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# GRADUATE HANDBOOK

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EMORY DEPARTMENT OF ENGLISH



APRIL 2020

# INTRO

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Emory's small, selective doctoral program in English offers training in a wide range of fields within literary and cultural studies, including traditional historical fields (from medieval to contemporary), as well as theoretical and interdisciplinary approaches that cross national and chronological boundaries.

The Department of English combines literary training with pedagogical preparation in literary study and college writing. This program introduces graduate students to composition theory, multimodal writing, and course and curriculum design.

We encourage interdisciplinary inquiry. Our students frequently enroll in classes and pursue certificates in other graduate programs, which in turn encourage their students to conduct coursework in the Department of English.

During your time as a doctoral student in the Department of English, you will develop:

- A breadth of knowledge about English-language literary history
- A specialized proficiency in a particular field of interest
- Research skills and fluency in critical methods
- Comprehensive teacher training to prepare you to design and execute courses on literature and composition

# WELCOME TO EMORY'S DEPARTMENT OF ENGLISH

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All students admitted to the graduate program now receive five-year funding packages. Funding is, however, contingent upon adequate progress toward degree. A graduate career can be roughly divided into three phases:

## **Phase 1: COURSEWORK**

Coursework, during which students define their interests and serve as teaching assistants.

## **Phase 2: EXAMS**

Examinations, during which students teach independent sections of undergraduate courses in composition, take their oral and written exams, and compose their dissertation prospectus. After coursework, examinations, and the prospectus have been completed, students are admitted to candidacy and known as ABD (all but dissertation).

## **Phase 3: DISSERTATION**

Dissertation, during which students teach independent sections of undergraduate courses and compose their dissertations.

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The pages that follow detail the requirements for each phase of the graduate program in English. Additional requirements for graduation appear in the [Laney Graduate Handbook](#) and on the Laney Graduate School [website](#).

Students are expected to be thoroughly familiar with each of these resources. Should students have any questions about any policies or procedures, they should contact the Department's Graduate Program Coordinator at (404) 727-1793 or in Callaway N303.

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# ACHIEVING CANDIDACY

The first major milestone for all students is the achievement of candidacy. In order to qualify for candidacy, students must:

- Complete all of their minimum course requirements
- Prove proficiency in a foreign language
- Successfully pass their written and oral examinations

The Laney Graduate School requires that all students be in candidacy by September 15th of their 4th year of graduate study. Students who do not meet this deadline will be placed on academic probation, will not be eligible for PDS funds, and may forfeit financial support. These sanctions will be lifted when the student enters candidacy. Students should achieve candidacy by the end of the spring semester of their third year, and should also obtain an approved dissertation prospectus by that time. Observe the following benchmarks in the first three years of study in order to give ample time for the composition of the dissertation in the fourth and fifth years of study.

## 1. ADVISING

Select an advisor by January of the second year and approach that prospective advisor with a rough draft of the major exam list.

## 3. LANGUAGE PROFICIENCY

Prove non-English language proficiency by the end of the spring semester of the second year.

## 5. COMPILE EXAM LISTS

Finalize two of the three exam lists by the end of the spring semester of the second year to allow for substantive reading during the summer between the third and fourth years.

## 7. PROSPECTUS

Assemble the dissertation committee and obtain committee approval for the dissertation prospectus by the end of the spring semester of the third year.

## 2. COURSEWORK

Complete minimum course requirements by the end of the spring semester of the second year.

## 4. COMMITTEE SELECTION

Assemble the exam committee by the end of the spring semester of the second year.

## 6. EXAMINATIONS

Successfully pass oral and written examinations by March 15th of the third year.

## 8. APPLICATION FOR CANDIDACY

Submit a fully signed and executed dissertation committee, candidacy form, and approved and signed copy of the dissertation prospectus to the Graduate Program Coordinator by the end of the spring semester of the third year.

This candidacy policy is effective starting fall semester 2017, and applies to all students, with two exceptions: students who started their programs before the fall of 2017 must meet the candidacy deadline in effect when they first enrolled, and must be in candidacy no later than August 1 before their fifth year of study; and students who started their programs before the fall of 2017 will not be placed on probation if they fail to meet the candidacy deadline.

# CREDIT REQUIREMENTS

## GENERAL INFO

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Laney Graduate School requires all students to complete 54 credit hours (this includes seminar hours, JPE, TATTO, Masters hours, and dissertation hours) at the 500 level or above, regardless of grading status, before applying to candidacy. All graduate seminars are worth 3-credit hours. The English PhD program requires different total number of credit hours through coursework depending on whether a student is admitted to the program with a bachelor's degree or a master's degree.

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### CREDIT HOURS

# 42

#### REQUIREMENTS FOR STUDENTS ADMITTED WITH A BACHELOR'S

42 credit hours (14 seminars) of graduate course work are required.  
A minimum of 30 credit hours (10 seminars) must be taken on a graded basis.

The remaining 12 (4 seminars) may be taken satisfactory/unsatisfactory (S/U).  
No more than 2 S/U courses may be taken in a single semester.

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### CREDIT HOURS

# 30

#### REQUIREMENTS FOR STUDENTS ADMITTED WITH A MASTER'S

30 credit hours (10 seminars) of graduate course work are required. A minimum of 24 credit hours (8 seminars) must be taken on a graded basis.

The remaining 6 (2 seminars) may be taken satisfactory/unsatisfactory (S/U).  
No more than 2 S/U courses may be taken in a single semester.

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#### PLEASE NOTE

JPE, TATTO courses, Dissertation Colloquium, and the English Proseminar in Teaching are required courses but do not count toward the required minimum number of credit hours to receive a Ph.D. Additional information on each requirement is provided in the following pages.

Undergraduate courses and any courses taken to fulfill the foreign language requirement do not count toward the minimum number of required hours to receive the Ph.D. in English.

# GENERAL REQUIREMENTS

## FOR ALL STUDENTS.

### SURVEY / PEDAGOGY

ENG 796R: Survey of English: Histories, Theories, Methods (fall of first year) and ENG 791: Composition Pedagogy (fall of second year) are required for all students and must be taken on a graded basis. Both courses count toward the minimum required number of credit hours to advance to candidacy and to receive the Ph.D. in English.

### ADVANCED COURSEWORK

ENG 798R: Dissertation Colloquium in Fall of Year 4. English Proseminar (ENG 789R: Special Topics in Literature: Pedagogy of Literature) in Spring of Year 4. Both classes will be graded S/U. As of Fall 2016, ENG 790 (formerly Composition Theory, now Special Topics in Rhetoric and Composition) is no longer required to receive the Ph.D. in English.

### AREAS OF FOCUS (COURSEWORK)

During their coursework at Emory, Ph.D. students must take at least one course in each of the following areas (see right). These requirements may be fulfilled with either a graded or an S/U course. Note that this requirement cannot be fulfilled by coursework that you have taken elsewhere, including graduate coursework at other universities or in other departments.

- 1 course in early modern or medieval literature
- 1 course in the literatures of the 18th or 19th centuries
- 1 course in the literatures of the 20th or 21st centuries
- 1 course organized by genre or theory

### JPE SEMINARS

JPE 600 must be taken the summer before the fall semester of the first year. All students must complete four JPE 610 workshops before applying to graduate. All JPE courses appear on a student's transcript. Students enroll by presenting their Emory cards at the respective events. All JPE hours are S/U. Students enroll by presenting their Emory cards at the respective events. All JPE hours are S/U.

### ENG 599R / ENG 799

After coursework requirements are met, students register for Master's Thesis (ENG 599R) until candidacy is reached and Doctoral Dissertation Research (ENG 799) following the achievement of candidacy. These are placeholder hours to ensure that students remain in full-time status at Emory and do not count toward the minimum number of required hours to receive the Ph.D. in English.

### TEACHING ASSISTANT TRAINING

TATTO 600 must be completed in the summer before the second year. All second-year students will enroll in TATTO 605 in the fall and spring semesters while they serve as teaching assistants.

All third-year students will enroll in TATTO 610 in the fall and spring semesters and again in either the fall or the spring of the fifth year; during this time, students will serve as lead instructors (teaching associates) for courses taught in the Department of English. Teaching responsibilities are detailed further in sections below.

All TATTO hours are S/U. Only TATTO 600 and 605 are required to qualify for candidacy. TATTO 610 is required before students apply to graduate.



## OUTSIDE COURSEWORK & FULL-TIME ENROLLMENT

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No more than one course per semester may be taken outside of the English Department without permission from the DGS. Credit hours taken for certificate programs can be counted toward the minimum required number of credit hours to receive the Ph.D. in English.

Students must be enrolled in 9 credit hours in the Fall, Spring, and Summer sessions in order to remain in full-time status and receive stipends and benefits. When students are enrolling in classes, they should ensure that they meet this mandatory enrollment requirement or they risk being unenrolled from the university.

## NOTE ABOUT S/U COURSES

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A Note about S/U Courses: Students may take graduate seminars for a letter grade or as satisfactory/unsatisfactory (S/U). The requirements for the S/U option vary from seminar to seminar, but generally involve completing the requirements for the seminar with the exception of the major writing project. Students should consult their professors to clarify expectations for the course before enrolling on an S/U basis. Students are encouraged to take S/U courses in addition to their graded seminars in order to broaden their training in the Department. Please note that each department has different expectations for S/U coursework. If you want to take a class that is cross-listed or housed outside of the Department of English on an S/U basis, be sure to check with the professor to see whether this is a possibility and what will be expected of you.

## TIMELINE

The following timelines provide an overview of the doctoral program. One timeline is provided for students entering with a bachelor's degree, another for students entering with a master's degree.

Students should plan their program of study carefully in consultation with the DGS and/or their advisor, taking time to assess their strengths and weaknesses and to define their professional goals. The DGS or advisor may recommend additional courses beyond the minimum to best prepare students to conduct work in their field(s).

# TIMELINE:

## STUDENTS WITH A BACHELOR'S DEGREE

# YEAR ONE

### SEMESTER COURSE LOAD

#### FALL

- ✓ 796R: Survey (*graded*)

---

- ✓ 2 Graded Seminars

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- ✓ 1 S/U Seminar

---

#### SPRING

- ✓ 3 Graded Seminars

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- ✓ 1 S/U Seminar

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### YEAR 1 CREDIT HOURS

- ✓ 18 Graded

---

- ✓ 6 S/U

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- ✓ **24 TOTAL**

### ADDITIONAL REQUIREMENTS

- ✓ JPE 600 (*Summer before YEAR ONE*)

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- ✓ TATTO 600 (*Summer before YEAR TWO*)

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- ✓ Schedule meeting with the Program Coordinator in Spring to discuss courses and degree progress

### TOTAL PROGRAM HOURS

- ✓ 18 Graded

---

- ✓ 6 S/U

---

- ✓ **24 TOTAL**

# TIMELINE:

## STUDENTS WITH A BACHELOR'S DEGREE

### YEAR TWO

#### SEMESTER COURSE LOAD

##### FALL

- ✓ ENG 791 Composition Pedagogy (*Graded*)

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- ✓ 2 Graded Seminars *or* 1 Graded/2 S/U Seminars

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- ✓ TATTO 605 (*S/U*)

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##### SPRING

- ✓ 3 Graded Seminars *or* 2 Graded, 2 S/U

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#### YEAR 2 CREDIT HOURS

- ✓ 12 - 18 Graded

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- ✓ 0 - 12 S/U

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- ✓ 18 - 24 *TOTAL*

#### ADDITIONAL REQUIREMENTS

- ✓ Teaching Assistantship (*FALL and SPRING*)

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- ✓ Choose advisor (*before SPRING*)

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- ✓ Complete non-English language requirement (*year-end*)

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- ✓ Assemble Exam Committee (*year-end*)

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- ✓ Select faculty teaching mentor (*year-end*)

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- ✓ Finalize 2 of 3 exam lists (*year-end*)

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#### TOTAL PROGRAM HOURS

- ✓ 30 - 36 Graded

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- ✓ 6 - 18 S/U

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- ✓ 42 - 48 *TOTAL (minimum 42 hours met)*

# TIMELINE:

## STUDENTS WITH A BACHELOR'S DEGREE

# YEAR THREE

### SEMESTER COURSE LOAD

#### FALL

- ✓ 1 Graded Seminar (*Directed Reading to Oral Exam*)
- 

- ✓ TATTO 610
- 

#### SPRING

- ✓ TATTO 610
- 

### YEAR 3 CREDIT HOURS

- ✓ 3 Graded
- 

- ✓ **3 TOTAL**

### ADDITIONAL REQUIREMENTS

- ✓ Teaching Associate (*ENG 101 and 181*)
- 

- ✓ Finalize all exam lists (*October*)
- 

- ✓ Schedule Spring oral exams and prospectus presentation early in 3rd year through Program Coordinator
- 

- ✓ Complete exams and apply for candidacy (*March 15th*)
- 

- ✓ Assemble dissertation committee (if different from exam committee)
- 

- ✓ Submit Diss. committee form and signed approved prospectus to Program Coordinator and LGS (*end of SPRING*)

### TOTAL PROGRAM HOURS

- ✓ 33 - 39 Graded
- 

- ✓ 6 - 18 S/U
- 

- ✓ **45 - 51 TOTAL**

# TIMELINE:

## STUDENTS WITH A BACHELOR'S DEGREE

### YEAR FOUR

#### SEMESTER COURSE LOAD

##### FALL

- ✓ ENG 798: Seminar in Pedagogy and Professionalization (S/U)

##### SPRING

- ✓ None

#### YEAR 4 CREDIT HOURS

- ✓ None

- ✓ **0 TOTAL**

#### ADDITIONAL REQUIREMENTS

- ✓ None

#### TOTAL PROGRAM HOURS

- ✓ 33 - 39 Graded

- ✓ 6 - 18 S/U

- ✓ **45 - 51 TOTAL**

### YEAR FIVE

#### SEMESTER COURSE LOAD

##### FALL/SPRING

- ✓ TATTO 610 (*in either FALL or SPRING, depending on when student teaches*)

- ✓ One Teaching Assignment (*in either FALL or SPRING*)

#### TOTAL PROGRAM HOURS

- ✓ 33 - 39 Graded

- ✓ 6 - 18 S/U

- ✓ **45 - 51 TOTAL**

#### ADDITIONAL REQUIREMENTS

- ✓ Submit dissertation (*by LGS Spring Deadlines*)

- ✓ Attend 4 JPE 610 trainings (*year-end, but trainings should occur throughout graduate training, not just Year Five*)

- ✓ Participate in placement workshop; go on job market

# TIMELINE:

## STUDENTS WITH A MASTER'S DEGREE

# YEAR ONE

### SEMESTER COURSE LOAD

#### FALL

- ✓ 796R: Survey (*graded*)

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- ✓ 2 Graded Seminars

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- ✓ 1 S/U Seminar

---

#### SPRING

- ✓ 3 Graded Seminars

---

- ✓ 1 S/U Seminar

---

### YEAR 1 CREDIT HOURS

- ✓ 18 Graded

---

- ✓ 6 S/U

---

- ✓ **24 TOTAL**

### ADDITIONAL REQUIREMENTS

- ✓ JPE 600 (*Summer before YEAR ONE*)

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- ✓ TATTO 600 (*Summer before YEAR TWO*)

---

- ✓ Schedule meeting with Program Coordinator in Spring to discuss courses and degree progress

### TOTAL PROGRAM HOURS

- ✓ 18 Graded

---

- ✓ 6 S/U

---

- ✓ **24 TOTAL**

# TIMELINE:

## STUDENTS WITH A MASTER'S DEGREE

### YEAR TWO

#### SEMESTER COURSE LOAD

##### FALL

- ✓ ENG 791 Composition Pedagogy (*Graded*)

---

- ✓ 2 Graded Seminars *or* 1 Graded/2 S/U Seminars

---

- ✓ TATTO 605 (*S/U*)

##### SPRING

- ✓ None

#### ADDITIONAL REQUIREMENTS

- ✓ Teaching Assistantship (*FALL and SPRING*)

---

- ✓ Choose advisor (*before SPRING*)

---

- ✓ Complete non-English language requirement (*year-end*)

---

- ✓ Assemble Exam Committee (*year-end*)

---

- ✓ Select faculty teaching mentor (*year-end*)

---

- ✓ Finalize 2 of 3 exam lists (*year-end*)

#### YEAR 2 CREDIT HOURS

- ✓ 6 - 9 Graded

---

- ✓ 0 - 6 S/U

---

- ✓ 9 - 12 *TOTAL*

#### TOTAL PROGRAM HOURS

- ✓ 24 - 27 Graded

---

- ✓ 6 - 12 S/U

---

- ✓ 33 - 36 *TOTAL (minimum 30 hours met)*

# TIMELINE:

## STUDENTS WITH A MASTER'S DEGREE

# YEAR THREE

### SEMESTER COURSE LOAD

#### FALL

- ✓ 1 Graded Seminar (*Directed Reading to Oral Exam*)
- 

- ✓ TATTO 610
- 

#### SPRING

- ✓ TATTO 610
- 

### YEAR 3 CREDIT HOURS

- ✓ 3 Graded
- 

- ✓ **3 TOTAL**

### ADDITIONAL REQUIREMENTS

- ✓ Teaching Associate (*ENG 101 and 181*)
- 

- ✓ Finalize all exam lists (*October*)
- 

- ✓ Schedule Spring oral exams and prospectus presentation early in 3rd year through Program Coordinator
- 

- ✓ Complete exams and apply for candidacy (*March 15th*)
- 

- ✓ Assemble dissertation committee (if different from exam committee)
- 

- ✓ Submit Diss. committee form and signed approved prospectus to Program Coordinator and LGS (*end of SPRING*)

### TOTAL PROGRAM HOURS

- ✓ 27 - 30 Graded
- 

- ✓ 6 - 12 S/U
- 

- ✓ **36 - 39 TOTAL**



# TIMELINE:

## STUDENTS WITH A MASTER'S DEGREE

### YEAR FOUR

#### SEMESTER COURSE LOAD

##### FALL

- ✓ ENG 798: Seminar in Pedagogy and Professionalization (S/U)

##### SPRING

- ✓ None

#### YEAR 4 CREDIT HOURS

- ✓ None

- ✓ **0 TOTAL**

#### ADDITIONAL REQUIREMENTS

- ✓ None

#### TOTAL PROGRAM HOURS

- ✓ 27 - 30 Graded

- ✓ 6 - 12 S/U

- ✓ **36 - 39 TOTAL**

### YEAR FIVE

#### SEMESTER COURSE LOAD

##### FALL/SPRING

- ✓ TATTO 610 (*in either FALL or SPRING, depending on when student teaches*)

- ✓ One Teaching Assignment (*in either FALL or SPRING*)

#### TOTAL PROGRAM HOURS

- ✓ 27 - 30 Graded

- ✓ 6 - 12 S/U

- ✓ **36 - 39 TOTAL**

#### ADDITIONAL REQUIREMENTS

- ✓ Submit dissertation (*by LGS Spring Deadlines*)

- ✓ Attend 4 JPE 610 trainings (*year-end, but trainings should occur throughout graduate training, not just Year Five*)

- ✓ Participate in placement workshop; go on job market

# GRADES IN COURSEWORK

“A” grades are generally reserved for superior work throughout the semester, particularly written work of the top caliber. “A-” grades are usually awarded for work that meets the professor’s expectations. “B+” grades signal the need for improvement either in a student’s writing or in other intellectual contributions to a course.

A grade lower than “B+” suggests that the student is not performing at the graduate level. Individual professors may also articulate their own criteria for assigning letter grades.

For students who are in coursework, grades play a large part in the review of graduate students conducted by faculty at the conclusion of each academic year. However, the faculty does not measure a student’s success against defined GPA benchmarks, nor does the faculty attribute too much weight to a grade in a single seminar.

Rather, the faculty looks for patterns across one or more semesters, and considers where the student stands in the graduate program. Regardless of the grades that a student receives in the first semesters of coursework, the faculty expectation is that all students will be receiving a combination of “A” and “A-” grades by the time they complete their coursework.

# REQUIRED COURSES

**1**

## **SURVEY OF ENGLISH: HISTORIES, THEORIES, METHODS**

All students enroll in “Survey of English: Histories, Theories, Methods” during their first semester in the program. Taught every fall as an introduction to the field, this required three-credit course introduces a range of methodological and theoretical approaches to literary and cultural study in order to help students orient themselves within the field; it also provides some background in the history of the discipline. The seminar aims to give students foundations on which they will build in future course work and research. This course must be taken on a graded basis.

**2**

## **COMPOSITION PEDAGOGY**

This course prepares graduate students in English to design and teach courses in Emory’s first-year writing program. It is required for all second-year graduate students in English during the fall term. This course must be taken on a graded basis.

**3**

## **JONES PROGRAM IN ETHICS (JPE)**

All entering students must take JPE 600, a one-day training session in ethics offered by the Center for Ethics the summer before they begin classes. LGS also requires that each department provide six credit hours of program-based instruction, which the graduate program in English offers through ENG 796R: Survey of English and ENG 791 Composition Pedagogy.

Before graduation, students are required to complete 4 additional training workshops, known as JPE 610 courses. Workshop opportunities will be announced by the graduate school each semester. For the most current information on this requirement and for a complete schedule of workshop events, visit [the JPE website](#).

Students enroll in these trainings by presenting their Emory card at each event. Participation is recorded on each student’s transcript.

## 4

**SEMINAR IN PEDAGOGY AND PROFESSIONALIZATION**

In the spring of the fourth year, students will enroll in this course on an S/U basis in order to prepare for teaching a literature section in the fall or spring of the fifth year. Students will also gain experience in preparing key documents for fellowship applications and the job market, and they will explore professional and career opportunities beyond the professoriate.

## 5

**PEDAGOGICAL TRAINING, MENTORING, AND TATTO**

The Department of English provides graduate students with comprehensive pedagogical training in the teaching of literature and composition. Students participate in the Graduate School's Teaching Assistant Training and Teaching Opportunity Program (TATTO) and they are required to complete the following:

- A two-day summer TATTO workshop (TATTO 600), run by Laney Graduate School, held in August before the second year of graduate study.
- Department-based pedagogical training offered through ENG 791
- Teaching Assistantship (TATTO 605) in the fall and spring of the second year for an undergraduate course in the Department of English.
- Teaching Associateship (TATTO 610) during the fall and spring of the third year, during which graduate students will teach one section of ENG 101 and/or ENG 181. Both courses are focused on composition. Students will be enrolled in TATTO 610 again in either the fall or spring of the fifth year, when they will teach one course at the 200-level or above.

**Teaching Mentorship:** in the spring of the second year of graduate study, students select a member of the faculty to advise them on matters related to teaching. This faculty member must not be a student's primary advisor, and no faculty member may serve as mentor to more than one student from each cohort. The teaching mentor can provide students with valuable guidance on course design and individual lesson planning. Teaching mentors can also write letters attesting to the student's performance in the classroom.

The Seminar on Pedagogy and Professionalization, taken in the spring of the fourth year of graduate study, will also prepare students to teach a literature course in either the fall or spring of their fifth year.

# GUIDELINES FOR TEACHING AND ASSISTING IN COURSES

## TEACHING ASSISTANTS

Graduate students in the department of English will serve as teaching assistants for one course in the fall and the spring semesters of their second year. The Department regards the Teaching Assistantship as an essential part of preparation for the professional role of the teacher. TAs in the Department normally serve as assistants for survey courses or upper-level undergraduate courses. Placement in these courses is based on departmental need and, when possible, on the research interests of the student. There is no application process for these assignments. Students are notified of their fall course assignment in May of their first year and of their spring assignment in November of the second year. The anticipated workload for any TA in any course approximates ten hours per week, and in all cases faculty supervisors will give fair consideration to students' seminar responsibilities before assigning duties during the semester.

## SELECTION & PLACEMENT OF TA'S

The Director of Undergraduate Studies and the Director of Graduate Studies place TAs according to the following criteria, listed in order of priority:

- Departmental course needs: survey courses must be staffed first; then 300-level courses. Undergraduate enrollment in these courses is the critical factor when assigning Teaching Assistants.
- The field interests of each graduate student
- The DUS/DGS will work to minimize conflicts with TA assignments and graduate courses, though such conflicts cannot always be avoided.
- The DUS/DGS also consider the requests of faculty and students, though it is not always possible to do so.

# GUIDELINES FOR TEACHING

## CONT'D

### TA'S IN SURVEY COURSES

In a survey course, a normal workload for a TA involves attending all class meetings and taking responsibility for one one-hour "section" meeting a week, which will normally include preparation and lesson planning, lecturing or leading discussion, holding conferences with students, and grading papers and examinations. A discussion group will normally not exceed twenty-five students in size.

At the beginning of the course, the faculty member in charge will consult with TAs concerning their responsibilities regarding the syllabus, instruction of students, and the grading of papers and examinations. TAs are expected to keep office hours for meeting with undergraduate students and will normally attend several meetings with the professor and other TAs in the course during the semester. The professor will provide TAs with guidelines for grading tests and papers; he or she retains ultimate responsibility for assigning final grades.

The professor will also arrange to visit each TA's section-meeting at least once a semester and provide a written evaluation of the TA's performance at the end of the term. The TA should take the initiative in arranging this visit by providing the professor with a range of possible dates when a visit would be appropriate.

Instances of missed lectures, tardiness, unresponsiveness to student work of professor's communication, or other unprofessional behavior will be addressed with the TA, the DGS and the TA's advisor. A pattern of such behavior may be referred to the Laney Graduate School hearing in keeping with the [Code of Conduct](#).

### TA'S IN UPPER LEVEL COURSES

TAs assigned to upper level courses may be expected to assume a level of responsibility equivalent to that of the TA in a survey course, with particular responsibilities to be worked out at the discretion of the full-time faculty instructor. The professor provides a written evaluation of the TA's work at the end of the semester.

# TEACHING ASSOCIATES

## FORMAL PREPARATION FOR TEACHING

Graduate students in the Department of English serve as lead instructors, referred to here as Teaching Associates, three times during their time at Emory: twice in the third year and once in the fifth year. Students will teach one section of ENG 101 or 181 in either the fall or the spring of their third year, depending on department need. Students will apply to schedule the time and semester of these sections in February of the second year and will be notified of their teaching schedules in March. In either the fall or the spring of the fifth year, students will serve as an associate for a third time by teaching a 200 level course in English literature. The range of courses available for teaching depend on undergraduate student interest and department need. Students will apply to teach these courses in February of the fourth year and are notified of their section in March.

## TEACHING ASSIGNMENTS

The Director of Undergraduate Studies and Writing Program administrators make the teaching assignments for graduate students and attempt to accommodate students' needs in special situations. It should be noted that more sections of English 101 are normally needed than of English 181.

Associates should be reminded that placement is dependent on the size of the entering first year class as well as the course selections it makes. As a result, there are often unavoidable and last-minute changes in teaching assignments.

## CLASSROOM OBSERVATIONS

It is the policy of the Department, in accordance with TATTO guidelines, to ask faculty members to observe Associates' teaching each semester. It is in one's own best interest to be observed frequently while teaching at Emory, and to have one's dissertation director observe at least one of those times. Aside from providing constructive feedback, reviews written by faculty members after each visit are an essential part of graduate students' files, giving faculty recommenders a valuable pedagogical point of reference. It is a good idea to provide the faculty member with a set of graded papers. This allows for more informed comments on your abilities as a teacher of writing.

# NON-ENGLISH LANGUAGE REQUIREMENT

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The Department requires reading ability in one foreign language relevant to the student's program of study. Examination and/or Dissertation Committees may require reading proficiency in one or more additional foreign languages, if this is felt necessary for the chosen areas of specialization.

Reading proficiency in a foreign language may be demonstrated in either of two ways:

- 1** Passing a translation examination: The exam is designed by a member of the faculty and involves the translation of an excerpt from a scholarly article. Students are asked to notify the DGS which language they have chosen in order to arrange a two-hour examination in a timely fashion. Students may repeat an exam without penalty until they pass. In some cases, students entering the program with the M.A. degree may receive the DGS's approval of language examinations they have recently passed at other institutions.

-Or-

- 2** Passing an approved foreign language course: The language requirement also may be fulfilled by passing with a grade of "B" or higher in an approved graduate or advanced undergraduate course in a foreign language. Students who select this option must have the permission of the DGS and/or their advisor prior to taking the course.

Many graduate courses that fulfill this requirement are offered during the summer with a 200-300 course number. It is recommended that students take a course intended to increase reading proficiency (i.e. French for Reading, Spanish for Reading, etc.), as these are often more appropriate than undergraduate seminars dedicated to the development of verbal and written communication skills. Credit hours taken to fulfill the foreign



# ADVISING



## CHOOSING THE ADVISOR

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The Director of Graduate Studies serves as the advisor for all entering graduate students. However, by January of the spring of the second year, students should identify a faculty advisor who will direct them in their chosen field(s) of study.

Students should consult the DGS throughout their first year to help select the most appropriate faculty member to serve as the advisor. The advisor must be a tenured or tenure-track member of the faculty. Your advisor will generally become the chair of your Ph.D. Examination committee (see below) and is also a prospective dissertation advisor. When a member of the faculty has agreed to serve as your advisor, please notify the Graduate Program Coordinator.

You should meet with your advisor regularly to discuss your course selection, your teaching, and your progress toward the degree. Please also refer to [the Laney website](#).

# EXAM COMMITTEE



## CHOOSING THE COMMITTEE

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Once students have selected their advisor, they should assemble their examination committees and compose their written and oral examination lists (see below). Examination committees must involve at least three members of the Emory faculty. Each member must have an appointment to the Laney Graduate School and at least two must be members of the faculty of English.

Students may have more than three committee members and may involve faculty members outside of Emory University. Students should make these decisions in close consultation with their advisors and the DGS. Additionally, students completing certificate programs often must include faculty members from the certificate program in the exam and dissertation committee.

The examination committee may also serve as the student's dissertation committee, with a student's advisor serving as the chair of both. The examination committee should be assembled with the dissertation in mind. Students may add or remove members from the examination committee to form the dissertation committee.

# PH.D. EXAMINATIONS



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## GENERAL

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The Ph.D. Examination has two components: a written component and an oral component.

In order to prepare for these examinations, students compose reading lists in three areas for the Ph.D. Examination. Two of these areas should be broad historical, geographical, or generic fields (e. g. British literature of the “long” 18th century: 1660-1800; U. S. Literature to 1865; British and American literature of the Romantic period; post-colonial literature).

In these two fields, students must show mastery sufficient for teaching an undergraduate course. In at least one of these fields, students should be able to demonstrate ability to engage in research and to teach advanced or upper-division undergraduate courses. Depending on genre, at the discretion of the committee each list should contain 20-30 substantial primary works.

Students should also prepare a third examination area that focuses on a theoretical approach, a methodology, or some other body of knowledge that is complementary to the first two areas and helps define a dissertation project. Reading lists for these three fields should be formulated by the student in close consultation with members of the examination committee. The faculty views the formulation of these lists as an important part of the examination process. Students should be able to explain the construction of their field(s) and speak knowledgeably about why some authors and works are included in the list, and why others are excluded. This will necessitate reading widely in both primary and secondary sources so that the student is aware of important critical approaches to the field.

## WRITTEN COMPONENT OF EXAMS

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Normally (at the discretion of the Committee Chair), two weeks prior to the oral component of the Ph. D. Examination, the Graduate Program Coordinator will e-mail the exam questions to the student. These questions will be formulated by the Chair of the examination committee after consulting with and soliciting suggestions from the other members of the committee.

The student will be required to answer three questions. The exam will usually offer the student five or six questions from which to choose. The questions may be divided according to the fields in which the student is being examined, with the student being asked to write one question for each field; some questions may run across fields.

The student can turn in no more than ten double-spaced pages per question. The student may refer to notes, books, or other sources in the course of writing the examination. However, the ideas and words of others must be documented either through footnotes or parenthetical citation.

The student will have 72 hours to turn in the exam after receiving it from the Graduate Program Coordinator. Extensions are possible only if there is a documented major illness or emergency, and they can be made at the discretion of the Chair. The exam should be turned in to the Graduate Program Coordinator by e-mail. The Graduate Program Coordinator will then forward the written examination to all of the members of the student's examination committee.

The purpose of the examination is not for the committee to provide detailed feedback on a piece of writing, but rather for students to have an opportunity to articulate their intellectual interests and to formulate them in a precise manner. The written component of the examination will not be evaluated separately from the oral examination. Rather, the committee will evaluate both the written and oral components together after the oral examination.

After the written examination and before the oral examination the student will write a 1000 word statement that introduces the dissertation research question and method. This statement is to be given to the committee 48 hours before the oral exam. The committee will discuss this statement as part of the oral examination.

## **ORAL COMPONENT OF EXAMS**

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The oral component of the Ph.D. Examination occurs during a two-hour period. The nature and the style of the questions will vary from examination to examination; however, questions will often begin with responses to the written component of the examination and proceed to other matters related to the lists. The oral examination must be completed no later than two weeks after the completion of the written examination.

At the conclusion of the oral component of the Ph.D. Examination, the committee will deliberate on both the written and oral performance of the students. The committee may award the student a “pass,” fail the student on the entire examination, or fail the student for one or more parts of the examination. In the last instance, the student would then re-take only the part(s) of the examination in question. A student may repeat the Ph.D. Examination only once.

The responsibility for scheduling the oral component of the Ph.D. Examination rests with the student. Because it can be difficult to schedule a time suitable for all of the faculty members of a committee, students should begin this process by consulting with their advisor, who serves as the chair of the Ph.D. Examination, as early as possible. (Note that it is a department policy not to schedule Ph.D. Examinations during the last five days of a semester or later.) Once a suitable time has been agreed upon for the oral examination by all the members of the committee, the student should reserve a space with the help of the Graduate Program Coordinator.

## DISSERTATION PROSPECTUS & COMMITTEE

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One month after the oral examination the student shall submit a prospectus of ten to fifteen pages to the committee, plus a bibliography of primary and secondary works. The prospectus should feature a research question that is the subject of the dissertation, it should appraise the nature and the availability of the relevant evidence, and it should outline the proposed method for using the evidence to answer the research question. The student and committee recognize that it is the nature of such a document to change as work progresses.

After the prospectus is approved, students should consult with the Graduate Program Coordinator to file the *“Application for Admission to Candidacy”* and *“Dissertation Committee”* forms with the Graduate School. Students will not be officially in candidacy until they have successfully submitted both of these forms to the graduate school.

## WRITING THE DISSERTATION

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After students are formally admitted to candidacy, they will devote their fourth and fifth years to the composition of the dissertation under the supervision of a dissertation committee. The doctoral dissertation is usually defined as a book-length study that demonstrates a candidate’s ability to make a significant contribution to the discipline through sustained, independent research.

Consult the members of your dissertation committee early in the semester in which you plan to complete the draft of your dissertation and earn the degree. To allow time for reading and last-minute revisions, you should deliver the draft to the committee no later than 30 days before the Graduate School submission deadline for that semester

Students must be registered during the semester in which they receive the degree. No formal defense of the Dissertation is required in the Department of English.

# JOB MARKET & PLACEMENT

For nearly all students in the Department, a graduate education is also pre-professional training for employment in an institution of higher learning as a scholar and teacher. Each year, two members of the English Department faculty serve as placement officers to all students seeking positions in the profes- sori-ate. At the conclusion of the fourth year, students should begin working with these placement of- ficers to begin preparing documents over the summer to go on the job market at the beginning of their fifth year. Students who are their 6+ year in the program and recent alumni on the job market should also participate in the placement workshops.

The following chart presents a general overview of the documents and timing of the job application process that students will participate in the fifth year of the program and subsequent years as they search for a position:

DOCUMENT	SUBMISSION GUIDELINES
✓ Letter of Application, CV, Dissertation Abstract	✓ Submitted in the first round of all applications
✓ Writing Sample of Roughly 25 Pages Dossier of Letters of Recommendation	✓ Often solicited in the first round of applications; virtu- ally always requested by the second round.
✓ Statement of Teaching Philosophy	✓ Often solicited in the first round of applications, espe- cially by more teaching- focused institutions
✓ Teaching Portfolio	✓ A package of materials including the statement of teaching philosophy, sample syllabi, and sample course evaluations; occasionally solicited during the applica- tions process; may be distributed during interviews (it's a good idea to provide sample syllabi to interview com- mittees even if they don't ask for them)
✓ Diversity Statement	✓ Occasionally solicited during the application process
✓ Second Writing Sample	✓ Occasionally solicited in the second round of applica- tions by research-focused institutions
✓ Job Talk	✓ A paper to be presented during campus visits; usual presentation length is 30-40 minutes

**ALTHOUGH THE JOB SEARCH IS SEVERAL YEARS AWAY FOR INCOMING GRADUATE STUDENTS, THEY SHOULD BEGIN TAKING PREPARATORY STEPS FOR IT. GRADUATE STUDENTS AT ALL STAGES OF THE PROGRAM SHOULD:**

- ✓ Maintain contacts at their undergraduate institutions

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- ✓ Establish a new network of contacts from readings, conferences, and lectures

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- ✓ Submit papers to conferences and for publication

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- ✓ Periodically consult the MLA Job Information List and The Chronicle of Higher Education to keep abreast of the kinds of positions available, trends in the profession, type and number of hiring institutions, and so on

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- ✓ Try to obtain a broad range of teaching experience

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- ✓ Create a strong cluster of supporting Departmental faculty (candidates need four, even five strong letters of recommendation)

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- ✓ Sit in on the meeting(s) the Department Placement Officers hold for graduate students going on the market

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- ✓ And, finally, start reserving funds for the job search

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The Laney Graduate School has established a relationship with Interfolio to cover the cost of sending documents to potential employers. For questions about Interfolio, ask the Department Placement Officers and the Graduate Program Coordinator.

Students who are on the job market may apply to the Graduate School, through its conference travel funding, for financial support to attend MLA for interviews.

The candidate must establish a dossier with the Emory Career Center. Typically, the dossier includes a detailed form with information much like that on a curriculum vitae, a list of courses taken, and four to six letters of recommendation, which hiring institutions seem to emphasize most. Job seekers should work on their dossiers the summer before the fall in which they wish to apply for jobs, typically the summer following the fourth year. The letter of application takes a long time to write and should be prepared weeks before deadlines. Since students are encouraged to apply for as many jobs as possible for which they are qualified, they need to set aside a great deal of time for assembling materials to send off to each school. Furthermore, faculty members usually need several weeks to write letters of recommendation because of their own busy schedules.

Note: during application season students should regularly check with the Career Center or Interfolio to make certain materials are mailed off on time.

The English Department subscribes to the MLA Job List in both its print (available in the lounge) and electronic forms. Please see the Graduate Program Coordinator for the password to the electronic Job List.



# ANNUAL REVIEW

All students will receive an annual review by the faculty of the department. This review takes place at the end of the spring semester. The faculty considers whether students are making satisfactory progress toward the degree. For beginning students, this generally means a review of grades in seminars, including any “incomplete” grades. For more advanced students, the faculty considers student progress toward the examinations and the dissertation. If the faculty deems that a student is not making satisfactory progress toward the degree, the faculty may advise the student on how to address the deficiencies or, rarely, to leave the doctoral program.

# CERTIFICATE & DUAL-DEGREE PROGRAMS

The Department of English partners with a number of programs, including the Department of Women’s, Gender, and Sexuality Studies, Comparative Literature, Psychoanalytic Studies, Film Studies, Bioethics, and others, all of whom offer graduate certificate programs.

Graduate certificate and dual degree programs provide graduate students with interdisciplinary expertise that is invaluable for careers within and outside of the professoriate. They are intended to enhance student education and research, and to expand students’ professional competencies. All credit hours taken toward certificate training will count toward the minimum number of credit hours required for the Ph.D. Each dual degree program has its own credit hour stipulations and should be reviewed carefully to ensure appropriate progress toward both degrees. Please meet with the DGS and Graduate Program Coordinator well before applying to any dual degree program to ensure that you lay out a multi-year progress to degree plan and fully understand all participation requirements.

# M.A. DEGREES FOR CONTINUING STUDENTS

A Ph.D. student who has not previously earned a Master's degree in English should apply for one after being formally admitted to Ph.D. candidacy. No thesis is required.

## PDS FUNDS

PDS funds are designated for LGS doctoral students and are allocated in three separate categories: Training, Research, and Conferences. Please consult [the Laney website](#), or check out the next page.

## KEMP MALONE LIBRARY

When Professor Kemp Malone, the noted medievalist, died in 1971, he donated his personal library of 20,000 volumes to Emory, his alma mater. This extensive and valuable collection is especially rich in material on Old and Middle English; the majority of these books are housed in the Woodruff Library. Approximately 5,000 volumes, ranging over all periods of English and American literature, are shelved in the English Department's Kemp Malone Library, located in Room 301 North Callaway Center. Students are welcome to read any volume or browse through the collection.

The Library is open as a quiet retreat for Department faculty and graduate students and may be reserved occasionally for small group study. It also functions as the site of colloquia, Department faculty meetings, and most Ph.D. oral examinations. If you would like to reserve Kemp Malone, please contact the Graduate Program Coordinator.

# DEPARTMENT LOCATION & GENERAL INFO

All students in residence have mailboxes in the English main office in Callaway N302 in the English Lounge where general and personal communications can be found. (Oddly, the Lounge is not named for the discipline we all follow, but for a beloved faculty colleague, Professor Thomas Hopkins English, 1895-1992, whose career in our Department spanned 40 years.) Students should check their mailboxes regularly for important Departmental information or announcements of upcoming deadlines and events.

The English Lounge is a gathering place for students and faculty. Calls for papers and job announcements are regularly posted on the bulletin board and on clipboards.

# ADVISORY, GOVERNING, & SOCIAL GROUPS

The Graduate English Advisory Committee (GEAC) acts as a forum to discuss such matters as policies, course offerings, and degree requirements. GEAC is composed of seven members: three faculty members elected for two-year terms by the Graduate Faculty, three graduate students elected by the resident graduate students, and the Director of Graduate Studies. Usually, two graduate students are elected each year. The students serve two-year terms unless the person elected is a fourth-year student, in which case that student serves a one-year term.

The student members of GEAC serve as the major representative body for the graduate students, and act as a conduit to relay graduate student concerns to the faculty. They meet regularly with the Director of Graduate Studies. The full GEAC membership, both faculty and students, meet less frequently. However, the DGS may consult GEAC via e-mail or convene the faculty members to deliberate on particular matters.

# DEPARTMENTAL SPEAKERS & COLLOQUIA

The Department regularly hosts visiting lecturers and urges all graduate students to attend these events. Doing so is both an opportunity to learn from leading scholars beyond Emory as well as a chance to participate in departmental life. In addition, the Department encourages students to take advantage of the wide range of speakers hosted by other departments, programs, and institutes on the Emory campus.

Since 2004, the graduate students in English have invited a distinguished scholar for the Kemp Malone Lecture Series. The Kemp Malone Lecturer gives a public lecture, presents a colloquium in conjunction with a seminar-in-progress, and is available for less formal interactions with graduate students. The Kemp Malone Lecturer is selected and invited by a committee of graduate students in consultation with the Director of Graduate Studies.

GEAC also presides over a Brown Bag Colloquia Series, a Works in Progress Series, and the Department Colloquy. The Brown Bag Colloquia involve lunch-time panels and discussions related to professional and graduate-student matters. In the Works in Progress talks, faculty and students discuss ongoing research, with a faculty member commenting on a student's pre-circulated paper or vice-versa. In the Department Colloquy, graduate students present research projects in formal talks, followed by discussions among students and faculty. Graduate students are encouraged to propose topics and participate in the organization of these events, which are usually coordinated by second-year students.

## GRIEVANCE POLICY

Students who have a grievance related to some aspect of their PhD program in English should report it to the DGS. The student should describe the grievance and relevant details in a letter addressed to the DGS, who will try, if possible, to resolve the grievance in conversation with the student and relevant parties. If this is not successful, a DGS will take the grievance to the English program's Executive Committee who will review the grievance and propose an appropriate response. If it is impossible to resolve the grievance within this committee or within the framework of the English Program administrative structure, the DGS will forward the grievance to the Office of the Senior Associate Dean of the LGS. From this point forward, the grievance will be handled according to the Grievance Procedure outlined in the LGS Handbook. If the issue is with a DGS, the student should go directly to the Senior Associate Dean of the LGS.

# STUDENT SUPPORT SERVICES

## [Office of Accessibility Services \(OAS\)](#)

“Emory provides all persons an equal opportunity to participate in and benefit from programs and services afforded to others. The Office of Accessibility Services (OAS), part of the Office of Equity and Inclusion, assists qualified students, faculty and staff with obtaining a variety of services and ensures that all matters of equal access, reasonable accommodation, and compliance are properly addressed.” OAS “is committed to providing access to campus resources and opportunities to allow students with disabilities to obtain a quality educational experience.” Qualified students need to register with OAS and make a request for services. Confidentiality is honored and maintained. (Emory OAS website):

## [Ombuds Office](#)

“The Emory Ombuds Office is here for you as a confidential, safe space where you can discuss issues and where those communications are kept confidential to the fullest extent possible. A resource for faculty, staff, and students, we invite Emory community members at every level to bring us concerns about misunderstandings, incivility, or possible wrongdoing. Our role is to promote mutual respect, civility, and ethical conduct, and to alert university leadership to concerns that might justify policy changes.”

## [Office of Diversity, Equity, and Inclusion](#)

“The Office of Diversity, Equity and Inclusion (DEI) ensures Emory University’s compliance with Equal Opportunity/Affirmative Action, Title IX, the Vietnam Era Veterans’ Readjustment Assistance Act, and the Americans with Disabilities Act federal regulations. DEI also monitors and executes the university’s Equal Opportunity Policy. DEI is committed to promoting a fair and accessible campus environment for the Emory University community through collaboration with our university partners.”

**DEPARTMENT OF ENGLISH  
GRAD HANDBOOK**

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**REVISED APRIL 2020**