student's ability to write clearly and correctly, synthesize, organize, and cite appropriately (in either MLA or APA format).

For example, a student planning a dissertation on Burke and American novelists and hoping to teach courses in American literature after 1865 might choose to focus his or her studies on the 20th century American novel. Doing so would require the student to also be prepared to address the ways in which the years prior to the 20th century influenced the novel as a genre; the way the genre evolves over the century; the way the novel participated in Realism, Naturalism, Modernism, the Harlem and Southern Renaissances, and Postmodernism; the way the novel was being influenced by and influenced other 20th century genres; foundational scholarship on the novel as a genre; and significant authors and texts. Rather than limit the student to reading only the novel, the goal is to allow the student to focus on the novel. The student would also need to be able to address (in less depth) the poetry, short stories, plays of the period, as the novel does not exist in isolation.

Likewise, a student whose interests (and future research) are tied to "literacy," and who does not wish to teach courses in literature, may benefit from writing a proposal broadly informed by the theory and research specific to this area, considering issues like language education, acquisition, policy, and/or research (studies and methods). A student interested in digital literacy, for example, would need to prepare to address multimodal and community-based literacies and online research methods and ethics while also building strong foundational knowledge of the work already done in this important area of rhetoric and writing studies. Again, attention to both foundational texts and secondary scholarship is expected.

These two examples are intended to be suggestive—not exhaustive. Central to this process is the understanding that students are preparing not only for an exam, but also to enter the discipline as professionals who will in turn shape the experiences of future students, programs, and the discipline itself. Students are expected to engage in one-to-one conversations with their committee members, to study independently to fill gaps in their knowledge and understanding, and to engage in both deep and broad analytical and reflective thinking about their fields and the profession as a whole. Courses are merely the foundation for this independent research and study.

Once proposals are approved by the student's advisory committee, a copy with the appropriate signature page is forwarded to the PhD Program Coordinator (for approval by the Graduate Studies Committee) and then the Department Chair for review, approval, and signatures. Once all have approved and signed, a copy is then placed in the student's departmental file.

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 by the written portion. In order to prepare for the oral examination, students will be given a copy of their written 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 Dissertation

The Prospectus

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 on the Graduate School web site).

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.

Prospectus approval is required by the Research Committee; the department chair, director, or associate dean; dean of the college (if required); and the Dean of the Graduate School, prior to the student's beginning research for a dissertation (even if IRB approval is not required).

The dissertation prospectus must be filed in the Graduate School along with the Prospectus Cover Page, IRB approval letter, written approval letters from external agencies where data will be collected, and evidence that both the student and major advisor have completed all required modules of the Responsible Conduct in Research (RCR) Training in accordance with TWU policy 5.11. Data collection may not begin until the Graduate School prospectus approval letter has been received.

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 concerns regarding the mechanics of writing, the preparation of manuscripts, documentation, bibliography, abbreviations, and reference works.

The 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 Federal-wide 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, as well as community members.

Expectations for the Dissertation

- The research topic or problem is clearly stated and well conceptualized.
- The dissertation is well organized and follows a logical exploration of the topic.
- The argument of the work does not include contradictions and presents depth of understanding of the research topic.
- Research is comprehensive and current as evident in bibliography and endnotes 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 and books related to the study at hand.
- The writer provides definitions of key terms and descriptions of specific theories.
- The significance and contribution to scholarship of the work are stated and supported.
- The student demonstrates significant analytical skills as evident by original analysis, and presents supporting evidence for conclusions.
- Writing is error-free, clear and readable in syntax, and mature in style.

The Dissertation Defense

The Research Committee meets with the student to review the dissertation. A student who has completed all other requirements for the PhD 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 website and by email 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 the Dean of the Graduate School.

Submission of Dissertation and Graduation

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 dissertation is approximately one month prior to graduation. (Please consult the Graduate School for specific dates.) 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 electronically to the Graduate School no later than the filing date specified by the Graduate School. Students should refer to the Graduate School website for complete information on submission of the dissertation and other necessary forms for graduation. Please visit their website at: <http://www.twu.edu/gradschool/degree-completion/>.

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 serves as evidence of degree completion.

Assessment Documents

Once students submit their approved dissertation to the Graduate School, they should also email a chapter (including a list of sources) chosen in conjunction with the research committee chair to the department. The chapter is used for program assessment.

Scholarships and Assistantships

Scholarships

The department offers a number of scholarships for graduate students. The application system is accessible from all TWU webpages. Applications generally become available in October, and they remain available until early March. Awards are 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 Graduate Assistantships

Graduate Assistantships may be available to qualified applicants on a competitive basis. Assistantships provide a stipend as well as valuable experience in teaching and/or writing center instruction. The assistantship means working the equivalent of .50 FTE (6 work units or 20 contact hours a week) for the university, and includes partial health insurance as part of the compensation.

Responsibilities may include the following: 1) teaching two classes (usually composition); 2) tutoring ten to twenty hours per week in the writing center; 3) assisting full-time faculty with their classes ten to twenty hours per week, 4) supporting administrative functions in the department for ten to twenty hours per week, or 5) some combination of the above. For more information see the Graduate School's website at <https://www.twu.edu/gradschool/graduate-assistants/>

Requirements for Graduate Assistantships

- Admission to Graduate School.
- Good academic standing at TWU.
- Proficiency in English as described in the Graduate Catalog and as mandated by the Higher Education Coordinating Board.
- Registration in Graduate School in accordance with 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.
- Registration for a minimum of six graduate hours or the appropriate number of hours according to the Graduate Catalog. A GA or GTA in his or her last semester of coursework who has met all other graduation requirements and those students writing the dissertation may enroll for only three hours per semester.
- Preferably, teaching experience in the specialty area. GTAs must have completed a minimum of 18 credit hours in the specified discipline to be appointed as an instructor of record.
- A student who is employed full-time in any position cannot be appointed as a full-time graduate teaching assistant. A student who holds a full-time position may hold a graduate research assistantship.
- A student is not permitted to hold a graduate assistantship at TWU concurrently with an assistantship at any other college or university or with a student assistantship at TWU.
- A student who is employed full-time in any position cannot be appointed as a full-time graduate assistant.

Maximum Term of Assistantships

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

The doctoral level maximum number of years is six.

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

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.

Application Process, Review and Renewal of Assistantships

Applications for assistantships are available in the main departmental office, or online at the Graduate School's website. 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.

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 may be available.

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.

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.

Current Graduate Faculty and Research Interests



Dr. Ashley Bender (abender@twu.edu)

Literature of the long eighteenth century, especially drama; Shakespeare in the eighteenth century; sex and gender in the eighteenth century; textual studies; service learning in the composition classroom



Dr. Phyllis Bridges (pbridges@twu.edu)

Shakespeare, Milton, Folklore, American Literature



Dr. Matthew Brown (mbrown39@twu.edu)

Old and Middle English, Chaucer, History of the English Language



Dr. Gretchen Busl (gbusl@twu.edu)

World Literature, Adaptation, Translation, Multilingualism, Graduate Student Writing



Dr. Vivian Casper (vcasper@twu.edu)

Drama (especially modern), British Literature, Short Fiction



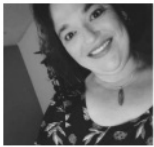
Dr. Brian Fehler (bfehler@twu.edu)

History of rhetoric; rhetorical theory; rhetoric and religion; U.S. oratorical culture



Dr. Russell Greer (rgreer@twu.edu)

19th and 20th-Century British Literature and Rhetoric



Dr. Dundee Lackey (dlackey@twu.edu)

Digital/Cultural/Community Literacies and Rhetorics, Multimodality, Composition Pedagogy, Research Methods



Dr. Guy Litton (alitton@twu.edu)

19th-Century American Literature, Emerson, Composition and Rhetoric



Dr. Gray Scott (gscott1@twu.edu)

Composition/Rhetoric, Pedagogy, Statistical Analysis of Texts (including Authorship Attribution), Collaboration, Renaissance, Science Fiction



Dr. Stephen Souris (ssouris@twu.edu)

Post-1865 American literature (especially fiction, poetry, the multiple narrator novel, and multicultural literature); modern literary/narrative theory (including Bakhtin).



Dr. Lou Thompson (lthompson2@twu.edu)

Rhetoric, Film & Visual Rhetoric, Disability Studies, British Romanticism



Dr. Genevieve West, Chair (gwest@twu.edu)

American and African American Literature, Harlem Renaissance, Zora Neal Hurston, Reception Studies

*Be sure to bookmark the ES7L homepage
(and follow us on Facebook) for more resources!*



Notes, Quotes, and Ideas:

