ADVISER GUIDE

*The following is a General Overview. For more detailed information, please follow the highlighted links provided in each section or refer to the program’s Redbook, which can be picked up in the Graduate Office*

I. Prospective and Newly Admitted Students
   A. Timeline
      1. December 15: Applications due
      2. Late February: Decisions made
      3. March, 3rd week: Open House
      4. April 15: final accepts / declines
      5. April, 3rd week: Associate Director of Graduate Studies assigns Advisers
      6. April 3rd week: Administrative Assistants assign mentors
      7. April 25 (approx. date): Office mails out registration materials
      8. Late May: Course selection forms due back; Office registers students
      9. Late August: New Student Orientation

   B. ADVISER duties
      By the end of May, the appointed Adviser should:
      1. Make contact
      2. Answer general inquiries
      3. Advise on Course Selection Form & Area Distribution Requirements (ADR)
## II. Student Tracking Chart

### A. BA Students

<table>
<thead>
<tr>
<th>Year in Program</th>
<th>Funding</th>
<th>Registration and other Requirements</th>
<th>Credits</th>
<th>Total Credits (42 required)</th>
<th>Total Reading Credits (6 required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year</td>
<td>Fellowship</td>
<td>Fall – 3 courses</td>
<td>9</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring – 3 courses</td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Year</td>
<td>TA</td>
<td>Fall – 2 courses</td>
<td>6</td>
<td>30</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Spring – 2 courses</td>
<td>6</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Pre-Exams conference – to be held within the 1st 10 weeks of the spring semester</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>May 15: Pre-Exams paperwork due [preliminary reading list, committee form, &amp; pre-exams statement]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Year (summer)</td>
<td>TA (continued)</td>
<td>Reading credits are to be used to devote time to reading from lists and meeting with faculty members in preparation for the exams</td>
<td>6</td>
<td>30</td>
<td>6</td>
</tr>
<tr>
<td>3rd Year</td>
<td>TA</td>
<td>Fall – 2 courses** + MTA December 1: finalized reading lists due</td>
<td>9</td>
<td>42</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring – Independent Study Writtens /Orals Exams in May</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Year</td>
<td>TA</td>
<td>Fall – September 15: Approved Dissertation Proposal due</td>
<td></td>
<td>Research Credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring – April 1: Approved Written Dissertation work due. (see page 10 for details)</td>
<td></td>
<td>Research Credits</td>
<td></td>
</tr>
<tr>
<td>5th Year</td>
<td>TA or Fellowship</td>
<td>Fall and Spring – dissertation Writing</td>
<td></td>
<td>Research Credits</td>
<td></td>
</tr>
</tbody>
</table>

** = If a BA student chooses to take a 1-1 course load in the 3rd year, rather than take 2-0 course load, the student may do so with the Adviser’s approval.
### B. MA Students

<table>
<thead>
<tr>
<th>Year in Program</th>
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</thead>
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<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Year</td>
<td>Fellowship</td>
<td>Fall – 3 courses</td>
<td>9</td>
<td>18</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Spring – 3 courses</td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Year</td>
<td>TA</td>
<td>Fall – transfer 6 MA credits + take 2 courses</td>
<td>12</td>
<td>39</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Pre-Exams conference – to be held within the 1&lt;sup&gt;st&lt;/sup&gt; 10 weeks of the fall semester</td>
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<tr>
<td></td>
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<td>Dec. 1: Pre-Exams paperwork due [preliminary reading list, committee form, &amp; Pre-Exams statement]</td>
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<tr>
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<td>May 15: finalized reading lists due</td>
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<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Year (summer)</td>
<td>TA (continued)</td>
<td>Reading credits are to be used to devote time to reading from lists and meeting with faculty members in preparation for the exams</td>
<td>6</td>
<td>39</td>
<td>6</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Year</td>
<td>TA</td>
<td>Fall – Independent Study Written / Oral Exams in December</td>
<td>3</td>
<td>42</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring – April 1&lt;sup&gt;st&lt;/sup&gt; Approved Dissertation Proposal due</td>
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<tr>
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<td></td>
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<td></td>
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<td>4&lt;sup&gt;th&lt;/sup&gt; Year</td>
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<td>Fall and Spring – Dissertation Writing</td>
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III. Additional Support

A. Research and Writing Support at Rutgers

The Adviser should counsel students about opportunities for additional support, which are available in various forms to students at all stages of the program, including in their first year. Any field-specific or project-specific information about funding opportunities about which the Adviser is aware should be passed along to students. At a minimum, the Adviser should help students decide if and when to apply for the following kinds of support from Rutgers:

- SAS Mellon Summer Grants
- Departmental Mellon Summer Grants
- SAS Mellon Dissertation Fellowships
- CCA Fellowships
- Bevier Dissertation Fellowships

Advisers should consult the Funding Chart on the Graduate Program’s website under the "Faculty" link for more details on these fellowships and grants. (see Funding Chart)

B. External Funding

At the dissertation stage, Advisers should make their students aware of external fellowship opportunities such as ACLS, AAUW, McNeil Center, Newcombe, etc. For additional information and assistance on identifying and applying for external funding, please visit CHASER. CHASER is a service of the Graduate School-New Brunswick.

C. Support for Out-of-Package Students

Beyond the 5th year, students are not guaranteed funding from Rutgers. However, they may apply for TAships in their 6th and 7th years (SAS will not permit funding beyond the 7th year). We have been able to provide TAships for all 6th and 7th year students in the recent past, but such funding is contingent on availability.

At the dissertation stage, the Dissertation Director should confer regularly with students about the advisability of applying for TAships, dissertation fellowships, and post-doctoral fellowships.
IV. Tracking Phase: COURSEWORK

A. Adviser Duties

Your student must meet with you prior to selecting courses during each registration period. Your student will bring with him / her a Coursework Record Sheet (aka “the blue sheet”), which you are required to initial. If you are on leave and are unable to meet with your advisee in person, this consultation may be conducted via email. Prior to approving the registration, you must advise the student on:

* Selecting Courses
* Area Distribution Requirements (ADR)
* Outside Courses & Independent Studies

B. Coursework Requirements

1. **Foreign Language Requirement** --- Must be satisfied before the beginning of the 2nd year. It may be satisfied in 1 of 3 ways:
   a. Receiving a “HIGH PASS” on the Foreign Language Exam, which is offered twice per semester and once per summer
   b. Receiving an “A” in a 300 or above language course (such a course must first be approved by the Graduate Director)
   c. Receiving an “A” in the Transliteratures Program (6-week language course in the Summer; registration is from January to March)

2. **Area Distribution Requirements (ADR)** --- Must be satisfied by the end of coursework

3. **Mentored Teaching Assistantship (MTA)** --- Introduces graduate students to methods in the teaching of literature to undergraduates
   * For BA Students this requirement is satisfied in either the Fall or Spring of their 3rd year; the semester is contingent solely on scheduling needs
   * For MA students this requirement is satisfied in the Spring of their 2nd year

C. Miscellaneous Coursework Information

1. **Registration**
   * Fall Registration = begins in April
   * Spring Registration = begins in October

2. **Outside Courses.** An “Outside Course” refers to any course not offered through our program. This includes courses via the Consortium (i.e. NYU, Columbia, Penn, Princeton, Fordham, CUNY) and courses within other RU Graduate Programs (i.e. History, Comp. Lit.)

**PROGRAM POLICIES ON TAKING OUTSIDE COURSES**
Students must first complete one year of coursework in our program.
Students may take no more than 2 outside courses.
An Outside Course is permissible only if a close equivalent is not offered by our program within a reasonable time period.
Students must seek the approval first of their Advisers and then of the DGS.

Students must provide the Graduate Office with the outside course information (location, instructor, course name, syllabus). In cases where the course is taken via the Consortium, students must pick up specific paperwork in the Graduate Office.

Students are subject to the same Course Deadlines as ordinary courses within our program.

In truly exceptional circumstances, either of the first two rules can be waived with the approval of both the Adviser and the DGS.

3. Independent Studies

PROGRAM POLICIES

Normally students must be in later stages of coursework to enroll in independent studies.
Students may take no more than 1 independent study during coursework.
Students must seek approval from the Adviser.
Students must provide the Graduate Office with the Ind. Study information (instructor, the predetermined reading list).
Students are subject to the same Course Deadlines as ordinary courses within our Program.

4. Coursework Deadlines. It is mandatory that all students turn in a HARD-COPY of their final papers to the Graduate Office by the deadlines set.

   Fall: The Friday before the start of the Spring Semester
   Spring: Three weeks after the last day of Spring classes

5. Reporting of Final Grades. Faculty must report final grades to the Graduate Office two weeks after papers are turned in. Please refer to Internal vs. External Grade conversion table.

6. Student Review. This is a bi-annual meeting consisting of 5 Faculty Members (DGS + ADGS + 3 assigned faculty) who discuss student grades and evaluations. Teaching evaluations of students of concern are discussed in October together with the Review of Spring Grades. Advisers should note the following:

   1. Students who receive less than an “A” in any of their current courses are automatically under review. Both current and past student evaluations are considered.
2. Students receive a letter from the Review Committee documenting their academic standing. You, as the adviser, receive a copy of this letter.

3. If the Student Review Committee should recommend termination, the student has three weeks to file an appeal. If such an appeal is filed, the Adviser can submit a supporting letter. Appeals will be decided at the next scheduled GEC meeting.
V. Tracking Phase: PRE-EXAMS (Please refer to the chart in Section II for specific student deadlines / paperwork)

A. Adviser Duties
Because mentoring relationships develop organically during coursework years, the student may at any time select a new Adviser. The Adviser in place at the time of the Pre-Exams meeting normally takes on the role of Exams Chair. In some cases, however, the student may request that the Adviser remain on the committee as 1 of the 4 required Examiners, rather than as Chair.

If the Adviser is not asked to stay on (either as Chair or as Examiner) s/he is free to advise the student on who may best fill these roles. Students are free to discuss these options with the DGS as well.

B. Duties for the Adviser who becomes the Exams Chair
1. The Adviser participates in the student’s Pre-Exams meeting. A second faculty member is chosen by the student with the help of the Exams Chair to participate in this meeting, as well.

   * At this meeting, the student, Chair, and Examiner should discuss who will serve as Examiners 3 & 4. It is also at this meeting that a preliminary list is discussed.

   * By May 15 (for BA Students) or December 1 (for MA Students), your advisee must:
      a. Have confirmed who will be the remaining two faculty members of her/his Exams Committee
      b. Distribute their preliminary reading list to all 4 examiners
      c. Turn in her/his Pre-Exams paperwork to the Graduate Office

2. Your student should negotiate a schedule of pre-examination meetings with each of her/his committee members, including the Exams Chair.

C. General Information on the Reading List
1. 60-70 Texts for the Comprehensive List (Major Field); 30-40 Texts per Special Topic (Minor Fields)

2. It is the responsibility of the student to circulate these official lists to all four members of the Committee

3. When the FINAL list is submitted to the Graduate Office it may not be modified, except at the request of the student; such modifications must be approved by the examiner(s) presiding over the list in question.
VI. Tracking Phase: EXAMS (Please refer to the NEW MODEL GUIDE for more detailed information.)

A. General Information

1. In the semester that the student takes the Exam, he/she registers for independent Study credits (not to be confused with an Ind. Study a student may take during coursework)

2. The Exam consists of TWO parts:
   a. **Writtens.** This is a take home & open book exam completed over a 72 hr period
      *All students proceed to the Orals

   b. **Orals.** This takes place on campus and lasts approximately 2 hrs. The 2 hrs are broken up as follows: 45 Minutes for the Comprehensive Field + 30 minutes per Special Topic + 15 minutes for collective conversation. At the end of the exam, the student is asked to leave the room. An additional 10-15 minutes is then used for deliberation.

      * In the event of failure, the student may petition the Graduate Director for permission to take the relevant part(s) of the examination a second time, but approval is not automatic and this may not be done more than once.

3. Scheduling the Exam: The exam period for The Writtens and The Orals is contingent on the date of the last day of classes. Though faculty are notified one year in advance of their student’s orals exam date, faculty are required to block off the entire Orals Exam Week in the event that a student’s exam must be rescheduled at the last minute due to an extenuating circumstance (i.e. illness).
VII. Tracking Phase: Post-Exams & ABD
Advancement to candidacy for the Ph.D. requires both passing the Qualifying Examination and filing the dissertation proposal.

After the Exams, the student may select a new Adviser (who then takes on the role as Dissertation Director). In some cases the student may request that the former Exams Chair remain on the committee simply as 1 of the 3 required Internal Readers.

If the Exams Chair is not asked to continue as the Dissertation Director, s/he is free to advise the student on who may better fit the role. In some cases, the student may discuss the options with the DGS as well.

A. Duties as Dissertation Director
1. Approve your student’s dissertation proposal by September 15th of the 4th year for BA Students or April 1st of the 3rd year for MA Students. At the time of submission, the student is also required to list their two other internal readers.

2. Provide a letter of support by April 1st for any student planning to apply for their 2nd Fellowship. [For BA students this is in the 4th year; for MA students this is in the 3rd year.]
   **You must also approve your BA student’s “dissertation work” by April 1st. [NOTE: MA students are required only to turn in a dissertation prospectus in order to be eligible for their 2nd Fellowship.]**

***Second Fellowships, student eligibility
A. BA Track student eligibility:
   1. Pass the Qualifying Exam and hand in an approved dissertation proposal by September 15th of their 4th year.

   2. File an application in February of their 4th year to be considered for a second fellowship to be held in their 5th year.

   3. By April 1st of their 4th year, submit a sample of written dissertation work.

B. MA Track student eligibility:
   1. Pass the Qualifying Exam on schedule

   2. File an application in February of their 3rd year to be considered for a second fellowship to be held in their 4th year

   3. By April 1st of their 3rd year, submit an approved dissertation proposal

3. Complete the annual Dissertation Director’s Evaluation

B. ABD General Requirements for you and your student:
1. **Dissertation Writer’s Report.** This is a mandatory report all ABD students are required to submit to their Graduate Director and to the Graduate Office each January.

2. **Extension of Time Application.** This is a mandatory application all ABD students who will be entering their 7th (or later) year must complete and turn in to the Graduate Office in January, along with their Writer’s Report. There are two forms: The 7-9 yrs form for students who will be entering their 7th, 8th, or 9th year; and the 10+ Yrs form for students who will be entering their 10th (or later) year.

   All students entering their 7th (or later) year are automatically under review by the Student Review Committee

3. **Dissertation Director’s Evaluation.** This is a mandatory evaluation that all Dissertation Directors are required to submit to the Graduate Office each February after having reviewed their ABD student’s Writer’s Report.

   The Evaluation is shared with your student and with the Student Review Committee. For ABD students who will be entering their 7th (or later) year, it also serves as a letter of support (or non-support) for the Review Committee and for the Graduate School.

C. **ABD Review**

   This is an annual meeting scheduled at the end of each April. It consists of the same 5 Faculty Members who serve on the coursework-based Student Review Committee. ABD students under review are those who will be entering their 7th (or later) year.

   1. Progress is measured by means of the Dissertation Writer’s Report and the Dissertation Director’s Evaluation. At this meeting, the committee discusses the appeal for an Extension in the program.

   2. Students under review will receive a Student Review letter, which will inform them whether or not another Extension will be granted.

   **The letter’s degree of concern is measured as follows:**
   - Extension Granted
   - Extension Granted but another extension will be unlikely
   - Final Extension
   - No Extension; Student must either defend the dissertation or withdraw from the program. Students have until August 15 to make a decision. A defense would need to take place no later than September 15th in order for the student to receive an October degree.
VIII. Tracking Phase: DEFENSE, general information
   1. The Dissertation Director ultimately decides whether the student is ready to defend.

   2. It is NOT the Graduate Office’s responsibility to schedule the defense; responsibility lies with the student. Once a date is set, the student must inform the Graduate Office; the Graduate Office will then provide the student with paperwork information and filing instructions.

   3. The completed dissertation should be submitted by the student to all members of the committee at least one month before the scheduled defense date.

   4. The defense consists of a one-hour meeting of the committee with the student.

   5. Upon completion of the defense, it is the student’s responsibility to file all of the necessary paperwork on time.

IX. Placement
Students who expect to be seeking jobs the following year are invited to attend a meeting with the Chair of the Placement committee during the spring term.