

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, 3rd week: Office mails out registration materials
8. May, 1st week: Course selection forms due back; Office registers students
9. Late August: New Student Orientation

B. Adviser Duties

By the first week 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 & FUNDING

Year & Funding	Semester	Registration	Notes
1 Fellowship	Fall	3 courses = 9 credits	--
	Spring	3 courses = 9 credits	Students entering with an MA should meet with the ADGS for an ADR Transfer Meeting . Up to 2 ADRs may be transferred.
2 TA Teaching Load is normally 1:1.	Fall	2 courses = 6 credits	--
	Spring	2 courses = 6 credits	Penultimate Semester *Pre-Exam Conference must be held within the first ten weeks of the semester. *May 15: Penultimate Paperwork due to the Grad. Office. Paperwork refers to Pre-Exam Statement, Preliminary Reading Lists, & Committee Form
	Summer	Reading = 6 credits	--
3 TA Teaching Load is normally 1:1.	Fall	2 Courses* + MTA ** = 9 credits NOTE: "How To Publish Essays"*** may be taken as 1 of the 2 required courses.	December 1 st : Finalized Reading Lists due.
	Spring	Independent Study = 3 credits	Writtens & Orals take place in May. <i>Students are highly encouraged to attend the Dissertation Proposal Workshop, normally held in mid-May.</i>
4 TA Teaching Load will be 2:0 or 1:1. (Scheduling varies and is based on the needs of the UG and WP offices.)	Fall	10 Research Credits	September 15: Approved Dissertation Proposals Due (See above regarding Dissertation Proposal Workshop.)
	Spring	10 Research Credits+ "Dissertation Writing Workshop"****	April 1: Approved Dissertation Work due (See page 10 for details)
	Summer	International Students need to register for 4 Research Credits	--
5 2 nd Fellowship	Fall	1 Research Credit	2 nd Fellowships depend upon passing exams and meeting the September 15 and April 1 deadline. Alternative funding for the 5 th year is a TA. All funding is contingent on meeting Academic Standards.
	Spring	1 Research Credit	--
6 Raritan Fellowship or TA	Fall	1 Research Credit	--
	Spring	1 Research Credit	--

* = If a student chooses to take a 1-1- course load, rather than a 2-0 course load, in their 3rd year, the student may do so with their Adviser's approval.

** = Students entering with an **MA** normally hold their MTA in the Spring of their 2nd Year rather than Fall of their 3rd year, as indicated. Students entering with a **BA** might hold their MTA in the Spring, rather than the Fall, of their 3rd year. MTA Scheduling is based upon the needs of the Undergraduate Office.

*** = **How To Publish Essays.** We recommend that students plan to enroll in the How to Publish Essays Workshop in their third, fourth, or fifth year. Priority for enrollment will be given to students in the fifth year, followed by students in the fourth year, followed by students in the third year, followed by first-come, first serve, prioritizing students who have not enrolled in a prior HPEW.

Because 3rd year students are still in coursework, such students may formally register for the course under the Independent Study index in order to receive an official letter grade and credit.

**** = **Dissertation Writing Workshop.** We recommend that all students plan to enroll in the Dissertation Writing Workshop twice, once in their fourth year when they are working on the first chapter and one other time when they are working on a subsequent chapter. Priority for the DWW will be given to fourth-year students. Thereafter, the workshop will be enrolled on a first-come, first-serve basis, prioritizing students who have not enrolled in a prior DWW.

NOTE: Student Tracking Credits are broken up as follows:

Coursework = 42 Credits

Courses = 36 Credits

MTA = 3 Credits

Qualifying Exam Independent Study = 3 Credits

Reading = 6 Credits

Research = 24 Credits

III. ADDITIONAL SUPPORT

A. Internal Fellowships and Grants

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. Additionally, students are strongly encouraged to attend the Fellowship & Grants Workshop, normally held in early-October. At a minimum, the Adviser should help students decide if and when to apply for the following kinds of support from Rutgers:

FELLOWSHIP/GRANT	INITIAL ANNOUCEMENT (approx.)	INTERNAL DEADLINE (approx.)	FINAL DEADLINE (approx.)
*TA/GA Professional Development Fund	n/a	n/a	n/a
CCA Fellowship	1 st week of September	4 th week of November	4 th week of November
Special Studies	1 st week of September	February 10 th	February 10 th
SAS Mellon Completion Fellowship	3 rd or 4 th week of September	3 rd week of November	3 rd week of December
SAS Mellon Summer Grant	3 rd or 4 th week of September	3 rd week of November	3 rd week of December
Dissertation Teaching Award	1 st week of December	January 22 nd	January 22 nd
Bevier Dissertation Fellowship	2 nd or 3 rd week of December	February 20 th	March 1 st
**Departmental Summer Grants	February 1 st	3 rd week of February	3 rd week of February

*The TA/GA Professional Development Fund has been approved for Academic Years 2016-17 and 2017-18. However, as it is contingent on the Union's decision on when and how often funds will be distributed the Graduate Office will provide updated information on how and when to apply when these dates become available.

** = Students must apply to SAS for either a Dissertation Fellowship or SAS Summer Grant in order to be eligible for Departmental summer funding.

Please note: For additional information regarding award applications and deadlines, please visit: <http://english.rutgers.edu/current-students.html>

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 6th year, students are not guaranteed funding from Rutgers. However, they may apply for TAs in their 7th year (SAS will not permit funding beyond the 7th year). We have been able to provide TAs for all 7th year students in the recent past, but such funding is contingent on availability. TAs held during the 7th year are through the Writing Program only.

At the dissertation stage, the Dissertation Director should confer regularly with students about the advisability of applying for TAs, dissertation fellowships, and post-doctoral fellowships.

D. Policy for Teaching while on Fellowship

Per the GEC, Graduate Student Fellows may **NOT** accept teaching assignments of any kind without permission of their adviser and the Graduate Director.

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 them 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 Transliterations 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 the scheduling needs of the Undergraduate Office.
- For **MA** students this requirement is normally 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.)

a. *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 may be waived with the approval of both the Adviser and the DGS.

3. [Independent Studies](#)

a. *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.

b. This “Independent Study” is not to be confused with the Independent Study for which *all* students register during their Qualifying Exam semester.

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.

Additionally, faculty must complete a [Student Evaluation Form](#) for each student.

Note: Faculty who serve as mentors for MTA students must complete the [MTA Student Evaluation Form](#).

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. A grade of B+ or lower is cause for serious concern, and repeated grades of B+ or lower are considered signs of unsatisfactory progress. 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) they are 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, now acting as Exams Chair, 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.

- *Prior to this meeting, the student must submit to their Chair and Examiner a copy of their pre-exams statement.*
- *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.*

2. By May 15 your advisee must:

- Have confirmed who will be the remaining two faculty members of her/his Exams Committee
- Distribute their preliminary reading list to all 4 examiners
- Turn in their Pre-Exams paperwork to the Graduate Office. Paperwork refers to Pre-Exam Statement, PhD Exam Committee Form, & Preliminary Reading Lists.

3. Your student should negotiate a schedule of pre-examination meetings with each of their 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: QUALIFYING EXAM

A. General Information

1. In the semester that the student takes the Exam, they register 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-EXAM & ABD](#)

Advancement to candidacy for the Ph.D. requires both passing the Qualifying Examination and filing the approved dissertation proposal and signed Dissertation Proposal Approval Form.

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, they are 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. At the time of submission, the student is also required to list their two other internal readers.

2. Approve your student's "dissertation work" by April 1st of the 4th year. Dissertation Work may be in the form of a chapter draft, an annotated bibliography, or notes on research conducted.

a. Second Fellowships, student eligibility

- Pass the Qualifying Exam on schedule and hand in an approved dissertation proposal by September 15th of their 4th year.
- File an application in February of their 4th year to be considered for a second fellowship to be held in their 5th year.
- By April 1st of their 4th year, submit a sample of written dissertation work.

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 beginning in their 5th year. (i.e. approximately one full year after the student has turned in their dissertation proposal and has become ABD)

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.

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 serves also as a letter of support (or non-support) for the Review Committee and for the Graduate School.

A. 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.
 - a. 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.