English MA Graduate Program Handbook

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English MA

Together, the Graduate Student Handbook and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- Academic Honesty
- Academic Integrity Training - Open to all graduate students at no cost
- Plagiarism

Introduction

The Master of Arts in English program offers two tracks: Literary, Cultural and Textual Studies, and Technical Communication. The program is designed for students interested in intellectual and practical questions of aesthetics, critique, culture, text, and interpretation.

Curriculum

Please visit the Graduate Catalog to see the current curriculum for our program.

Plan of Study Requirements and Registration Procedures

Both tracks require at least 33 hours of course work. The Literary, Cultural and Textual Studies concentration requires a three-hour thesis (or one additional 6000-level course). The Technical Communication program requires a three-hour thesis, a non-thesis option that requires a classroom or industry-based research project, or an additional 6000-level course. Degree requirements for all current English MA tracks are available in the Graduate Catalog.

In both tracks, at least 50 percent of the course work must be taken at the 6000-level. In exceptional cases, up to six hours of 4000-level coursework may be applied to the MA degree, provided that those same courses were not credited toward an undergraduate degree. Additionally, 4000-level courses may only be used if the student has completed 30 hours of 5000-level or 6000-level coursework, of which 50 percent is 6000-level. Permission to use a 4000-level class in your MA coursework must be granted by the Graduate Studies Director prior to registration. In order for these courses to count toward your degree, you must present a compelling case that they are vital to your individual program goals and that they are not available on the graduate level. Courses taken to "bring you up to speed" or otherwise prepare you for graduate study will not count toward your degree.

Enrollment for graduate courses is managed by the English Department prior to electronic registration. To protect space in the courses for our students, the department marks all graduate courses in the online class schedule as "Closed": this does not mean that the courses are full. To register, you will need to obtain a permission number from the Program Assistant, either in person, by phone, or via e-mail.

The courses you must take are outlined by the plan of study for your track. In each track, it will help you to take the core (i.e., required) courses as soon as possible.

You should not ordinarily register for thesis hours until all your coursework has been completed. In both tracks, students may take one 6000-level class rather than three credits of thesis. Students who intend to pursue a doctoral degree are generally advised to write a thesis.

Additional Course Requirements

If your undergraduate degree is in a subject other than English, the Graduate Studies Director may require you to take additional courses that will not be part of your plan of study.

If you lack one year of undergraduate study in a foreign language, you will be required to complete that requirement in order to earn your degree. The foreign language requirement may be fulfilled at an accredited institution other than UCF. You can also meet the requirement by taking a CLEP test. Contact the University Testing Center for more information on the test (utc.sdes.ucf.edu/). If you have completed the equivalent of one year of undergraduate study in a language for which there is no CLEP test, contact the Graduate Studies Director for more information about whether your accomplishment satisfies the foreign language requirement.

If you are interested in teaching first-year composition courses, you must take ENC 5705: Theory and Practice in Composition in the Department of Writing and Rhetoric. This course is most often offered during the spring term. It is recommended that you take the course during your first eighteen hours of graduate study. Taking the course does not guarantee that you will be awarded a graduate teaching assistantship.

A maximum of three courses may be taken as independent study, for a total of no more than six semester hours. To obtain approval to enroll in an independent study course, students must propose a topic, related readings, and set of assignments to a faculty member. The proposal (with faculty approval) must be submitted to the department's Graduate Studies Director no later than one week prior to the last day of classes in the term before you will enroll in the independent study. Faculty members are under no obligation to teach independent study courses, but many will do so if the topic supports their own teaching and research responsibilities. If the faculty member agrees to teach the independent study course, contact the Graduate Studies Director to determine whether it will meet the requirements in your plan of study. Independent studies may not duplicate courses in the catalog, whether or not that course is scheduled for a given semester. Independent studies will not count toward a graduate certificate.

Directed Research does not count toward your plan of study, but it can count toward your full-time enrollment. Technical Communication students who are studying for the comprehensive exams may enroll in one hour of directed research during the semester that the exam will be taken. The chief requirement of the directed research course is that you take the exam that semester. If you enroll in directed research and then do not take the exam, you will receive a "U" for those hours. You may only enroll in this "comprehensive exam research" one time.

Workshop classes in the MFA program (CRW 6920, 6921,6922, and 6923) are generally available only to those students who have been accepted into the MFA program or who have received instructor permission. If you plan to seek instructor permission to take these courses, be prepared to submit a portfolio of your creative work to that instructor.

Degree Plans

Literary, Cultural and Textual Studies: You must take six credit hours of required core courses, fifteen credit hours of restricted electives, six credit hours of unrestricted electives, three credit hours of either Thesis or Non-Thesis coursework, and the three credit hour Capstone Course.

Technical Communication: You must take five core courses, three restricted electives, and two unrestricted electives. Please note that the comprehensive exam in technical communication is based upon the content of the core courses (exclusive of ENG 5009).

In all tracks, at least 50 percent of the course work must be taken at the 6000-level.

In exceptional cases, up to six hours of 4000-level coursework may be applied to the MA degree, provided that those same courses were not credited toward an undergraduate degree. Additionally, 4000-level courses may only be used if the student has completed 30 hours of 5000-level and 6000-level coursework, of which 50% is 6000-level. Permission to use a 4000-level class in your MA coursework must be granted by the Graduate Studies Director prior to registration. In order for these courses to count toward your degree, you must present a compelling case that they are vital to your individual program goals and that they are not available on the graduate level. Courses taken to "bring you up to speed" or otherwise prepare you for graduate study will not count toward your degree.

Timeline for Completion

If you take classes full time (nine hours per spring and fall term, six hours in summer term), you should be able to complete your MA within two years, depending on course availability. Many students take longer because of thesis or research projects. Literary, Cultural and Textual Studies students will not take the comprehensive exam, but they must complete the Capstone Course (offered in fall) after having completed 18 hours of coursework. Several possible timelines for completing the MA follow. While these timelines indicate actual paths that real students took to earn their degrees, please note that your own best plan depends on your individual situation. Please consult the Graduate Studies Director for help in figuring out your individual plan of study.

Fewer than Two Years Timeline – Thesis Option

First Fall Semester	• Complete 9 hours of coursework
First Spring Semester	• Complete 9 hours of coursework • Form thesis committee by end of semester • Plan to take comprehensive exam during following fall semester
First Summer Semester	• Complete 6 hours of coursework (full-time is 6 hours) • Draft a thesis proposal; this draft should be as complete as possible so that revisions will be minimal • Study for comprehensive exam (TC)
Second Fall Semester	• Complete 6 hours of coursework • Complete 3 hours of thesis work; finish thesis proposal early in semester and begin writing thesis • Take comprehensive exam (TC) • Finish writing thesis; defend thesis • Take Capstone Course (LCT)

Fewer than Two Years Timeline – Non-Thesis Option (LCT Only)

First Fall Semester	• Complete 9 hours of coursework
First Spring Semester	• Complete 9 hours of coursework
First Summer Semester	• Complete 6 hours of coursework (full-time is 6 hours)
Second Fall Semester	• Complete 9 hours of coursework • Take Capstone Course

Two Year Timeline – Thesis Option

First Fall Semester	• Complete 9 hours of coursework
First Spring Semester	• Complete 9 hours of coursework • Form thesis committee by end of semester • Plan to take comprehensive exam during following fall semester
First Summer Semester	• Complete 3-6 hours of coursework (full-time is 6 hours) • Draft a thesis proposal; this draft should be as complete as possible so that revisions will be minimal • Study for comprehensive exam (TC)
Second Fall Semester	• Complete 6 hours of coursework • Complete three hours of thesis work; finish thesis proposal early in semester and begin writing thesis • Take comprehensive exam (TC) • Take Capstone Course (LCT)
Second Spring Semester	• Complete 3-9 hours of coursework or thesis work (full-time is 9 hours) • Finish writing thesis; defend thesis

Two Year Timeline – Non-Thesis Option

First Fall Semester	• Complete 9 hours of coursework
First Spring Semester	• Complete 9 hours of coursework • Plan to take comprehensive exam during following fall semester (TC)
First Summer Semester	• Complete 3 hours of coursework
Second Fall Semester	• Complete 6 hours of coursework • Take Capstone Course (LCT)
Second Spring Semester	• Complete 6 hours of coursework

Three Year Timeline – Thesis Option

First Fall Semester	• Complete 3 hours of coursework
First Spring Semester	• Complete 6 hours of coursework
First Summer Semester	• Complete 3 hours of coursework
Second Fall Semester	• Complete 6 hours of coursework • Form thesis committee by end of semester
Second Spring Semester	• Complete 6 hours of coursework • Complete 1 hour of thesis work; write proposal and have it approved by end of semester
Second Summer Semester	• Complete 1 hour of thesis work
Third Fall Semester	• Complete 6 hours of course work • Complete 1 hour of thesis work • Study for comprehensive exam (TC) • Take Capstone Course (LCT)

Third Spring Semester	• Complete 1 hour of thesis work • Take comprehensive exam (TC)
Third Summer Semester	• Complete 1 hour of thesis work
Fourth Fall Semester	• Finish writing thesis; defend thesis

Comprehensive ExamOverview

Literary, Cultural and Textual Studies students do not have a comprehensive exam requirement.

Technical Communication students must successfully pass the comprehensive examination to receive the MA in English. The comprehensive exam allows you to demonstrate a breadth of knowledge, as well as to make critical connectionsbetween texts. Such broad interrelation, rather than specialization, lies at the heart of a good MA program.

The comprehensive examination is given only in the Fall and Spring semesters. The administration date for the exam is announced one to two months before the test is given.

Inform the Graduate Studies Director of your intent to take the exam by the end of the add/drop period of the semester before the semester you want to take it (in other words, if you plan to take the exam in Fall, tell us by the end of the add/drop period for the previous Spring semester). As you must be registered for at least one credit hour during the term of your comprehensive exam, the end of the Add/Drop period of the semester in which you take the exam is the absolute last moment to register for it. It will help you, nonetheless, to register considerably before this deadline. This exam can be taken at any time during your plan of study, but ordinarily it should be taken after you have completed at least eighteen credit hours and should not be scheduled for the same semester in which you are completing your thesis.

Exam Policies

The comprehensive examinations are a significant exit requirement for all students in the Technical Communication track. The exams are designed and graded by Technical Communication faculty members and administered by the Graduate Admissions Specialist.

The examination can be taken at any time during a plan of study but is designed as a capstone, encouraging students to make connections among issues raised by various texts while also demonstrating their broad knowledge of their field.

All Technical Communication students must pass the exam in order to graduate, and students are permitted to take the comprehensive examinations no more than twice. If you sit for the exam, you are deemed to have taken it, whether or not you submit your exam for grading.

The Comprehensive Exams are distributed via email and, likewise, students submit their answers via email as a Microsoft Word document attachment. The exam lasts 24 hours. Although the number of questions may vary from year to year, normally the student will be able to choose from alternatives. In answering the questions, a student may refer to works taught in graduate courses, works on the predetermined reading list, or from other sources familiar to the student.

Exams are coded, with only the Graduate Program Assistant knowing the identity of the exam takers. The exams, therefore, are graded anonymously. Three Technical Communication graduate faculty graders grade every exam.

Students are encouraged to form online study groups to prepare for the exam. The organization of these groups is up to the students involved.

Makeup exams are not permitted. If you are unable to take the examination on the announced date, you must wait for the test's next normal administration time. If you fail your first exam, you may retake the test one time. If you fail the exam twice, you are removed from the Technical Communication program. In such a case, you may apply for re-admission; if re-admitted, you will have a third and final attempt at the exam. If you fail this third attempt, you will be removed from the program again without opportunity for re-admission.

Exam Content

This exam focuses on a reading list drawn from four core courses. The core courses covered on the exam are Production and Publication Methods, Technical Editing, Technical Writing: Theory and Practice, and the student's choice of either The Rhetoric of Public Debate or Rhetoric of Science.

The exam consists of several essay questions in each of the core areas and in all of the chosen concentrations. You must answer four questions. You must satisfactorily respond to three of the four questions to pass the exam.

Exam Grading

Three Technical Communication graduate faculty members will grade each exam. They may either grade the entire exam holistically or they may grade each individual question and then total their grades for the entire exam. Either way, the exam is graded on a pass/fail basis. Graders are not required to comment on individual student responses (though they may occasionally do so). Passing work at the graduate level is the equivalent of a B- or better. In rare cases, faculty may vote to reward an exceptionally good exam with the grade of "Pass With Distinction."

Your answers will be evaluated in terms of your writing ability (for example, style, grammar, and mechanics), your knowledge of the field, and your ability to construct a meaningful logical argument.

A passing exam exhibits detailed, cohesive writing: not only should each essay be free of grammatical and other errors, but it should consist of well-developed paragraphs with quotations and examples from the literature. The essays should show depth of insight, reflecting a carefully planned response to the issues raised by the questions.

You will receive your results approximately three weeks after the exam.

Thesis Requirements

To receive a Master of Arts in English degree, you must either complete a thesis or a final project, after your coursework has been completed, or you may elect to take one extra 6000-level course in lieu of a thesis/project.A major project such as a thesis cannot be proposed, researched, written, revised, and defended in a single semester; therefore, you must plan carefully and work in concert with your thesis director. Preparations for athesis or project are usually begun at least one calendar year before completing this final requirement.

All MA students engaging in thesis research must be continuously enrolled every term until they finish their thesis.

University Thesis Requirements

The [Thesis and Dissertation Webcourse](#) is the primary resource for all thesis and dissertation information. Students are automatically enrolled in this non-credit course upon enrollment in thesis or dissertation hours. All thesis/dissertation students should also review the College of Graduate Studies [Thesis and Dissertation page](#).

All university deadlines are listed in the [Academic Calendar](#). Your program or college may have other earlier deadlines; please check with your program and college staff for additional deadlines.

The following requirements must be met by thesis students in their final term:

- Submit a properly formatted file for initial format review by the format review deadline
- Submit the Thesis and Dissertation Release Option form well before the defense
- Defend by the defense deadline
- Receive format approval (if not granted upon initial review)
- Submit signed approval form by final submission deadline
- Submit final dissertation document by final submission deadline

Students must format their thesis according to the standards outlined in [Thesis and Dissertation Webcourse](#). Formatting questions or issues can be submitted to the Format Help page in the [Thesis and Dissertation Services](#) site. Format reviews and final submission must be completed in the [Thesis and Dissertation Services](#) site. The Dissertation Approval Form is also available in the Thesis and Dissertation Services site.

The College of Graduate Studies offers several thesis and dissertation [Workshops](#) each term. Students are highly encouraged to attend these workshops early in the dissertation process to fully understand the above policies and procedures.

The College of Graduate Studies thesis and dissertation office is best reached by email at editor@ucf.edu.

Choosing a Topic Area

When writing your thesis or special project, the topic you choose should represent an area of sustainable interest for you. It is also essential that you choose a topic for which your coursework has prepared you, and a topic in which a member of the UCF English faculty has expertise. When you have identified the general area you would like to pursue, you should start the process of choosing a thesis director. Your thesis director will help you narrow your area of interest into a workable topic. Your thesis director will also help you figure out whether your topic is best pursued in a thesis or (for the Technical Communication Track) an alternate research project.

Choosing a Thesis Director

Make an appointment with a UCF English faculty member whose area of expertise complements your area of interest. Ideally, you should meet with such a faculty member to begin the process of selecting a topic at least a calendar year before you intend to graduate. A list of faculty appears in the [UCF Graduate Catalog](#); faculty research interests are listed on the [department homepage](#). Be prepared to explain how your interest developed and how it relates to your previous coursework and your professional goals. Together, you and your thesis

director will narrow your area of interest into a workable topic. You will also work together to choose the rest of your thesis committee.

Choosing a Committee

Your thesis director and you will agree upon two other readers with expertise in your topic to compose the required three-person thesis committee. One of these two readers must be a UCF English faculty member; the second reader may be a faculty member from another department. If you plan to have two professors co-direct your thesis, both must be UCF English faculty members.

If no faculty member in the Department of English agrees to direct your project or if you are unable to identify two other experts to form your committee, you must select a different topic.

Your thesis committee must be approved before you can enroll in thesis hours. You may obtain a Thesis Committee Approval Form from the department's Graduate Program Assistant.

Writing and Submitting a Proposal

During your first semester of thesis hours, you will write a proposal and obtain formal approval of that proposal from your committee. A copy of this proposal, along with the signed approval form, is filed with the Graduate Studies Director. If an approved proposal is not filed with the Graduate Studies director before the end of your first semester of thesis hours, you will ordinarily receive a "U" for those hours.

Proposals in all tracks, whether for a thesis or an alternate project, are at least four to six pages long and must contain these elements:

- A working title that clearly states the proposed idea, hypothesis, or central questions that guide the project
- A statement of purpose and scope that provides context for the project
- An outline of the proposed chapters (or methodology for special research project)
- A preliminary bibliography
- A committee section (described below)
- A timeline for completing the project

Individual tracks and individual committees may require additional elements. For example, a proposal for research involving human participants should include an Institutional Review Board application. Other track-specific information is available below.

The committee section of the proposal outlines the role of each member of the committee, including how each member's specialty helps to form a coherent committee, and for which particular concerns or sections of the thesis each committee member will be consulted. The section also outlines the involvement of the readers in the thesis, addressing such questions as when the readers will see drafts of chapters. (e.g., Will the two readers on the committee read chapters at the same time as the director of the committee? Or will they read each chapter only after the director has reviewed each chapter?)

No more than two weeks after you have submitted your proposal, your committee will either approve or disapprove it. However, your proposal may go through a series of revisions until both you and the director find it acceptable. Be sure to plan carefully and communicate effectively with your committee so that you have time to complete an approved proposal before the end of your first semester of thesis hours. Do not begin writing your thesis until your proposal has been approved by all three committee members and the Graduate Studies Director.

If your committee rejects your proposal despite all your revisions, you must select a different topic and/or a different committee.

Defending Your Thesis

You will defend your thesis at a public meeting lasting at least one hour. Your committee members will attend along with any other interested members of the general public, including faculty members, graduate students, and your friends and family.

This defense must be scheduled at least six weeks ahead of time, and a public announcement of the defense must be posted at least two weeks ahead of time. At the defense, faculty members will ask questions that call on you to discuss the theoretical, methodological, and substantive aspects of your research.

To schedule your defense, establish a mutually convenient date and time for you and your committee. After conferring with the committee members, you will need to contact the Program Assistant in order to schedule a room. Notify your committee and the Graduate Studies Director of the place, date and time. If you are doing a project, notify the Graduate Studies Director at least two weeks in advance of the date and place of your defense.

While you may schedule a defense in the summer, many faculty members are not available for extensive thesis work from April 1 to September 1. Faculty who do not teach in the summer and therefore are not under contract during the summer may not direct a summer defense.

Please plan carefully and consult frequently with your thesis or project director about schedules and deadlines.

No later than three weeks before your defense (or earlier, if called for in your thesis proposal), submit four copies of the final draft of your thesis: one for your director, one for each committee member, and one for the Graduate Studies Director. These copies will be shared with other faculty members who may wish to attend the defense.

In addition to copies of your thesis, you'll need to prepare two documents:

- A thesis announcement, which is emailed to the Graduate Program Assistant for distribution. Contact the Graduate Program Assistant for examples.
- Refer to **Module 4: Defense** in the [Thesis and Dissertation Webcourse](#) for instructions on submitting your release option information and printing your Thesis Approval Form.

(These documents may not be required for non-thesis projects. If you are working on a non-thesis project, contact the Graduate Studies Director to determine which documents are needed.) Follow all requirements specified by [UCF Graduate Studies](#). The Thesis Approval form will be signed by your thesis committee at the end of the defense, assuming that your thesis was successfully defended. You are responsible for securing all other program and College of Arts and Humanities representative signatures and submitting all required documents, electronic and paper, to the College of Graduate Studies office.

Your thesis must be submitted by your thesis director to [iThenticate.com](#). Before a student can submit a final version of the thesis to the University, the thesis chair must indicate that the Review for Original Work through iThenticate was performed by signing the Thesis Approval Form.

Your director can and should refrain from signing the final forms until all revisions called for by the committee have been accomplished.

When you submit your final e-document to the university for graduation, you must also submit a copy to the department Graduate Program Assistant.

Additional Thesis Information—Literary, Cultural and Textual Studies

A formal proposal for a Literary, Cultural and Textual Studies thesis should be between eight to ten typed pages. In addition to the elements listed in "Writing and Submitting a Proposal" section above, a thesis proposal in Literary, Cultural and Textual Studies must provide:

- a brief discussion of the place of the particular writer(s), text(s), or topic within literary or cultural history
- a brief review of the pertinent scholarship, framing crucial theories or critical disagreements
- a tentative outline of the plan or organization
- a brief (two-page) working annotated bibliography

A more extensive list of Works Cited and Works Consulted (neither annotated) will become part of your final completed thesis.

To fulfill the thesis requirement in the Literary, Cultural, and Textual Studies program, you may complete a thesis with defense, or take one additional 6000-level course.

The Literary, Cultural and Textual Studies thesis can take a variety of forms, though generally a thesis is a scholarly treatment of a theme or issue in the literary works in one or more writers in a particular period. The thesis, which involves the use of both primary and secondary sources, should be 60 pages or more in length. Final drafts of your thesis must be available to all committee members no less than three weeks before the defense.

Additional Thesis Information—Technical Communication

Thesis

The thesis is an in-depth study of an issue in technical communication. The thesis should be 50–75 pages in length.

Special Project

This project is an in-depth study of a topic in technical communication presented in a format other than that of a traditional thesis. The topic is not limited to, but may focus on, emerging technologies and their significance and application for technical communicators.

A special project may encompass a demonstration of the use of technology to present and manipulate information electronically. The project is grounded in the same in-depth research as a traditional thesis, but may include the development of software, tutorials, and other electronic means of disseminating information. The special project option also requires a three-member committee.

You must complete your project no later than one calendar year after your proposal is submitted and approved.

Graduate Research

UCF has three fundamental responsibilities with regard to graduate student research. They are to (1) support an academic environment that stimulates the spirit of inquiry, (2) develop the intellectual property stemming from research, and (3) disseminate the intellectual property to the general public. Students are responsible for being informed of rules, regulations and policies pertaining to research. Below are some general policies and resources.

Research Policies and Ethics Information: UCF's Office of Research and Commercialization ensures the UCF community complies with local, state and federal regulations that relate to research. For polices including required Institutional Review Board (IRB) approval when conducting research involving human subjects (e.g. surveys), animal research, conflict of interest and general responsible conduct of research, please see their website: research.ucf.edu/ > Compliance.

UCF's Patent and Invention Policy: In most cases, UCF owns the intellectual property developed using university resources. The graduate student as inventor will according to this policy share in the proceeds of the invention. Please see the current UCF Graduate Catalog for details: graduatecatalog.ucf.edu > Policies > General Graduate Policies.

Financial Support

Fellowships and Assistantships

Financial support is offered only to full-time degree-seeking students. If you are a non-Florida resident and would like to switch to a Florida Resident for tuition purposes, please contact the College of Graduate Studies Residency Department at gradresidency@ucf.edu.

You ordinarily do not need to complete a special application for assistantships or fellowships. However, you are required to let us know of your interest by January 15, of every year, and to submit a current curriculum vitae to be considered for an assistantship.

MA students are eligible for three kinds of support:

Need-based assistance

The university provides need-based scholarships funded by the federal government. These are based on financial need as determined by the FAFSA form and are awarded in the middle of April. We encourage all students to complete a FAFSA application form online at fafsa.ed.gov/.

Fellowships

These competitive, merit-based awards are usually reserved for newly admitted students. These awards pay a stipend and/or provide a tuition waiver. Fellows are nominated by the Department in the first week of March. To be eligible, students must have their entire application on file by January 15.

Assistantships

These merit-based awards may be applied for at any point in your degree program. Different assistantships have different eligibility criteria. For example, graduate teaching assistantships may only be awarded to students who have completed eighteen hours of graduate coursework in English, who have successfully completed ENC 5705: Theory and Practice in Composition, and who have completed all mandatory university training.

Different assistantships also have different requirements. Some of these requirements include in-depth professional development activities. Consult with the Graduate Studies Director for more information on which assistantships are available and what they require. Additionally, if you work in another department on campus you may be ineligible for an assistantship and must contact notify the Department of English before applying for an assistantship.

Students who have earned 36 semester hours or more are no longer eligible for assistantships (though this rule may be waived based on exceptional department need).

Assistantship Opportunities

Some of the assistantship opportunities are as follows:

Teaching Assistantships

Graduate Teaching Assistantships (GTAs) are awarded for a full academic year. The assistantships are renewable, pay a stipend of approximately $2000 per semester per course taught, and include a partial tuition waiver. You must have completed eighteen graduate credit hours, including ENC 5705 Theory and Practice of Composition, in order to apply for a graduate teaching assistantship. Because GTAs ordinarily teach Composition I and II, ENC 5705 is crucial as it covers the theoretical issues and pragmatic applications of college composition. If you are awarded a Teaching Assistantship, you'll also be required to complete online and face-to-face training with the Faculty Center for Teaching and Learning. While teaching, you must also be a full-time graduate student, taking at least nine credit hours each semester. You also will be expected to participate in ongoing meetings and

workshops for the composition program.

Writing Consultant Assistantships

Incoming and returning students can qualify for Writing Consultant Assistantships. Recipients work as writing consultants in the University Writing Center (UWC), which offers a peer review service for UCF students. Writingconsultants spend twenty hours/week in the UWC working one-on-one with writers (or groups of writers) on an appointment or walk-in basis. Consultants may give presentations about the UWC, lead special topic workshops,work with small group projects, develop pedagogical or publicity materials, and consult with writers via telephone or the Internet. All consultants are also expected to perform office duties such as filing, answering phones anddata entry.

Good communication skills are essential for this job, and all writing consultants must be interested in learning more about writing. Candidates must be able to think critically, ask good questions, and demonstrate a sincere interest in the writing of other students. Because the UWC is not a remedial service, consultants must be able to work with students at all levels in all disciplines.

Every consultant is required to attend initial training when first hired and weekly seminars throughout the semester. Participation in an online discussion and professional development projects are also required. Currently the training sessions involve two Saturday meetings from 9:00 a.m.–5:00 p.m. and weekly Friday seminars from 3:15–4:15 p.m.

The Writing Consultant Assistantships are renewable and pay a stipend of approximately $4000/semester per twenty hours/week (not including the required professional development activities). They may also include a tuition waiver. More information is available on the UWC website at uwc.cah.ucf.edu. To be considered, indicate your interest in your application letter, briefly explaining why you would like to work in the UWC. Applicants may also be asked to submit an additional application form, interview, and writing sample.

Other Assistantships

Other graduate assistantships (GTAs and GRAs) are usually reserved for students who have not yet completed eighteen hours of graduate work. GTAs and GRAs may be assigned a variety of non-teaching duties such as: grader for a faculty member; researcher for a faculty member; assistant editor on The Faulkner Journal or The Florida Review.

Teaching Assistantship Resources

If you received a graduate teaching assistantship the following information will be useful in fulfilling your teaching duties:

Instructor Training and Development

The Faculty Center for Teaching and Learning (FCTL) promotes excellence in all levels of teaching at the University of Central Florida. To that end, it offers several programs for the professional development of Graduate Teaching Assistants at UCF.

GTA Training (mandatory for employment as a GTA)

This two-day workshop provides information and resources for students who will be instructors. The seminars cover a variety of topics, including course development, learning theories, lecturing, and academic freedom. Those interested in additional training can also attend an optional training session that normally follows the mandatory training.

Preparing Tomorrow's Faculty Program

This certificate program (12-weeks) consists of group and individualized instruction by Faculty Center staff and experienced UCF professors. Textbooks and materials are provided.

For more information about GTA Training, see fctl.ucf.edu/ > Events > GTA Programs

Graduate Student Associations

- American Society for the History of Rhetoric (ASHR) ashr.org/
- Association of Departments of English (ADE) ade.mla.org/
- Conference on College Composition and Communication (CCCC) cccc.ncte.org/cccc/
- Council of Southern Graduate Schools csgs.org/
- Council of Writing Program Administrators (WPA) wpacouncil.org/
- Florida College English Association (FCEA) flacea.org/
- International Writing Centers Association (IWCA) writingcenters.org/
- Modern Language Association (MLA) mla.org/
- National Council of Teachers of English (NCTE) ncte.org/
- National Women's Studies Association (NWSA) nwsa.org/
- South Atlantic Modern Language Association (SAMLA) samla.memberclicks.net/
- Southeastern Writing Center Association (SWCA) southeasternwritingcenter.wildapricot.org/

Graduate Student Association (GSA)

The Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit the GSA Facebook group at facebook.com/groups/UCFgsa/. For individual department or graduate program organizations, please see program advisor.

Professional Development

Career Services and Experiential Learning

Graduate career development issues are unique and include evaluating academic and nonacademic career choices, discussing graduate school effect on career choices, as well as learning, evaluating, and refining networking and interviewing skills. Whatever your needs, the offices of Career Services and Experiential Learning offer services and resources to aid in the career exploration and job search of Master and Doctoral students in every academic discipline. (See www.career.ucf.edu)

Pathways to Success Workshops

Coordinated by the College of Graduate Studies, the Pathways to Success program offers the following free development opportunities for graduate students including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For more information and how to register, please visit graduate.ucf.edu/pathways-to-success/.

Internships/Teaching Opportunities

In the MA in English curriculum, you will have the opportunity to take courses that will prepare you to teach both at the university level and in the community, and to work in the publishing field as an editor. We recommend that you take advantage of these opportunities.

Travel Support for Conference Presentation

While conference presentations are not required for the MA degree, such presentations are professionally important, and graduate students are encouraged to pursue them. Your faculty members will likely mention conference opportunities in your classes, and you will receive email announcements of them as well. Not all of these conferences require travel; some are held at UCF. For more information about how to pursue these opportunities, consult with a faculty member, a member of your thesis committee, or the Graduate Studies Director.

Funding is available to pay some expenses for graduate students who are delivering a research paper or comparable creative activity at a professional meeting. Contact the Student Government Association at 407-823-5648 for more information.

The College of Graduate Studies offers a Graduate Presentation Fellowship that provides funding for master's, specialist, and doctoral students to deliver a research paper or comparable creative activity at a professional meeting or conference. More information can be found on the Graduate Studies website at graduate.ucf.edu/presentation-fellowship/.

The English Department is sometimes able to make limited funding available to graduate students who have also applied to SGA and Graduate Studies. Contact the Graduate Program Assistant for more information.

All graduate students who will travel to professional workshops and conferences should obtain an approved Travel Authorization Request (TAR) from the department, particularly if the travel occurs during the same semester as a GA/GRA/GTA contract.

Scholarly Publications

Scholarly publications are not required for the MA degree, but such publications are professionally important and graduate students are encouraged to pursue them. Publications need not be full-length journal articles or book chapters. Book reviews, notes, and professional newsletter publications are valuable for students at the MA level. For more information about how to pursue these opportunities, consult with a faculty member, a member of your thesis committee, or the Graduate Studies Director.

Awards

The university provides various graduate student achievement awards including:

Graduate Excellence Awards

Each year, the College of Graduate Studies offers graduate students who strive for academic and professional excellence the opportunity to be recognized for their work. The award categories include the following:

- **Award for Excellence by a Graduate Teaching Assistant** - This award is intended for students who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the assistance provided by the student to the lead instructor and the students in the class. (This award is not intended for students who are instructor of record.)

- **Award for Excellence in Graduate Student Teaching** - This award is for students who serve as instructors of record and have independent classroom responsibilities. The focus of this award is on quality of the students teaching and the academic contributions of those activities.

- **Award for the Outstanding Master's Thesis** - This award recognizes graduate students for excellence in the Master's thesis. The focus is on the quality and contribution of the student's thesis research. Excellence of the Master's thesis may be demonstrated by evidence such as (but not limited to): publications in refereed or peer-reviewed journals, awards and recognitions from professional organizations, and praise from faculty members and other colleagues in the field. The university award will be forwarded to a national-level competition sponsored by the Council of Southern Graduate Schools (CSGS) when the thesis discipline corresponds to the annual submission request.

For the nomination process and eligibility criteria, see the College of Graduate Studies administrative website: graduate.ucf.edu/awards-and-recognition/.

For more information about the Council of Southern Graduate Schools (CSGS) thesis and dissertation awards, please see their website: csgs.org/ > Awards.

The Conference on College Composition and Communication sponsors Scholars for the Dream Travel Awards to encourage scholarship by historically underrepresented groups. For more information, see their website: www.ncte.org/cccc/awards.

Job Search

UCF's Career Services department offers a wide range of programs and services designed to assist graduate students. These services include evaluation and exploration of career goals, preparation for the job search and job search resources. To learn more, visit their website at career.ucf.edu/.

For specific services or resources provided by the academic program, please contact the graduate program director or academic advisor.

Forms

- College of Graduate Studies Forms and References
  A complete listing of general forms and references for graduate students, with direct links, may be found here.
- Graduate Petition Form
  When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process.
- Traveling Scholar Form
  If a student would like to take advantage of special resources available on another campus but not available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved.
- Thesis Advisory Committee Form
  Thesis committees must be in place and approved by the Graduate Studies Director, the Department Chair, and the College of Arts and Humanities Assistant Dean of Graduate Studies prior to student enrollment into thesis hours.

Useful Links

- English MA Website
- College of Arts and Humanities Website
- College of Graduate Studies

- [Academic Calendar](#)
- [Ask UCF](#)
- [Bookstore](#)
- [Campus Map](#)
- [Counseling Center](#)
- [Faculty Center for Teaching and Learning](#)
- [Financial Assistance](#)
- [Gender Studies Certificate](#)
- [Golden Rule Student Handbook](#)
- [Graduate Catalog](#)
- [Graduate Student Association](#)
- [Graduate Student Center](#)
- [Housing and Residence Life](#)
- [Housing, off campus](#)
- [Institutional Review Board](#)
- [Knights Email](#)
- [Learning Online](#)
- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [Register for Classes](#)
- [Registrar](#)
- [Shuttles Parking Services](#)
- [Student Disability Services](#)
- [Student Health Services](#)
- [Thesis and Dissertation (ETD)](#)
- [UCF Alumni Association](#)
- [UCF Global](#)
- [University Writing Center](#)
- [Women's Studies Programs](#)

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