

Claremont Graduate University
English Department

STUDENT HANDBOOK

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GENERAL INTRODUCTION

The Department

Welcome to the English Department at Claremont Graduate University. We are a growing and changing department, but our program remains oriented toward small seminars, transdisciplinary study, and independent learning.

Usually we hold at least one department meeting and host one party each semester. We also offer several workshops each year, covering a range of topics that can help prepare you for various exams, participation in professional events, and the job market. We encourage you to attend these events when it is possible and appropriate for your program of study; they provide another opportunity for you to benefit from the relatively small size of the CGU English Department.

Subscribing to the English Department listserv is the best way to stay informed of important news, such as exam dates, lectures, employment opportunities, conferences, calls for papers, etc. It is important that you use your *cgu.edu* e-mail account since **this is the only account that CGU uses. In order to be sufficiently informed on English department matters you must read your CGU email.**

Further details about items announced through the listserv will be posted on the Arts and Humanities bulletin boards and windows. Other materials are kept in the Arts and Humanities office for your use, such as: sample curriculum vitae, sample dissertation proposals and abstracts, and sample exams—language exams, M.A. comprehensive exams, and Ph.D. qualifying exams.

The Arts and Humanities has a small library of reference books, including the *OED*, foreign language dictionaries, and style manuals. Most of these materials may not be taken away from the Arts and Humanities, but you may check them out for quick reference or for photocopying purposes.

In addition to lectures sponsored by CGU, the School of the Arts and Humanities, the Scripps College Humanities Institute, the Claremont McKenna College Athenaeum and Pomona College's humanities departments, many guest lecturers are sponsored by the CGU English Department. The speakers invited by our faculty in recent years have ranged from internationally known scholars to young critics who have just completed the Ph.D. We urge you to take advantage of these opportunities to observe and participate in the wider world of professional scholarship.

The Handbook

This *Student Handbook* provides both an overview of the English Department and the most detailed, official account of the requirements for each degree we offer. Please study it thoroughly now at the beginning of your program and continue to use it as a reference as you proceed through the various stages of your study at CGU. It is your responsibility to understand and meet all the degree requirements outlined in this *Student Handbook*, in the *CGU Bulletin*, and any subsequent documents pertaining to the degree for which you are enrolled.

We have attempted to make these explanations as helpful as possible, but if you do not find the answer to your question or problem here, please inquire with the Arts and Humanities staff, or one of our faculty members. While professors' time is hardly unlimited, they do have regular Arts and Humanities hours and often are available at other times by appointment.

The Faculty

The core faculty in English at CGU consists of three regular faculty members:

- **Wendy Martin**, Ph.D., University of California, Davis. Professor and Chair of English. American Literature; American Studies; Women's Studies.
- **Marc Redfield**, Ph.D., Cornell University. Professor. Post-Restoration British Literature; Literary Theory; Comparative Literature.
- **Lori Anne Ferrell**, Ph.D., Yale University. Professor of Early Modern History and Literature. Professor Ferrell is a specialist in the early modern period and has a joint appointment in English and History.

Emeritus Faculty:

- **Constance Jordan**, Ph.D., Yale University. Professor. Renaissance and Early Modern British Literature; Comparative Literature

The department also draws upon two other sources for its faculty:

- Adjunct or visiting faculty: usually from the literature departments of other Southern California universities. We have had several very distinguished visiting faculty members in recent years.
- Active Claremont Colleges faculty: select members of the English or literature departments of Claremont McKenna, Harvey Mudd, Pitzer, Pomona, and Scripps. Faculty members who have frequently offered graduate courses in recent years include:

Audrey Bilger, CMC: Eighteenth-Century Literature.

Robert Faggen, CMC: American Literature.

John Farrell, CMC: American Literature.

Gayle Greene, SCR: Contemporary Women Writers; Feminist Studies.

Jeffrey D. Groves, HMC: American Literature.

Alexandra Juhasz, Pitzer: Film

Cristanne Miller, POM: American Literature, Women's Literature.

Arden Reed, POM: Romanticism; Literary Theory; Literature and the Visual Arts.
Paul Saint Amour, POM: Nineteenth Century British Literature
Cheryl Walker, SCR: American Literature, Women's Studies.
Margaret Waller, POM: Comparative Literature, Feminist Theory.
Nicholas Warner, CMC: American Literature, British and American Romanticism.

When selecting courses, you may consult the offerings of other humanities departments at CGU and of humanities departments at The Claremont Colleges. Students with special interests (Black or Chicano literature; European or non-European languages or literatures; classics; film; art history; etc.) will want to take advantage of the resources of the wider academic community.

AN OVERVIEW

Coursework

All degrees require coursework. Coursework and other forms of study at CGU are measured in “units”; a typical CGU seminar is worth 4 units. Each degree requires the accumulation of a certain number of coursework units that can only be earned by taking classes or seminars. Units earned from other forms of study (i.e., private tutorials or directed readings) may not be substituted for coursework units.

The M.A. degree consists entirely of coursework units. The M.Phil. and Ph.D. degrees, however, additionally require a certain number of “independent study” units. These are obtained in ways specific to each degree and, as will be explained later, have titles that reflect the independent work being done in each stage of the program (e.g. “Critique Research,” or “Dissertation Research”).

All graduate students are expected to maintain satisfactory academic progress. Admission to the English Department at CGU and passing of coursework do not automatically advance a student to candidacy for a degree. To ensure that the core faculty in English are able to evaluate your work, you should plan to take courses from at least two core faculty, preferably in your first year of study at CGU. Students who have received or plan to apply for either federal financial aid or institutional fellowships must meet certain specific standards outlined in the *CGU Bulletin*; both master’s and doctoral students must maintain a cumulative GPA of at least 3.3 and have no more than two incomplete grades on their transcript at any time.

You should plan your course of study with the department’s requirements in mind. For specifics on course requirements, see the following section on “Degrees and Requirements.” In general, however, you should note that students in all degree programs must meet a course distribution requirement.

Prior to the beginning of each semester, a list of courses is posted online. This includes 1) CGU English Department courses; 2) Claremont Graduate Humanities courses; 3) cross-listed courses of other CGU humanities departments; and 4) Claremont Colleges cross-listed courses. The department’s approval is implicit for cross-listed courses on our list; however, final approval for other courses taken at the Claremont Colleges will be granted on a case-by-case basis. Courses offered by other departments at CGU or by the Claremont Colleges that are not cross-listed on the English Department schedule may be taken for credit with the permission of the English Chair and of the course’s instructor. (Please note that for undergraduate courses only those numbered 100 or above may be taken for graduate credit; also, some courses at The Claremont Colleges are open only to undergraduates and first-year graduate students.)

The English faculty reserves the right to limit the number of courses a student may take at either the undergraduate colleges or from other departments at CGU. The faculty may also direct a student to take a non-English Department course that it deems appropriate to the student's research interests.

Degrees and Requirements

The English Department offers three principal degrees in English—the M.A., the M.Phil., and the Ph.D—and two specialized degrees—the M.A. in Literature and Film, and the M.A. in Literature and Creative Writing. A brief description of these degrees and their requirements follows. Note, however, that you must read carefully the following chapters in this *Student Handbook* for a complete listing of degree requirements. You should also consult the “Degree Regulations” section of the *CGU Bulletin* for institutional requirements.

Master of Arts (M.A.)

A completed B.A. degree is a prerequisite for admission to the 40-unit M.A. program. Degree requirements include the following:

- **Coursework:** 40 units (ten seminars of four units each, usually taken over a two-year period, with no more than twelve units in any semester).
- **Distribution Requirement:** The ten seminars must fulfill the following distribution requirement: two courses in British literature (one before 1800 and one after 1800); two courses in American literature (one before 1900 and one after 1900); and one other course in British or American literature of any period. (See Appendix V for a sample “Distribution Requirement Checklist.”)
- **Language Requirement:** The M.A. student must demonstrate a reading knowledge of one foreign language. The language exam should normally be taken in classical Greek, Latin, French, German, or Spanish. Any student wishing to test in a different language must receive the prior approval of the Chair, or of the core faculty member in charge of language exams. With prior approval, successful completion of a foreign language course (with a grade of B+ or better) while enrolled at CGU may substitute for the language exam. Course work and exams taken prior to admission to the CGU English Department cannot fulfill this language requirement. (See the chapter on “The Language Exam” for further details and other options for satisfying this requirement.) This language requirement must be fulfilled prior to the M.A. exam.
- **Comprehensive Examination:** The written M.A. comprehensive exam is designed to test your ability to do close readings of selected passages from British and American literature, as well as your ability to place these texts in the appropriate cultural context. (The chapter, “The M.A. Degree,” further describes the exam.)

Master of Arts in Literature and Film

A completed B.A. degree is a prerequisite for admission to the 40-unit M.A. in Literature and Film program. Degree requirements are the same as those for the regular M.A.,

except that a) **four** of the ten seminars taken must be film courses (the M.A. distribution requirement also applies); b) three of the four film courses taken must be offered by the CGU English Department; and c) the M.A. comprehensive exam will include questions on film. (See the section on this program in the chapter titled “The Master of Arts Degree.”)

Master of Arts in Literature and Creative Writing

A completed B.A. degree is a prerequisite for admission to the 40-unit M.A. in Literature and Creative Writing program. Degree requirements are the same as those for the regular M.A., except that a) **four** of the ten seminars taken must be creative writing courses (the M.A. distribution requirement also applies); b) three of the four creative writing courses taken must be offered by the CGU English Department. (See the section on this program in the chapter titled “The Master of Arts Degree.”)

Master of Philosophy (M.Phil.)

A completed M.A. in English is a prerequisite for admission to the 68-unit M.Phil. program. The M.Phil. is a terminal degree and does not lead to the Ph.D. degree. Degree requirements include:

- **Coursework:** 64 units (sixteen seminars of four units each). All 40 units of coursework from a CGU M.A. (but no more than twelve from a single semester), or a maximum of 24 coursework units transferred from an M.A. granted by another institution, may be counted toward the M.Phil.
- **Distribution Requirement:** The sixteen seminars must fulfill the distribution requirement as outlined above for the M.A. degree.
- **Language Requirement:** You must demonstrate a reading knowledge of two foreign languages. At least one exam must be taken in classical Greek, Latin, French, or German. (See the chapter on “The Language Requirement” for further details and other options for satisfying this requirement.)
- **Critique Research:** 4 units. This study involves a course of readings, planned in consultation with an English faculty advisor and designed to inform and underwrite the critique.
- **Critique:** Following the course of readings, the M.Phil. critique—a research paper of 12,000-15,000 words (40-60 pages)—must be prepared and submitted in consultation with an English faculty advisor. (See the chapter on “The Master of Philosophy Degree” for a further description of the critique.)

Doctor of Philosophy (Ph.D.)

A completed M.A. in English is a prerequisite for admission to the 72-unit Ph.D. program. Degree requirements include the following:

- **Coursework:** 64 units (sixteen seminars of four units each). All 40 units of coursework from a CGU M.A. (but no more than twelve from a single semester), or a maximum of 24 coursework units transferred from an M.A. granted by another institution, may be counted toward the Ph.D.
- **Distribution Requirement:** The sixteen seminars must fulfill the following distribution requirement: two courses in British literature (one before 1700 and

one after 1700); two courses in American literature (one before 1900 and one after 1900); and one other course in British or American literature of any period.

- **Language Requirement:** You must demonstrate a reading knowledge of two foreign languages. At least one exam or qualifying course must be taken in classical Greek, Latin, French, Spanish or German. The CGU workshop in Digital Humanities may be substituted for one of the Languages. (See the chapter on “The Language Requirement” for further details on satisfying this requirement.)
With the approval of the supervisory committee, a student may substitute demonstrated expertise in hypermedia and internet skills.
- **Transdisciplinary Course (T-Course):** This course is an advanced intensive experience that prepares doctoral students for high-level discourse, research, and inquiry and provides practical experience working with colleagues in different fields. This course must be taken before the end of the second year of study for the Ph.D. The T-Course provides an opportunity for doctoral students and graduate faculty to work collaboratively and across traditional disciplines on a common set of questions and issues, while drawing on their own individual disciplinary training. The course will count as four (4) of the regular seventy-two (72) units towards the student's degree. It will not add any additional units to the student's degree requirements nor count against the total number of transfer units from previous graduate course work.
- **Independent Research/Dissertation Research:** 4-8 units. Independent Research units represent the time needed for reading and preparing for the qualifying exams. After passing the exams, you will register for Dissertation Research. To balance your transcript, at least two of the 8 units should be Dissertation Research.
- **Qualifying Examinations:** Following a preparation period of at least one year after completing coursework and rectifying all incomplete grades, you must pass written and oral exams covering one major field and two minor fields, chosen from among the following: 1) Renaissance; 2) Early Modern through Seventeenth-Century British; 3) Eighteenth-Century British; 4) Nineteenth-Century British; 5) Twentieth-Century British; 6) American before 1800; 7) Nineteenth-Century American; 8) Twentieth-Century American; and 9) Film Studies (minor only). 10) Theory (minor only). (See the section about the qualifying exams in the chapter on “The Doctor of Philosophy Degree” for details on preparation and eligibility for the exams.)
- **Dissertation:** You must prepare and submit an acceptable dissertation under the guidance of an appointed dissertation committee and pass a final oral examination on it. (See the section about the dissertation in the chapter on “The Doctor of Philosophy Degree.”)

Concentrations

Ph.D. students in English may elect to obtain a concentration in one of the following interdisciplinary fields: **American Studies**, **Early Modern Studies**, or **Critical Theory**. For all of these concentrations, students will work closely with an English faculty advisor to pursue an intellectually unified course of study that will include seminars crosslisted with participating CGU humanities departments and The Claremont Colleges. (For further details about Ph.D. concentrations see the chapter on “The Doctor of Philosophy Degree” in this *Student Handbook*.)

Special Programs

The admissions committee of the English Department will consider applications to the Dual-Degree and Interfield-Degree programs. Students interested in either of these possibilities should consult the description of the “Dual-Degree Programs” and the “Interfield Programs” in the *CGU Bulletin*.

Satisfactory Academic Progress

"Satisfactory Academic progress" refers to maintaining an appropriate (as distinct from minimally acceptable) academic record and reaching the various stages of progress in the department at or near the time expected of the majority of students. Cases of students not maintaining satisfactory progress will be reviewed by the department advisor and department director, who will take appropriate action.

All students are expected to maintain a minimum grade point average of 3.000 in all coursework taken at Claremont Graduate University with no more than two incomplete courses at any time. Failure to maintain the applicable minimum standard of 3.000 may result in the student being placed on academic probation for the following semester by the faculty in their academic program.

The department takes satisfactory progress into account in awarding financial support. Students should also be aware that CGU maintains a policy on satisfactory academic policy for eligibility for financial aid. Information is available in the financial aid office.

Transfer of Credit

All 40 units of coursework from a CGU M.A. (but no more than twelve from a single semester) may be counted toward the M.Phil. or Ph.D. Students who have been admitted to the CGU English Department with a completed M.A. in English granted by another accredited institution and who have full graduate standing may petition for the acceptance of transfer units upon completion of twelve units of coursework at CGU. A maximum of 24 graduate-level semester units (coursework units only) may be transferred from another accredited institution toward a CGU M.Phil. or Ph.D.; students must take ten seminars in residence at CGU. Approved transfer units from another institution may be applied toward the department's overall unit requirements and distribution requirements.

Units are transferred on a “semester unit” basis. Semester units are transferred unit for unit. Quarter units are transferred as .6667 of one semester unit (i.e. 36 quarter units equal 24 semester units).

Transfer of units is usually requested during the second semester of M.Phil./Ph.D. coursework at CGU. To make this request, complete the “Transfer of Credit” form, available at the Registrar’s Office, and submit it to the Arts and Humanities with a copy (an unofficial copy is sufficient) of the transcript that includes the courses under consideration. The CGU Registrar must have already received official transcripts for any units under petition for transfer. (See Appendix V for a sample “Transfer of Credit” form.)

Courses submitted for transfer must be relevant to graduate studies in English, and must be of appropriate quality and currency. Only graduate work that has received a grade of B or better from an accredited institution may be transferred. If your transcript reads Pass, High Pass, Credit, etc., you must obtain from that professor a statement to the effect that your work for the class was of B level or better. The course under petition for transfer cannot have been used toward an undergraduate degree, and the CGU Registrar may require you to obtain from the registrar of the other institution a statement to that effect. Final decisions about the acceptability of proposed transfer units are made by the dean, based upon the recommendation of the English Chair.

Withdrawal, Leave of Absence, and Reinstatement

For details on withdrawing from courses, taking a leave of absence, and being reinstated, see the section of the *CGU Bulletin* on “Enrollment & Registration.” Please note that if you do not register in a given semester you will be considered “withdrawn,” and that fact will be noted on your transcript. Also, there are only three approved reasons for a leave of absence: 1) medical disability (the student must send a letter to the Registrar and include documentation from a physician recommending medical leave); 2) military service (the student must send a letter to the Registrar and include documentation from the relevant military authority); 3) research which is arranged through the English Department as relevant to the completion of the degree. During medical and military leaves, no fees are charged, and time spent on leave is not counted toward the time limit for completing degree. During research leaves, however, fees must be paid, and the time spent on leave does count toward the maximum allowed for completing the degree.

Note also that a fee is required for reinstatement, that reinstatement is not guaranteed, and that you can only be reinstated if you have already completed work toward a degree. (This does apply, then, to the point between completion of a CGU M.A. degree and beginning the CGU Ph.D. program. If, for instance, you received your M.A. from CGU, were accepted into the Ph.D. program, but failed to register for the first semester of Ph.D. work, you would not be eligible for reinstatement; you would instead have to reapply for admission.)

Financial Aid

Each student admitted into the program and who applies for tuition fellowship aid will receive a percentage from the pool of funds. Please check with the Arts and Humanities office for more details on this.

A student can expect to receive the level of tuition fellowship he or she had upon admission to a degree program provided that:

- He or she maintain a grade point average of 3.0 or better and have no more than two Incompletes

Several pages of the *CGU Bulletin* are devoted to the topic of financial aid. Read these pages thoroughly. We urge you to be persistent in working with the Financial Aid Office and to pursue all possible means of financial assistance. (See Appendix VI for a calendar that lists filing deadlines for financial aid forms.)

INTERNATIONAL STUDENTS

International Students should work closely with the International Student Coordinator Nusha Shishegar throughout the time at CGU to ensure that all I-20 and other relevant information is kept current. Nusha can be reached at (909)607-3371 or via e-mail at: intl.student.services@cgu.edu

Employment Opportunities

Part-time jobs on campus, particularly at Honnold Library, frequently go to graduate students from the English Department. For job openings, consult the bulletin board in the foyer of the Eighth Street entrance to the Pendleton Building; or call The Claremont Colleges Employment Office at 621-8048. You can also call the "Job Line," 607-7373, for a recorded listing of available campus jobs. For Federal Work Study information, contact the Financial Aid Office. Advanced students may benefit from employment opportunities with the CGU Writing Center and the CMC Writing Center. Occasionally, advanced Ph.D. students with previous teaching experience have the opportunity to teach undergraduate courses at The Claremont Colleges.

For those who have completed an M.A. degree, part-time teaching is available at many of the community colleges and state university campuses in the area. In addition, a number of writing centers at other campuses and private learning/test preparation centers employ graduate students as tutors and writing consultants.

The Graduate Student Council

The Graduate Student Council is a representative body serving the interests of CGU graduate students. Every year the English Department asks for two volunteers to serve as our representative and alternate. If you would like more information about the Graduate Student Council or wish to be considered as a representative, contact the current representative for the English Department.

The Graduate Student Council has a small amount of money available to help CGU graduate students travel to professional conferences. For details on how to apply for these funds, see the current representative.

Useful Services on Campus

You will find in the CGU *Bulletin* a description of numerous student services.

Highlighted below are a few of particular interest from an academic viewpoint.

- **Office of Career Services:** You may want to open a file with the OCS and place in it copies of letters of recommendation that you receive. This will make your job search after finishing your degree far easier. (For more details on this process, see the chapters titled “After the M.A.,” and “After the Ph.D.”)
- **Academic Computing Center:** As you begin your graduate studies and plan for your professional career, it is essential that you become familiar with both traditional research methods and electronic research tools, and that you are comfortable with word-processing and other computer applications. Computers—both IBM compatibles and Macs as well as laser printers, scanners, and VAX terminals—are available for student use in the lab rooms of the CGU Academic Computing Building. You will save yourself much pain by learning how to use a word processing program. Many computers in the lab have both Microsoft Word and WordPerfect available. You will want to open an account in order to use e-mail and access the Internet, Honnold Library’s BLAIS catalog, and the CD-ROM databases (the *MLA Bibliography*, for one). With your account and a modem for your home computer you can also have remote access to these services.
- **Writing Center:** Located in Harper 17, the CGU Writing Center is open for all students who need assistance in writing academic papers. A few advanced graduate students in English are consultants at the Writing Center, but the Center also always employs at least one tutor who has no connection to the English Department. If you need help organizing your paragraphs or pruning your diction, do not hesitate to make use of this assistance.
- **Huntley Bookstore:** Books required or recommended for CGU courses are available for purchase at Huntley Bookstore. The manager in charge of acquisitions in the humanities has built excellent collections of literary criticism, cultural studies, and alternative and ethnic literatures. Browsing these shelves is one way to familiarize yourself with contemporary literature and criticism.
- **Honnold Library:** This is a place worth getting to know as quickly and as well as possible. Unless you happen to live close to another university library, it is where you will be doing your research. Every semester the Honnold staff gives introductory tours of its facilities for entering students. If you miss these tours, ask to have someone show you around. Be sure to locate the Reserve check-out desk; this is where materials reserved by your instructors are kept. Also you should learn how to use the CD-ROM databases. Perhaps the single most powerful research tool you will be using—particularly if you are doing or

thinking of doing doctoral work—is the *MLA Bibliography* on CD-ROM. (For more on the *MLA Bibliography*, see Appendix I.)

Statement on Ethics, Professionalism, and Academic Honesty

The English Department is committed to nondiscriminatory policies, as outlined in the *CGU Bulletin*. We hold as self-evident the equal rights of all individuals, regardless of race, color, creed, place of origin, gender, sexual orientation, age, handicap, medical history or status. We are intolerant of abusive behavior or harassment of any sort. Students who encounter prejudicial behavior or sexual harassment should file a complaint with the Dean of Students and immediately bring the problem to the attention of the English Chair.

Students who think they have been denied a fair hearing on an academic matter by a member of the faculty; or who have failed to obtain from the relevant member of the faculty a satisfactory response to their course work, including required papers, or to the work for their dissertation; or who have had requests for advising in matters pertaining to academic work unduly postponed or ignored, should speak to their advisor or to a member of the core faculty familiar with their work and ask either that the matter be dealt with in accordance with CGU policy or brought before the Department as a whole for resolution.

Students should respect reasonable standards of professional behavior. Such standards would rule out, but not be limited to, the following:

- verbal attacks on the character, physical appearance, gender, or race of staff, students or faculty;
- objections to the behavior or practices of staff, students or faculty which have no demonstrable relation to any kind of academic work;
- forging signatures of staff, students, or faculty;
- Plagiarism; A word-for-word copy of someone else's work without citing that person, as a source is one example of plagiarism.
- Willful misuse of university property including its communication systems.

If there is evidence that a student has indulged in unprofessional behavior of the kind just described, his or her case shall, after discussion by the core faculty in the department, be brought before the student for his or her comments at a meeting with the core faculty. Should a behavior that the core faculty has deemed unprofessional continue after this meeting has taken place and due warning as to the gravity of the situation has been registered with the student, the student will be denied a tuition fellowship for the duration of the degree program in which the student is enrolled. In cases where an alleged violation of a standard is addressed by a CGU-wide policy, that CGU policy takes precedence over the departmental policy if either the student or a core member of the faculty wishes to invoke it.

Modern scholarship, like the modern educational system generally, depends on academic honesty for its integrity. Plagiarism, when detected, is an offense that the academy cannot

afford to ignore. Graduate students in English, typically headed for teaching careers, are not habitually given to deliberate acts of plagiarism. However, you should take care to avoid the more subtle, second-hand, or unintentional forms of intellectual theft that can afflict careless academic prose. If you owe a thought, a phrase, etc., to a specific source, acknowledge that source in a footnote. (For further discussion and examples, see Appendix II of this *Student Handbook* and pp. 21-25 of the *MLA Handbook*.)

THE FOREIGN LANGUAGE EXAM

Purpose and Policy

Possibly no aspect of the program in English generates more anxiety (and sometimes more procrastination) than the foreign language exam. This is regrettable. The language requirement is not unreasonable, and in some form or other it is absolutely necessary. A graduate program in literature could not acquire or preserve a reputation for excellence if it failed to ensure that its graduates were equipped with minimal professional competence in (a) language(s) other than English. We have tried to design requirements that are at once responsible and, where necessary, flexible.

Native speakers of a language other than English need not take the exam to fulfill one foreign language requirement. You must be proficient in your native language for scholarly purposes: you must have completed four years of high school or college at an institution in which the medium of daily instruction was a language other than English. In other words, you do not fulfill this requirement if you took four years of high school French. You do fulfill the requirement if you went to a French language high school, in which instruction for all subjects was conducted in French. Ph.D. students may use the native speakers exemption only for one language requirement. The second language requirement must be met through examination. If a student satisfies these conditions, then the Chair of the department can sign off on the tool form without the student taking a test.

A&H offers scheduled examinations three times a year in the languages listed above. Any student who has received permission for testing in a language not listed above will be referred to an outside examiner. The faculty member in charge of the language exam will make every effort to put students in touch with qualified examiners, but in special cases it may be necessary for students to participate actively in the process of finding a qualified examiner and arranging for an exam.

With prior approval of the faculty member in charge of the language exam, successful completion of a foreign language course (with a grade of B+ or better) while enrolled at CGU may substitute for the language exam. Approval will depend on the substance of the coursework, which must at the very least provide the equivalent of one year of college-level language study. Coursework and exams taken prior to admission to the CGU English Department *cannot* fulfill the language requirement. For Ph.D. students, the workshop Digital Humanities may satisfy **one** of the language requirements.

The Exam

The purpose of the language requirement is to ensure that students have the ability to read a scholarly article written in a language other than English. To this end, we test for minimal professional competence in the language. The exam is a translation exam of two hours; the use of a bilingual dictionary is allowed.

In the case of the modern languages (French, German, Spanish), the text to be translated will normally be an extract from a scholarly essay. In the case of the classical languages, the text may be an extract of poetry or prose, and the faculty examiner will sometimes provide, in footnotes, suggested translations of particularly difficult constructions or idiomatic expressions.

The department will make every effort to ensure that exams given by an outside examiner resemble the department's format. However, we can only guarantee our own format when the regular faculty members, adjunct faculty, or long-standing collaborators at one of The Claremont Colleges are giving and grading the exam. Students who wish to test in a language other than classical Greek, Latin, French, German, or Spanish should be aware that their outside examiner, once approved by the department, will exercise discretionary control over their exam.

Preparing for the Exam

As mentioned earlier, the language exam is not intended to be intimidating or particularly difficult. A good one-year college course in a language, plus a bit of independent study, usually suffices to pass the exam. Since you are allowed a bilingual dictionary and are only being tested for reading comprehension and translation ability, it is enough to know the basic grammar of the language and to have had some practice in reading unedited texts. Given that we use scholarly articles as exam texts, it helps to practice translating extracts from academic essays written in the language for which you will be taking the exam.

The best and easiest way to prepare for the exam, once you have acquired the basic grammar of a language, is to consult former exams. Previous exams given by the department and acceptable translations are available to all graduate students in the Arts and Humanities. Practice translating those texts first; if you exhaust the reservoir of back exams and still feel you need more practice, set yourself your own exam by reading other articles in the foreign journals from which we habitually cull extracts.

Occasionally one or two of our graduate students with native or near-native proficiency in a modern European language offer tutoring in translation techniques for a modest fee. Check with the Arts and Humanities staff about this possibility.

If you need to begin a language, you can usually arrange to sit in informally on an undergraduate course at one of The Claremont Colleges. Ph.D. students in particular are strongly advised to plan ahead. Not only is it worth beginning (if necessary) a second language as soon as possible; it is also worth thinking about the probable direction of your doctoral research. Consult with your faculty advisor on your choice of languages. Linguistic training forms an integral part of the education of a scholar in the humanities.

The Master of Arts Degree

Description

An M.A. in English qualifies you to teach English language and literature at private high schools, two-year colleges and polytechnic schools. An M.A. degree may also be of value for careers in related fields such as publishing, library science, communications, etc.

Requirements for the Degree

A completed B.A. degree is a prerequisite for admission to the 40-unit M.A. program. Degree requirements include the following:

- **Coursework:** 40 units (ten seminars of four units each, usually taken over a two-year period with no more than twelve units in any semester). These units can be earned only by taking classes or seminars. Units earned from other forms of study (i.e., private tutorials or directed readings) may not be substituted for coursework units.
- **Distribution Requirement:** The ten seminars must fulfill the following distribution requirement: one course in British literature before 1800; one course in British literature after 1800; one course in American literature before 1900; one course in American literature after 1900; and one other course in British or American literature of any period.
- **Language Requirement:** The M.A. student must demonstrate a reading knowledge of one foreign language. The language exam should normally be taken in classical Greek, Latin, French, German, or Spanish. Any student wishing to test in a different language must receive the prior approval of the Chair, or of the faculty member in charge of the language exam. With prior approval, successful completion of a foreign language course (with a grade of B+ or better) while enrolled at CGU may substitute for the language exam. Course work and exams taken prior to admission to the CGU English Department cannot fulfill this language requirement. (See the chapter on “The Language Exam” for further details and other options for satisfying this requirement.) This language requirement must be fulfilled prior to the M.A. exam.
- **Comprehensive Examination:** The written M.A. comprehensive exam is designed to test your ability to do close readings of selected passages from British and American literature as well as your ability to place these texts in the appropriate cultural context. (See the further description below.) The M.A. comprehensive exam may not be taken if you have more than one outstanding incomplete grade.

The M.A. coursework is designed to be completed over a two-year period, with two or three seminars taken each semester and possibly one or two in the summer. For instance, you might register for two seminars in each semester of your first year, then take one summer course, then three the next fall, and two the following spring. It would take a minimum, then, of three semesters and a summer to complete the coursework required for the M.A. We recommend that you consider eight units a full load for graduate study

in our department, especially if you are also working or have other major time commitments. Twelve units is the maximum that you may register for in one semester, and, in fact, if you were later admitted to the CGU Ph.D. program, you would be able to transfer no more than twelve units from any single semester toward the total units required for the Ph.D.

There is a time limit and a residence requirement for the M.A. All degree requirements must be completed within five calendar years from the date of first registration, and you must be enrolled *continuously* until the degree is earned. You may, however, petition for an extension of time to complete the degree. (See the guidelines on requesting an extension in the “Degree Regulations” section *CGU Bulletin*.)

During the semester in which you expect to have met all requirements for the degree, you must submit the “Distribution Requirement Checklist” to the Arts and Humanities to show how these requirements were or are being met. (See Appendix V for a sample “Distribution Requirement Checklist.”) You must also submit an Intent to Receive a Degree form to the Registrar signed by the Chair of the department.

Comprehensive Examination

This four-hour written exam is primarily an exercise in close reading. The exam consists of several passages drawn from various periods of literary history, each of which will be identified by author and date. You must choose from among these a minimum number on which to write analytical essays. Successful analyses will attend closely to the structure and form of the texts while including as much literary history and literary theory as will contribute to the interpretation. Sample exams are available in the Arts and Humanities. The language requirement must be completed prior to taking the M.A. exam. Both the M.A. exam and the language requirement must be completed by the semester in which you plan to graduate.

The M.A. Degree in Literature and Film

Degree requirements for the M.A. in Literature and Film are the same as those for the regular M.A., except that a) **four** of the ten seminars taken must be film courses (the M.A. distribution requirement also applies); b) three of the four film courses taken must be offered by the CGU English Department; and c) the M.A. comprehensive exam will include questions on film.

The comprehensive exam for a student concentrating in Literature and Film will be adapted to represent the interdisciplinary nature of the degree. One half of the exam will be similar to that given for the regular M.A. The second half of the exam will consist of questions on film.

The M.A. Degree in Literature and Creative Writing

Degree requirements for the M.A. in Literature and Creative Writing are the same as those for the regular M.A., except that a) **four** of the ten seminars taken must be creative writing courses (the M.A. distribution requirement also applies); b) three of the four creative writing courses taken must be offered by the CGU English Department; and c) the M.A. comprehensive exam will include questions on creative writing.

The comprehensive exam for a student concentrating in Literature and Creative Writing will be adapted to represent the interdisciplinary nature of the degree. One half of the exam will be similar to that given for the regular M.A. The second half of the exam will consist of questions on creative writing.

The Accelerated M.A. Degree

Claremont Graduate University's accelerated M.A. in English provides qualified graduates of The Claremont Colleges the opportunity to earn a CGU master's degree in one year. Their respective colleges must recommend applicants. Up to 16 units of advanced undergraduate work in English may be counted for graduate credit toward the 40-unit M.A. requirement. No thesis or critique is required. For further information, contact the English Department:

Arts and Humanities
121 East Tenth Street
Claremont, CA 91711
Phone: (909) 621-8612

AFTER THE M.A.

Employment Possibilities

As mentioned earlier, an M.A. in English qualifies you to teach at private high schools, two-year colleges, and polytechnic schools. Sometimes it is possible to obtain an instructorship, lectureship, or some other adjunct or part-time position at a four-year college or university.

Occasionally, part-time teaching positions are available at the Claremont colleges; however, such positions usually go to advanced CGU Ph.D. students who have previous teaching experience. If you are just finishing your M.A., you will probably have the most success in looking for work in private schools and the community college system.

Workshops sponsored by the Chair and core faculty and intended for M.A. and Ph.D. students who are seeking employment are held annually. A fall workshop will address the following topics: preparation of a dossier for Career Services including the c.v. writing a letter of application; obtaining letters of recommendation from previous employers and from faculty at CGU and elsewhere; and analysis of the employment listings by the Modern Language Association and the Chronicle of Higher Education. Representatives from Career Services will attend these Workshops whenever possible. In addition to providing information for academic job searches, non-academic positions will be

discussed as well. Faculty will also conduct supplementary workshops and meetings as needed in order to advise students about opportunities in specific fields.

How to Apply for Jobs

Subscribe to the Jobs listserv and also look through the “Employment Opportunities” binder in the Arts and Humanities, and check the bulletin boards and windows regularly. Notifications of open positions at local colleges and schools are posted there when we receive them.

Once you have identified potential employers, follow the instructions on the posted advertisement. You will usually be asked to send a CV and letters of recommendation. Ask for letters of recommendation from faculty members with whom you are studying or have studied. (If you are taking a course with a visiting professor, it is a good idea to ask for a letter before the semester is over. If, however, the professor has already left, the Arts and Humanities office will normally be able to provide you with an address or phone number.) You should never hesitate to ask an instructor for a letter, as long as you did responsible work in the seminar(s) in question. Please be aware, however, that the professor is ethically bound to write an honest recommendation; do not ignore the professor’s comments or hints if she or he feels that a letter of recommendation would be inappropriate. Letters of recommendation must be requested at least two weeks in advance of any deadline for receipt; to make the process more efficient, you should take the initiative to provide the professor with a copy of your CV and a list of relevant highlights that might be included in the letter. (See Appendix IV for basic guidelines on preparing your CV.)

Be sure to file all letters of recommendation with the CGU Office of Career Services. There is a fee for opening a file, but normally it is worth the expense; letters written for you will remain confidential and ready to send out for any future job applications.

The Office of Career Services offers a variety of services to students and alumni. You can obtain individual counseling, receive interview preparation, attend job-hunting workshops, etc. These services will be of most interest to students and alumni seeking careers outside or on the margins of academia (university publishers, museums, libraries, etc.). If you are seeking a traditional teaching job and have questions about CVs, interviews, etc., you should also consult faculty members in your field or advanced graduate students at CGU.

Applying for Further Study

Students who wish to pursue advanced study at institutions other than CGU should keep in mind the application deadlines observed by most graduate schools and plan accordingly. Do not hesitate to ask for a letter of recommendation from a CGU faculty member for whom you did responsible work.

Students completing an M.A. in English at CGU should not take for granted automatic admission to the Ph.D. We are still in many ways a small department and, particularly on the Ph.D. level, a highly competitive one; therefore, we can admit only a few select

students to the CGU Ph.D. program in English. If you wish to pursue either the M.Phil. or the Ph.D. in English at CGU you must make a formal request. While you do not need to put together the kind of application package that another institution would require (GRE scores, letters, etc.), you must prepare a letter, addressed to the Chair, stating your request to be considered for admission to the M.Phil. or the Ph.D., and submit it to the Arts and Humanities by the deadline. The faculty will evaluate your previous academic work and may request writing samples or other materials to support your application. You will be notified of the status of your application as soon as possible—at the latest by the end of the term in which you file your request.

MASTER OF PHILOSOPHY DEGREE

DESCRIPTION

For those students who would like to undertake graduate study beyond the M.A. but not pursue the Ph.D. degree, we offer the 68-unit M.Phil. Degree. The M.Phil. is a **terminal degree** and does not lead to the Ph.D. degree.

Requirements for the Degree

A completed M.A. in English is a prerequisite for admission to the 68-unit M.Phil. Program. The requirements for the M.Phil. Degree is similar to those for the Ph.D. and includes the following:

- **Coursework:** 64 units (sixteen seminars of four units each). All 40 units of coursework from a CGU M.A. (but no more than twelve from a single semester), or a maximum of 24 coursework units transferred from an M.A. granted by another accredited institution, may be counted toward the M.Phil. (See the section on “Transfer of Credit” earlier in this *Student Handbook*.) Students who earned an M.A. at CGU will take six additional seminars of four units each, usually in two or three semesters, with no more than twelve units in any semester. Students who transfer in 24 units from an M.A. granted by another institution will take ten additional four-unit seminars over a two-year period with no more than twelve units in any semester. These units can only be earned by taking classes or seminars. Units earned from other forms of study (i.e. private tutorials or directed readings) may not be substituted for coursework units.
- **Distribution Requirement:** The sixteen seminars must fulfill the following distribution requirement: one course in British literature before 1700; one course in British literature after 1700; one course in American literature before 1900; one course in American literature after 1900; and one other course in British or American literature of any periods.
- **Language Requirement:** You must demonstrate a reading knowledge of two foreign languages. At least one exam must be taken in classical Greek, Latin,

French, or German. (See the chapter on “The Language Requirement” for further details and other options for satisfying this requirement.)

- **Critique Research:** 4 units. This study involves a course of readings, planned in consultation with an English faculty advisor and designed to inform and underwrite the critique.
- **Critique:** Following the course of readings, a critique—a research paper of 12,000-15,000 words (40-60 pages)—must be prepared and submitted in consultation with an English faculty advisor. (See the further description below.)

Marc.Redfield@cgu.edu

The M.Phil. Critique

The M.Phil. Critique is best thought of as a long seminar paper. It should have a specific topic, its arguments should be grounded in well-researched facts, and it should reflect accurate and sensitive close readings. Its primary reader will be a member of the core faculty in English; should a question of the critique’s acceptability arise, it will be submitted to the judgment of a second reader.

The English Department recommends that all papers, and certainly all major research papers, theses, and dissertations follow the stylistic conventions outlined in the *MLA Handbook for Writers of Research Papers* or *The MLA Style Manual*. (See Appendix I for references.) The M.Phil. Critique, unlike the Ph.D. dissertation, is not an official publication; however, it is a significant project and will be kept on file in the Arts and Humanities. It should be presented according to the conventions of professional academic writing on literature.

THE DOCTOR OF PHILOSOPHY DEGREE

Description

The Doctor of Philosophy degree is the highest degree awarded within the American university system. It signifies the completion of a course of study leading to what is usually defined as “an original contribution to scholarship”—the doctoral dissertation.

Requirements for the Degree

A completed M.A. in English from The Claremont Graduate University or from another accredited institution is a prerequisite for admission to the 72-unit Ph.D. program. (For details on how to apply to the Ph.D. from within the CGU M.A. program, see the chapter titled “After the M.A.” in this *Student Handbook*.)

A total of 72 paid units are required for the Ph.D. (Any units over twelve taken in a given semester at the flat-rate tuition cost for 12-16 units are not considered “paid” units.) Of

the 72 required, 64 units are earned by taking coursework—sixteen seminars of four units each. This leaves eight units, which are earned by registering for ENG 498 Independent Research while preparing for the qualifying exams, and ENG 495 Dissertation Research while researching and writing the dissertation. Once you have taken the 72 units required for the degree, you must register each semester for ENG 499 Doctoral Study to remain in continuous registration until all other requirements are met and the degree is awarded.

The Ph.D. program takes a minimum of three years—usually four to six years—to complete, and consists of three major stages:

- Taking coursework: one to two years
- Take Transdisciplinary Course **within second year** of Study at CGU
- Preparing for and taking the qualifying exams: a minimum of one year after finishing coursework and rectifying all incomplete grades; and
- Researching, writing, and defending the dissertation: usually at least one year to accomplish.

As with the M.A., there is a time limit and a residence requirement for the Ph.D. degree. All degree requirements must be completed within seven years from the time a student begins graduate study at CGU; earlier graduate work from which transfer units are accepted will be counted as part of the seven years. Thus, for those students who completed a CGU M.A., the total time allowed from beginning the M.A. through completing the Ph.D. is seven years. For students who transfer in 24 units from an M.A. granted by another institution, there will be six years remaining to complete the Ph.D. requirements. You may, however, petition for an extension of time to complete the degree. (See the guidelines on requesting an extension in the “Degree Regulations” section of the *CGU Bulletin*.)

The residence requirement may be met either by taking two semesters of full-time study in a 24-month period or by completing 48 units of coursework within a 36-month period, including work in the summer session. The residence requirement becomes a more complex formula if you are petitioning for transfer units. (For more information on the time limit and residence requirements, see the “Doctor of Philosophy Degree” section of the *CGS Bulletin*.)

Timetable

The timetable for completing the Ph.D. degree—both major stages and important secondary steps—is outlined schematically below, followed by a detailed explanation of each requirement or stage.

Stage/Step	Time	Register For
TAKE COURSEWORK	1 to 2 years	ENG # (coursework, 4 units per seminar)
Satisfy Distribution Requirement	While taking coursework including T-Course in 2 nd year	

Pass Language Exams	Anytime during coursework stage (Americanists must complete at least 6 months prior to taking Qualifying Exams)	
PREPARE FOR QUALIFYING EXAMS	For Americanists, minimum of 1 year required after finishing coursework and rectifying incomplete grades	ENG 498 Independent Research (up to 8 units, usually 2-4 per semester, preferably leaving at least 2 units to use for ENG 495 Dissertation Research)
Take Qualifying Exams	Exams are given twice each year, usually in August and February	
Submit Dissertation Proposal	Within 6 months after passing the Qualifying Exams	
Advance to Candidacy	Upon Dissertation Committee's approval of Proposal	
WRITE DISSERTATION	At least 1 year	ENG 495 Dissertation Research (preferably at least 2 units, until 72-unit requirement is met, then ENG 499 Doctoral Study)
Take Final Oral Exam on Dissertation (Defense)	Upon completion of Dissertation; arranged with the Dissertation Committee	
File and Publish Dissertation	After passing the Final Oral Examination	
Graduate	At CGU Convocation held each year in early May	

Coursework

Sixteen seminars of four units each, for a total of 64 coursework units, is required for the Ph.D. All 40 units of coursework from a CGU M.A. (but no more than twelve from a single semester), or a maximum of 24 coursework units transferred from an M.A. granted by another accredited institution, may be counted toward the Ph.D. (See the section on “Transfer of Credit” earlier in this *Student Handbook*.) Students who earned an M.A. at CGU will take six additional seminars of four units each, usually in two or three semesters, with no more than twelve units in any semester. Students who transfer in 24 units from an M.A. granted by another institution will take ten additional four-unit seminars, over a two-year period, with no more than twelve units in any semester. These units can be earned only by taking classes or seminars. Units earned from other forms of study (i.e. private tutorials or directed readings) may not be substituted for coursework units.

For details about transfer units, minimum grade standards, crosslisted and non-crosslisted courses, etc., see the chapter titled “An Overview” earlier in this *Student Handbook*, and the relevant section of the *CGU Bulletin*.

Distribution Requirement

The sixteen seminars must fulfill the following distribution requirement: one course in British literature before 1700; one course in British literature after 1700; one course in American literature before 1900; one course in American literature after 1900; and one other course in British or American literature of any period.

Concentrations

Ph.D. students in English may elect to obtain a concentration in one of the following interdisciplinary fields:

- **American Studies:** Students who prefer a multidisciplinary approach to the study of American literature and culture may wish to obtain a concentration in American Studies. Interested students should discuss this possibility with Professor Wendy Martin.
- **Early Modern Studies:** This concentration requires a seminar in interdisciplinary methodologies. Interested students should discuss this possibility with Professor Lori Anne Ferrell.
- **Critical Theory:** Interested students should discuss this possibility with Professor Marc Redfield.

For all of these concentrations, students will work closely with an English faculty advisor to pursue an intellectually unified course of study that will include seminars crosslisted with participating CGU humanities departments and The Claremont Colleges.

Evaluation

Ph.D. students will be reviewed every year until coursework has been completed. All students who are enrolled in Ph.D. coursework must, in timely fashion, provide the review committee with a copy of a graded term paper, an explanation for any low or incomplete grades, and any other relevant data or documents requested by the review committee. Students who do not receive the review committee's permission to advance in the Ph.D. program will not be allowed to continue and may be advised to terminate their English study at CGU with the M.Phil. degree.

Language Requirement

You must demonstrate a reading knowledge of two foreign languages. At least one exam must be taken in classical Greek, Latin, French, Spanish, or German. With the approval of the supervisory committee, a Ph.D. student may substitute the second language requirement with Digital Humanities (HUM 340), (research tool). No degree units will be given for this research tool. This workshop is normally offered during the Summer session.

Independent Research

After coursework has been completed and the language requirement met, a doctoral student begins preparing to take the qualifying exams. A minimum of one year from the time the student finishes coursework and rectifies all outstanding incomplete grades is required for this process. We cannot stress too highly how important it is to take adequate time to prepare thoroughly for the qualifying exams. This is an opportunity—perhaps the only one you will have—to read widely and deeply in the fields of British and American literature. The ability to successfully undertake and complete a long period of self-directed readings is a crucial part of your professional training, as well as a mark of maturity. Those students who experience excessive anxiety so that they are unable to constructively direct their study should take the time to learn stress management skills.

During this time you will take some or all of the remaining eight paid units required for the Ph.D. by registering for two to four units per semester of English 498 Independent Research. (It is perhaps preferable to reserve at least two units for ENG 495 Dissertation Research. This is not absolutely necessary, but it will give balance to your transcript. This may be complicated for students with unpaid federal loans who must register for at least four units per semester to keep their loan payments deferred. In this case, you may be allowed to register for some Dissertation Research units prior to taking the qualifying exams.)

Sometime during this stage or the dissertation stage of your program, you will have met the 72-unit requirement. Thereafter, each semester you must register for ENG 499 Doctoral Study (for 0 units) to maintain continuous registration in the Department until all other requirements are completed and the degree is awarded. If you do not register in a given semester, you will be considered “withdrawn,” and that fact will be noted on your transcript. You would then have to petition for reinstatement to the program if you

wished to continue at a later time. (See the section in this *Student Handbook* on “Withdrawal, Leave of Absence, and Reinstatement” and the *CGU Bulletin*.)

To prepare for the qualifying exams, students must select one major field and two minor fields from among the following fields: 1) Renaissance; 2) Early Modern through Seventeenth-Century British; 3) Eighteenth-Century British; 4) Nineteenth-Century British; 5) Twentieth-Century British; 6) American before 1800; 7) Nineteenth-Century American; 8) Twentieth-Century American; 9) Film Studies (minor only); 10) Theater (minor only); 11) Creative Writing (minor only); 12) Theory (minor only).

Your knowledge of the major field must include a demonstrated understanding of relevant critical theory. This is the field in which you plan to become expert—that is, the field in which you will write your doctoral dissertation. Dissertations sometimes cover more than one field, in most cases joining adjacent literary periods (for instance, a thesis on some aspect of the British novel with chapters on Richardson, Austen, and George Eliot) or adjacent national traditions within a single literary period (for instance, a thesis with chapters on George Eliot and Harriet Beecher Stowe). For this reason, we would encourage you to choose minor fields that contribute to your focus of interest in the major field.

A pragmatic footnote: teaching positions in English departments are usually defined by literary period. Our eight-part division of Anglo-American literary history is not arbitrary; rather, it reflects the realities of the academic marketplace. The field in which you write your dissertation will constitute your professional identity. If you write a thesis on Hawthorne you are by definition an “Americanist”; if your thesis is on both George Eliot and Hawthorne you have a more ambiguous professional identity, and, as far as the job market goes, you are taking a different—and usually a slightly higher—risk. You will be able to apply for nineteenth-century positions in both English and American literature, but you may find it harder to persuade your potential employer that you are a genuine expert in the field in which an expert is being sought. These remarks are not intended to discourage comparative or wide-ranging dissertation projects; they *are* intended to emphasize the importance of choosing a major field—and subsequently a dissertation topic—very carefully.

As you choose a major field, you should consider which faculty member you wish to have direct your research. Though dissertation directors are not appointed until the qualifying exams have been passed, you may begin consulting a *potential* dissertation director during preparation for the exams. The reading lists that you develop for your major and minor fields are subject to the approval of the faculty member responsible for those literary periods.

In the major field, you are expected to demonstrate in-depth understanding of the entire period (i.e. works of major and minor authors, important cultural and historical events of the period, relevant criticism and scholarship). In the minor field, you should demonstrate knowledge of the major authors as well as the significant cultural and historical events.

Qualifying Examinations

Normally, if there is adequate student interest, the department offers the qualifying exams twice each year, usually in August and February. Please note that the opportunity to take the qualifying exams is not automatic. Formal permission must be obtained from the CGU core faculty in English per the “Evaluation” section above. To be eligible to take the exams, you must have a) successfully completed 64 units of coursework, satisfied the distribution requirement, and rectified all outstanding incomplete grades; b) passed the two language exams; c) satisfied all other institutional requirements. (See the “Degree Regulations” section of the CGU *Bulletin*.) Students who do not take the exams or who fail them may request permission to complete the requirements for the terminal M.Phil. degree.

Several months prior to the exams students will be asked to confirm their intention to take the exams and verify their choices of major and minor fields. The Chair will then appoint a committee of faculty representing the declared fields. The committee members will set the questions in the fields in which the student is to be tested. The English Chair serves, *ex officio*, as the chair of the committee.

- **For American fields:** The qualifying exams comprise a set of written exams covering the three fields of study (totaling 12 hours, spread over two days on the scheduled dates), and an oral exam (usually of 2 hours, scheduled individually for each student and occurring up to three weeks after the written exams).

Students should be present at the Arts and Humanities no later than 8:45 a.m. on each day scheduled for the written exams; students who arrive late will not be given extra time. The department provides paper for the exams. Students may bring scratch paper, pens and pencils, a typewriter, dictionary, clock, and drinks and snacks. The English Department will make every effort to arrange for the use of computers. Other books, notes, notebooks, reading lists, and bibliographies are not allowed in the exam area.

- **For British fields, Film:** Students may choose to take the written exams off campus if they wish. The off campus format requires 24 hours for the major field and 8 hours for each minor field. Questions may be sent and returned by email.

When the written exams have been completed, the Chair will give copies to each member of the examining committee. Upon their review of the written exams, the committee members will decide whether or not the student will be invited to take the oral exam.

Examinees may not keep copies of their written answers. A copy will be made available for the oral portion of the exam but must be returned at the conclusion of the oral exam. Students are, however, allowed to inspect their written answers in the Arts and Humanities once the entire examination process is over.

The exam will be judged as a whole, written and oral together, and given one of the following marks: Superior, Good, Fair, or Fail. Committee members vote by ballot and subsequently hold discussions until arriving at a unanimous judgment.

Students who fail the qualifying exams are normally permitted to take them a second time, or they may request permission to complete the requirements for the terminal M.Phil. Degree. If the exams are repeated, they should be taken no less than three months and no more than one year after the first attempt. A student who wishes to retake the exam must submit to the Chair a formal request and repeat all examination procedures. Requests for a third examination usually do not receive the support of the English Chair and faculty.

Dissertation Research and Doctoral Study

If you still have units remaining after taking and passing the qualifying exams, you will register for ENG 495 Dissertation Research until the 72-unit requirement has been met. Thereafter, each semester you must register for ENG 499 Doctoral Study (for 0 units) to maintain continuous registration in the Department until all other requirements are completed, and the degree is awarded. If you do not register in a given semester, you will be considered “withdrawn,” and that fact will be noted on your transcript. You would then have to petition for reinstatement to the program if you wished to continue at a later time. (See the section in this *Student Handbook* on “Withdrawal, Leave of Absence, and Reinstatement” and the *CGU Bulletin*.)

Dissertation Committee

As soon as you have passed the qualifying exams, you must arrange for a faculty member to serve as your dissertation director. This faculty member, as the chair of your dissertation committee, will seek the dean’s and the Chair’s approval of other proposed committee members. In this way your dissertation committee will be formed.

Dissertation Proposal

When your dissertation committee has been formed and approved, you may submit a dissertation proposal for review by the committee; once approved, the dissertation proposal must be filed with the Registrar’s Office as a 350-word abstract. Sample dissertation proposals and abstracts are available for your review in the Arts and Humanities.

Advancement to Candidacy

Advancement to candidacy for the Ph.D. degree takes place when your dissertation proposal is approved. After acceptance of the proposal by the dissertation committee and submission of a 350-word abstract of the dissertation proposal, you will be advanced to candidacy by approval of the dean. You must be advanced to candidacy **no later than six months** after passing the qualifying examination.

Writing the Dissertation

The content of what you write will be your original contribution to scholarship. No guidebook can help you here, though of course your dissertation director and other committee members sometimes can. With regard to form, you should follow the guidelines provided in the *CGU Bulletin* and the *Faculty Handbook*, and the

recommendations of the *MLA Handbook for Writers of Research Papers* or *The MLA Style Manual*. (See Appendix I for references.) Your dissertation is a publication; it will be copyrighted and microfilmed. It should be composed according to the conventions of professional academic writing on literature. CGU guidelines for writing the dissertation are available from the Registrar's Office.

Final Oral Examination

At least six months, and usually at least one year, after advancement to candidacy, when your dissertation has been completed and approved by the dissertation committee, the committee chair submits for the dean's approval the names of proposed committee members and a possible date for the final oral examination. The recommendation must be made at least three weeks before the scheduled date of the examination. The final deadline for scheduling this examination is indicated on the CGU Academic Calendar available from the Registrar's Office (usually in early November for January degrees, and in early March for May degrees). Please bring four copies of the title page of your dissertation and a copy of your dissertation with you to the defense.

The final oral examination centers on a defense of the dissertation. As detailed in the *CGU Bulletin*, one of the examiners will be an outside examiner; on a three-person committee the outside examiner may be a CGU faculty member in another field or a member of the appointed Graduate Faculty from The Claremont Colleges. On a four-person committee the outside examiner may be a faculty member from another institution. This outside examiner will have a vote in the committee's proceedings only with the consent of the English Chair.

You may petition for an extension by sending a letter explaining your reasons for not advancing to candidacy or for not progressing with the dissertation. You must also submit a Petition for an Extension of a Degree form in to the Registrar's office signed by your advisor and the Chair of the department. It is important to realize that there are limits on the number of times an extension for completing the dissertation can be approved. A student must complete the dissertation **within two years** of advancing to candidacy or otherwise take the M.Phil. Degree. Petitions for extension of this deadline are possible but will be granted only if there are legitimate reasons for doing so.

If you do not pass the final oral examination on the dissertation, you may request to take a second oral examination given at least three months and not more than one year after the first attempt.

Filing and Publication of Dissertation

After the final oral examination has been passed, the original signed dissertation and one copy, unbound, accompanied by an abstract not exceeding 350 words, must then be submitted to and accepted by the Registrar's Office. You must also submit one unbound copy to the Arts and Humanities. Thereafter, your dissertation may not be removed. The original and copy filed with the Registrar will be permanently deposited in Honnold Library.

Before your degree can be awarded, you must also arrange for microfilming of your dissertation and publication of the abstract. You must complete the appropriate form and remit a fee for this service. University Microfilms International in Ann Arbor, Michigan microfilms the dissertation. The negative microfilm is filed with that organization, from which positive microfilm copies may be ordered. University Microfilms International publishes the dissertation abstract in Dissertation Abstracts. Note that microfilming does not deprive the author of the right to publish the dissertation in book (or article) form.

Graduation

Hurrah! The convocation for awarding of higher degrees by Claremont Graduate University takes place each year in early May. Candidates who officially received their degrees in January of that year and those who met the deadlines for receiving a May degree may participate in this ceremony.

AFTER THE PH.D.

Employment Possibilities

The traditional career for a Ph.D. in the humanities is college teaching. The English Department will assist students in their job search in every way possible. (Please see “After the M.A.” earlier in this *Student Handbook* for details about obtaining recommendation letters, etc.) The following comments apply to the academic job search; if you choose to explore non-academic career possibilities, we suggest you talk with the CGU Office of Career Services.

How to Apply for Jobs

You should have at least two chapters of your dissertation completed before entering the job market. Once you have two or three chapters done, though, you *should* apply for a few jobs, if only to familiarize yourself with the process. It is not necessary to have a degree in hand to have a chance for a job. (It is, however, usually necessary to convince a potential employer that by the following August your dissertation will be finished.) Of course, you should plan realistically: relatively few doctoral candidates get desirable job offers in their first year on the market. For most young academics, interviewing for jobs is a multi-year process.

September is the time to begin thinking about the job market. Show your dissertation director and committee members as much of the dissertation as you have completed and get them to place up-to-date letters in your file at the CGU Office of Career Services. If you do not yet have a file at the OCS, open one.

If you are not already a member of the Modern Language Association (MLA), join now. Almost all teaching jobs at four-year colleges and universities in our field are advertised in the *MLA Job Information List*, and if you have any interviews, chances are they will be scheduled for the annual MLA convention, held in a major U.S. city every year in December.

The *MLA Job Information List* comes out at intervals throughout the year, but most jobs will be advertised in the October list. In mid-October, begin checking once a month for this list and its updates. (It costs about \$100 to get your own copy of this list, but it is available for your review in the Arts and Humanities.) Apply only to jobs for which you can present yourself as qualified. If your dissertation is on an American nineteenth-century author, do not waste money and time applying for a position in eighteenth-century British literature. Your dissertation director can offer you more specific advice.

A file with sample letters and CVs is available in the Arts and Humanities. The faculty, furthermore, will be happy to look over letters and CVs for doctoral students and will offer coaching for interviews. Also, watch for workshops sponsored by the department about entering the job market, applying, interviewing, etc., and make use of services provided by the Office of Career Services. Students with little interviewing experience

may also wish to sign up for practice interviews at the MLA conference; for more information on this service, consult the department for that year's MLA convention.

Workshops sponsored by the Chair and core faculty and intended for M.A. and Ph.D students who are seeking employment are held annually. A Fall workshop will address the following topics: preparation of a dossier for Career Services including the c.v. Writing a letter of application; obtaining letters of recommendation from previous employers and from faculty at CGU and elsewhere; and analysis of the employment listings by the Modern Language Association and the Chronicle of Higher Education. Representatives from Career Services will attend these Workshops whenever possible. In addition to providing information for academic job searches, non-academic positions will be discussed as well. Faculty will also conduct supplementary Workshops and meetings as needed in order to advise students about opportunities in specific fields.

APPENDIX I

RESEARCH TECHNIQUES IN LITERARY STUDIES

It may take different amounts of time and degrees of professional expertise to research and write a term paper, an M.Phil. critique, or a Ph.D. dissertation, but most of the research tools are the same. Here are a few pointers.

Researching a Paper

Work submitted toward a graduate degree should be work informed by the history of a literary text's reception. You will never be able to read everything ever written about *The Tempest* or "Kubla Khan"—nor should you try to read everything. However, it is not a bad idea to spend an afternoon browsing through books and articles on the text you want to write about before you formulate a paper topic. Browse widely but concentrate your efforts on material published within the last fifteen or twenty years. This will give you at least some sense of the kinds of issues that professional readers have recently found important.

Research becomes essential once you have formulated a topic. No idea is entirely without precedent, and a responsible interpretation of a text involves an acknowledgment of the past. Once again, you should make a particular effort to read and acknowledge recent work in the field.

Where should you start? Two places, which then typically lead to a third.

Begin with the library stacks, particularly if you are writing on a single author or text. Browse through books and collections of essays on the author; try to glean information that will assist you in arguing your case. You will find footnotes that send you to other sources; follow out the footnotes.

Next, go to the *Modern Language Association (MLA) Bibliography*. This bibliography lists books and articles published in professional academic journals. Books and articles are listed by author, subject, and title: look up "Coleridge," for instance; turn to the entry "Kubla Khan," and you will find a list of books and articles published that year (1990, for instance) that discuss that particular poem. You will then have to try to guess from the title and capsule description, which studies are worth looking up and reading. There is a knack to this. After researching papers for a semester, you will find yourself skimming through the *MLA Bibliography* with efficiency and panache.

The *MLA Bibliography* is available in large, bound volumes, one year per volume; however, you can save time and access these resources more effectively if you consult the *MLA Bibliography* on CD-ROM. Honnold Library's staff will be glad to help you learn the essentials of performing a search on one of their CD-ROM computer stations.

The books through which you browse and the *MLA Bibliography* will either lead you back to the book section or to the periodicals section. This is the third source of

information. Universities (and a few independent organizations) throughout the world publish professional journals that specialize in any number of academic fields. The most recent issues are available, unbound, in the current periodicals reading room of Honnold; back issues are bound and shelved on the third floor. If you are a doctoral student, you should get into the habit of browsing through current (and back) issues of journals important in your chosen field. It is also a good idea to try to become familiar with the names and characteristics of a few of the most famous journals in English and comparative literary studies. Here is a sampling:

American Literature (Duke)

American Quarterly (Johns Hopkins)

Critical Inquiry (Chicago): General-interest critical essays in the humanities.

Diacritics (Cornell and Johns Hopkins): Poststructuralist literary theory.

ELH (Johns Hopkins): English literature, all periods.

Genders (Colorado): Feminist criticism and theory.

PMLA (Modern Language Association): The official organ of our professional organization. You get four issues a year if you join the MLA, which graduate students can do for \$10 a year. Publishes articles in most fields of study in the modern languages.

Representations (UC Berkeley): Critical essays in the humanities. The flagship journal of the “new historicist” school.

Signs (Chicago): Feminist criticism and theory,

Women’s Studies: An Interdisciplinary Journal (Queens College and Claremont Graduate University)

Writing a Paper

The content of your papers is up to you; upon request, though, your instructor will usually provide guidance in the choice of topics. If this is your first year in graduate school, you might want to schedule an appointment with your professor before embarking on a topic.

Papers must, of course, be typed. You will save yourself much pain by learning how to use a word processing program. (As mentioned earlier in this document, CGU makes computers available to you in the Academic Computing Lab.) Many computers in the lab have both Microsoft Word and WordPerfect available.

Papers should follow standard academic conventions in the humanities as regards footnoting, underlining, etc. As mentioned at various points in this document, the English Department recommends purchase of (or at least acquaintance with) the *MLA Handbook*. This book and many others like it (the *Chicago Manual of Style*, etc.) are available for consultation in the Arts and Humanities.

Recommended Books

In addition to a good dictionary, you may wish to acquire a few basic sourcebooks and research tools.

- Style sheets for professional writing in the humanities:

Note: In this *Student Handbook* we have mentioned two versions of the *MLA Handbook*—*MLA Handbook for Writers of Research Papers* and *The MLA Style Manual*. The latter contains information of specific interest to doctoral students preparing the dissertation; otherwise the two books are pretty much alike. Another classic worth consulting is the *Chicago Manual of Style*. These and several other guides to writing are available in the Arts and Humanities. We recommend purchase and perusal of the *MLA Handbook*. The MLA format is requested by many leading professional journals, though a few request the Chicago style. You should feel free to use either format, but do not make up your own; graduate papers should reflect the conventions of professional writing in the field. If you do not follow the *MLA Handbook*, consult the *Chicago Manual of Style*, but whichever you choose, remain consistent within the same paper.

Gibaldi, Joseph and Walter S. Achtert. *MLA Handbook for Writers of Research Papers*. 2nd ed. New York: MLA, 1984.

Achtert, Walter S. and Joseph Gibaldi. *The MLA Style Manual*. New York: MLA, 1985.

- On literary conventions and vocabulary:

M.H. Abrams. *A Glossary of Literary Terms*.

Alex Preminger, et al, eds. *The Princeton Encyclopedia of Poetry and Poetics*.

John Hollander. *Rhyme's Reason*.

- Useful anthologies:

The Norton Anthology of English Literature, vols. 1 and 2.

The Norton Anthology of American Literature, vols. 1 and 2.

The Heath Anthology of American Literature, vols. 1 and 2.

Hazard Adams and Leroy Searle, eds. *Critical Theory Since 1965*. Tallahassee: Florida State University Press, 1986.

APPENDIX II

HOW TO IDENTIFY AND AVOID PLAGIARISM

The following is Claremont Graduate University's official institutional statement on plagiarism and academic honesty.

Introduction

Plagiarism is a serious violation of academic ethical standards. For this reason, it is important that you know what it is and how it can be avoided.

What is Plagiarism?

The meaning of plagiarism may be understood best by examining both the definitions given the term by authorities and the forms in which it is manifested.

Definitions

The following examples indicate the range of definitions of plagiarism:

“Plagiarism... means trying to pass off someone else's work as your own.”¹

“Plagiarism (derived from a Latin word for kidnapper) means using another person's language or ideas without acknowledgment.”²

“Plagiarism is defined as the attempt to fob off another's thought or language as one's own.”³

“Fundamentally, plagiarism is the offering of the words or ideas of another person as one's own.”⁴

“Q. What constitutes plagiarism?”

‘A. Two or more words taken from a source without quotation marks.’⁵

“Plagiarism means taking material written by another and offering it as one's own.”⁶

“To take an idea, even a suggestion, or the peculiar expression of another without acknowledgment of its source is to give the reader the false impression that the idea is your own. This is plagiarism...”⁷

Plagiarism exists when a writer “leads his reader to believe that what he is reading is the original work of the writer when it is not.”⁸

¹ Langdon Elsbree and Frederick Bracher, *Heath's College Handbook of Composition*, Eighth Edition (Lexington, MA: D.C. Heath, 1972), p. 596.

² William Coyle, *Research Papers*, Fifth Edition (Indianapolis: Bobbs-Merrill, 1980), p. 105.

³ Sidney and Carolyn Moss, *The New Composition by Logic*, Revised Edition (Carbondale: Southern Illinois University Press, 1978), p. 29.

⁴ James Lester, *Writing Research Papers: A Complete Guide*, Third Edition (Glenview, IL: Scott Foresman, 1980), p. 49.

⁵ Helene Hutchison, *The Hutchison Guide of Writing Research Papers* (New York: Glencoe Press, 1973), p. 179.

⁶ Porter Perrin, *Writer's Guide and Index to English*, Third Edition (Chicago: Scott Foresman, 1959), p. 635.

⁷ Florence Hilbish, *The Research Paper* (New York: Bookman Associates, 1952), p. 112.

Forms

The forms plagiarism may take are illustrated below. Each claims originality but is based upon the words of Irving Leonard Markovitz in *Power and Class in Africa: An Introduction to Change and Conflict in African Politics* (Englewood Cliffs, NJ: Prentice Hall, 1977), p. 207:

The ‘style’ of the organizational bourgeoisie, from the brands of cigarettes they smoke to the child-rearing practices they follow, comes from abroad. Seydou Badian denounces ‘our cadres’ who are “more integrated in the economy of our former metropolises than in those of their own countries. Their needs, the habits that they acquired, their taste--all these constitute a weight that crushes our states. To bring all to a certain level might be theoretically easy, but it doesn’t happen by a wave of a magic wand...”²⁹ But more disturbing than the style of life and ‘foreign’ alignments that separate the organizational bourgeoisie from the mass of the population is the crushing burden of this bourgeoisie upon the nations’ economies, a burden that weighed ever more heavily.

²⁹Seydou Badian, *Les Dirigeants D’Afrique Noire Face a Leur Peuple* (Paris: Francois Maspero, 1965), p. 89 (My translation).

Plagiarism from this passage may take two general forms, one involving an exact copy of the original and the other involving only a partial copy.

- *Exact-copy plagiarism*⁹- A word-for-word copy of someone else’s work without citing that person as a source is one form of plagiarism. An example would be:

The “style” of the organizational bourgeoisie, from the brands of cigarettes they smoke to the child-rearing practices they follow, comes from abroad...

An extreme form of exact-copy plagiarism is a paper or “take-home” examination that is entirely the work of someone other than the student whose work it purports to be.

Plagiarism that does not involve an exact copy takes the following forms:

- *Paraphrase plagiarism*¹⁰- The work may be paraphrased, i.e., the ideas may be borrowed though the words are slightly changed. An example would be:

The way of life of the dominant group is patterned after the way of life of people abroad. Maintaining their way of life is very costly to poor countries. Eliminating this exploitive class is not something which is easy to accomplish.

Even though the words are different, the ideas come from the passage by Markovitz. Unless credit is given to the source, this is an example of plagiarized material.

- *Mosaic plagiarism*¹¹- A mosaic of copied and paraphrased materials presented without citing the source is another example of plagiarism. An example follows:

⁸ Harold Martin and Richard Ohmann, *The Logic and Rhetoric of Exposition*, Revised Edition (New York: Holt, Rinehart and Winston, 1963), p. 274.

⁹ For further examples see Martin and Ohmann, pp. 275-276.

¹⁰ For further examples see Martin and Ohmann, pp. 277-278.

¹¹ For further examples see Martin and Ohmann, pp. 276.

The pattern of life of the organizational bourgeoisie, from the brands of cigarettes they smoke to the way they raise their children, comes from outside the country... More disturbing than the style of life and “foreign” alignments is the terrible burden this way of life puts upon the poor.

Not only do the ideas come from Markovitz, but also many of the words.

- *Source plagiarism*- Material you gather from one author that he has gathered from another is plagiarized if you do not give credit to the author from whom you took the material. An example is the following:

Seydou Badian condemns those who are “more integrated in the economy of our former metropolises than in those of their own countries. Their needs, the habits that they acquired, their taste--all these constitute a weight that crushes our state. To bring all to a certain level might be theoretically easy, but it doesn’t happen by a wave of a magic wand...”¹

¹Seydou Badian, *Les Dirigeants D’Afrique Noire Face a Leur Peuple* (Paris: Francois Maspero, 1965), p. 89.

If you do include such a quotation, you should indicate in the footnote where you found it, i.e. in the Markovitz book on page 207.

- *Incomplete-citation plagiarism*- Plagiarism also exists when a source is cited for only part of the material copied. For example, the following involves plagiarism: **“The ‘style’ of the organizational bourgeoisie, from the brands of cigarettes they smoke to the child-rearing practices they follow, comes from abroad.”¹... But more disturbing than the style of life and “foreign” alignments that separate organizational bourgeoisie from the mass of the population is the crushing burden of this bourgeoisie upon the nations’ economies, a burden that has weighed ever more heavily.**

¹Irving Leonard Markovitz in *Power and Class in Africa: An Introduction to Change and Conflict in African Politics* (Englewood Cliffs, NJ: Prentice Hall, 1977), p. 207

The source quoted or paraphrased should be given for the whole passage, rather than for only a portion of the passage.

- *Phrase plagiarism*¹²- Sometimes phrases are borrowed without giving credit to the source. Most frequently this is done in paraphrased material. The result is another form of plagiarism. An example would be:

The *organizational bourgeoisie* live according to customs of people in other countries. It is not possible to eliminate this group and bring about equality among peoples of a given country by a wave of a magic wand. The *organizational bourgeoisie* constitute a crushing burden on the backs of the masses of people in these countries.

How Can Plagiarism be Avoided?

The key to avoiding plagiarism is documentation. When you take words, ideas or facts that are not common knowledge¹³ from someone else, cite your source. Proper format may be found in any manual of style. Among such manuals are: The University of

¹² For further examples see Martin and Ohmann, pp. 278.

¹³ For further discussion of the idea of "common knowledge" see Hilbish, pp. 112.

Chicago Press, *A Manual of Style*, Twelfth Edition Revised (Chicago: University of Chicago Press, 1969) or Kate L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations* (Chicago: University of Chicago Press, 1955).

How Serious Is Plagiarism?

The seriousness of plagiarism can be gauged by the words of authorities and the experiences of those who have plagiarized. Writers have declared that:

“Plagiarism is the cardinal crime in the academic world...”¹⁴

“As a rather grim analogy, copying a passage from a source without indicating that it is borrowed can be considered a felony.”¹⁵

“The academic counterpart of the bank embezzler and of the manufacturer who mislabels his products is the plagiarist...”¹⁶

The penalties assessed against those who plagiarize can be very severe. These may range between failure on a paper to expulsion from a university. A recent case at CGU in which a Ph.D. was withdrawn from a former student on the grounds that his work was plagiarized is an example of the severity with which the offense is dealt. Perhaps more important than these penalties is the fact that the dishonesty associated with plagiarism may undermine the reputation of a person for the rest of his or her life.

Conclusion

Thus, the crime of plagiarism must be avoided. Through proper documentation we may enhance the academic integrity of Claremont Graduate University and ourselves.

¹⁴ Moss, op cit.

¹⁵ Coyle, p. 106.

¹⁶ Martin and Ohmann, p. 274.

APPENDIX III

RESOURCE AND REFERENCE MATERIALS

MATERIALS AVAILABLE FROM THE ARTS AND HUMANITIES INCLUDE THE FOLLOWING:

Language Exams (French, Italian, German, Spanish, Latin, etc.)
M.A. Comprehensive Exams
Ph.D. Qualifying Exams (in the six-field format)

Sample Documents:

Curriculum Vitae
Dissertation Proposals and Abstracts

Other Materials:

Dissertation Guidelines
Schedule of Classes for The Claremont Colleges
Readings on Effective Academic Writing

Reading Lists/Bibliographies:

Tertiary Fields Reading Lists for the Ph.D. qualifying exams in the six-field format
Twentieth Century American Literature Secondary Bibliography
American Literature to 1900 Secondary Bibliography
Literary Criticism
Feminist Criticism/Women's Studies Bibliography
Film Bibliography

Journals and Newsletters:

TakeNote, English Department student newsletter
Claremont Graduate University News
The Claremont Graduate Humanities Center Newsletter
CGU Graduate Student Council Newsletter
Connections, Libraries of The Claremont Colleges
The Corner Room (previously, *The Naked Eyeball*), CGU Literary Journal
Women's Studies of The Claremont Colleges Newsletter
Fortnightly, CMC Athenaeum program
The Chronicle of Higher Education
Lingua Franca
The New York Review of Books
The Women's Review of Books
PMLA
MLA Job Information List
American Quarterly
American Literature
Representations
Studies in the Literary Imagination

Kinesis, Fiction, Poetry, Essay and Reviews
American Studies Association Newsletter
Newsletter of the University of California Humanities Research Institute
USC Aspects
The Huntington Spectator
UCLA Center for the Study of Women Newsletter
Fullbright Association Newsletter
The Folger Institute Newsletter
Center for Feminist Research Newsletter
Network, California Council for the Humanities

Reference Books:

The Compact Edition of the Oxford English Dictionary
The Oxford Dictionary of English Etymology
Harper's Modern College French and English Dictionary
Wildhagen German-English and English-German Dictionary
A Latin Dictionary
Cassell's Spanish Dictionary
Webster's New Biographical Dictionary
The Oxford Dictionary of Nursery Rhymes
Princeton Encyclopedia of Poetry and Poetics
The Home Book of Quotations
Barnes & Noble Book of Quotations
Dictionary of Foreign Phrases and Classical Quotations
Dictionary of Foreign Terms
A Dictionary of Slang and Unconventional English
A Classical Dictionary of the Vulgar Tongue
The Great Song Thesaurus
A Grammar of Literary Criticism
St. James Reference Guide to English Literature
The Oxford Companion to English Literature
The Cambridge Guide to English Literature
The Oxford Companion to Classical Literature
Handbook of Russian Literature
Literary History of the United States
The Oxford Companion to American Literature
History of American Literature
American Writers to 1900
American Writers Since 1900
Guide to American Studies Resources (1994)
The Bible, KJV
Abingdons Strong's Exhaustive Concordance of the Bible
An Outline of the Bible, Book by Book
Harper's Bible Dictionary
MLA Directory of Periodicals (93-95)
The MLA Style Manual

MLA Handbook

Petersen's Guide to Graduate Programs in the Humanities and Social Sciences

On Compiling an Annotated Bibliography

A career Guide for PhDs and PhD Candidates in English

A Guide to Professional Organizations for Teachers of Language and Literature

MLA directory of Scholarly Presses

APPENDIX IV: THE CURRICULUM VITAE: SOME GUIDELINES

What Is a CV and Why Do I Need One?

Having an up-to-date curriculum vitae (CV, the academic version of a résumé) is an essential element in your professional academic career. Opportunities, especially early in one's career, often come suddenly. Having a CV ready at a moment's notice may be the difference between scoring a job, fellowship, grant, or other opportunity and missing out.

Many students, MA students and Ph.D. students alike, find themselves at a loss, however, when they are asked to submit a CV. Both the form and the content of a CV are often a mystery to students who perhaps have never seen a CV or who have only seen the CV of a longtime professor with its impressive and intimidating lists of professional accomplishments. Many students think that they have nothing to put on a CV and so hesitate to write one. But the truth is that any student admitted to this department is sure to have at least enough information to create a simple, but important, CV.

A CV is not unlike a résumé, except that a CV is more complete. "Curriculum vitae" means "course of life": it is the narrative of your academic life. A résumé is typically created for a particular job opening about which the employer is interested in one thing: your potential job performance. A CV is created for a career for which your whole life—the entire breadth of your skills, experience and interest—is relevant.

What Do I Put in the CV?

Start with your educational background: list degrees you have and where you earned them, including information about your current pursuit of an M.A. or Ph.D. If you have teaching experience, give the pertinent information about that experience, including when and where you taught, your title and the course(s) you taught.

Even if you have teaching experience, it is a good idea to list any other jobs you have had in the last ten years (or at least as far back as your high school graduation). Some employers require accounts of employment going back at least ten years. Even though the CV is primarily a tool for getting academic employment, non-teaching jobs are still important to list.

Education and work experience are the two main elements of your CV, but there are many other things you should include if you are able: awards or honors you have received, including fellowships; publications in academic journals or books as well as any of your writing which has appeared in mainstream publications, whether this writing be essays, fiction, poetry, or; papers presented at conferences; memberships in professional organizations; editorial experience; and professional or community service.

In addition, for what you should consider your master CV, you should have a list of all upper division and graduate courses you have taken in English language and literature or any other relevant field. Include the course title, number, instructor, units, and the grade you received.

What Should My CV Look Like?

There is no one standard CV format: people's lives and careers are so different, even within the same discipline, that such standardization is not possible. A good way to start to get a sense of the range of CV formats is to take a look at a few other people's CVs.

The CVs of the CGU core faculty in English, as well as several CVs of other graduate students at various stages in the program, are available for students to review in the Arts and Humanities. Also, you may want to ask other students if you can look at their CVs. Notice how they are organized: the headings for various areas, the organization of education, teaching, or work experience information. Note too the graphic elements, such as the type fonts and sizes, indentations, columns, etc. and determine what looks best and is easiest to read.

Once you have studied a few CVs, assemble your information into a master CV and begin to make those organizational and graphic decisions yourself. You should expect to modify your CV depending on the circumstances. Starting with your master CV—which contains everything that could possibly be relevant, including the list of courses you have taken—create a pared-down CV according to the requirements of the position for which you are applying.

APPENDIX V

SAMPLE FORMS

For your reference, on the pages that follow you will find samples of many of the forms used in the English degree programs. Most of them are explained earlier in this *Student Handbook*. But if you have any questions about when and how these forms are to be filed, please contact the Arts and Humanities. *Note:* Please check the Registrar's website for more important forms.

Ph.D./M.Phil. Distribution Requirement and Evaluation Form

Form One: Qualifying Examinations

Form Two: Advancement to Candidacy

Form Three: Final Oral Examination

Petition for Extension of Time Limit

Intent to Receive a Degree

Student Name:
ID#

ENGLISH DEPARTMENT DOCTORAL PROGRAM CHECKLIST

Tool #1: Date Completed: Staff Verification_____

Tool #2: Date Completed: Staff Verification_____

Complete 64 units of course work (including any transfer units up to 24 units)
Including Transdisciplinary course within second year of study.
No outstanding incompletes.

Date Completed: Staff Verification_____

Pass the written and oral qualifying examinations (Form I)

Date Completed: Staff Verification_____

Form dissertation committee for Advancing to Candidacy (Form II) Staff Verification_____

Chair:

Member:

Member:

Hold Dissertation Proposal Committee:

Date:

Proposal:

Obtain committee approval of the dissertation (Form III).

Date:

Pass the oral defense of the dissertation.

Date:

**Complete distribution
requirement.**

Date: Date:

Date: Date:

Date: Date:

File Intent to Receive Degree Form

Staff Verification_____

ENGLISH DEPARTMENT MA DISTRIBUTION REQUIREMENT CHECKLIST

(Please see the English Department Student Handbook and the CGU Bulletin for complete requirements)

Name: _____

ID #: _____

Date: _____

M.A. in English Literature Requirements

The M.A. degree requires 40 units: ten seminars of 4 units each, usually taken over a two year period, with no more than twelve units a semester. Five of the ten seminars must follow the distribution below.

DISTRIBUTION REQUIREMENT	COURSE #	TITLE OF COURSE	PROFESSOR	SEMESTER	UNIT
British Literature: Before 1800:					
British Literature: After 1800:					
American Literature: Before 1900					
American Literature: After 1900					
British or American Literature: Any Period					
Any Graduate Level Course					
Any Graduate Level Course					
Any Graduate Level Course					
Any Graduate Level Course					
Any Graduate Level Course					

Research Tools (Language Requirement):

Language	Date requirement was satisfied or date you intend to take the exam/class.

Unit Tally

1. _____ Total CGU units completed to date.
2. _____ Units Remaining for MA Degree (40 units required for MA)

Permission to Take Comprehensive Masters Exam

Tentative semester/year you are planning to take the Comprehensive Masters Exam: _____

If you decide to take the exams on a different date, inform Michele Emmert in writing michele.emmert@cgu.edu as soon as possible. This form should be submitted upon completion of your 40 units of coursework.

ENGLISH DEPARTMENT DISTRIBUTION REQUIREMENT CHECKLIST

(Please see the English Program Student Handbook for complete requirements)

Name: _____

ID #: _____

Date: _____

M.A. in Literature and Film Requirements

The M.A. degree requires 40 units: ten seminars of 4 units each, usually taken over a two year period, with no more than twelve units a semester following the distribution below. In addition, **four** of the ten seminars must be film courses.

DISTRIBUTION REQUIREMENT	COURSE #	TITLE OF COURSE	PROFESSOR	SEMESTER	UNITS
British Literature: Before 1800					
British Literature: After 1800					
American Literature: Before 1900					
American Literature: After 1900					
British or American Literature: Any Period					
CGU Film Course:					
CGU: Film Course:					
CGU: Film Course:					
CGU Film Course:					
Any Graduate Level Course:					

Research Tools (Language Requirement):

Language	Date requirement was satisfied or date you intend to take the exam/class.

Unit Tally

1. _____ Total CGU units completed to date.
2. _____ Units Remaining for MA Degree (40 units required)

Permission to Take Comprehensive Masters Exam

Tentative semester/year you are planning to take the Comprehensive Masters Exam: _____

If you decide to take the exams on a different date, inform Michele Emmert in writing michele.emmert@cgu.edu as soon as possible. This form should be submitted upon completion of your 40 units of coursework.

ENGLISH DEPARTMENT DISTRIBUTION REQUIREMENT CHECKLIST

(Please see the English Program Student Handbook for complete requirements)

Name: _____

ID #: _____

Date: _____

M.A. in Literature and Creative Writing Requirements

The M.A. degree requires 40 units: ten seminars of 4 units each, usually taken over a two year period, with no more than twelve units a semester following the distribution below. In addition, **four** of the ten seminars must be creative writing courses.

DISTRIBUTION REQUIREMENT	COURSE #	TITLE OF COURSE	PROFESSOR	SEMESTER	UNITS
British Literature: Before 1800					
British Literature: After 1800					
American Literature: Before 1900					
American Literature: After 1900					
British or American Literature: Any Period					
CGU Creative Writing Course:					
CGU: Creative Writing Course:					
CGU: Creative Writing Course:					
CGU Creative Writing Course:					
Any Graduate Level Course:					

Research Tools (Language Requirement):

Language	Date requirement was satisfied or date you intend to take the exam/class.

Unit Tally

1. _____ Total CGU units completed to date.
2. _____ Units Remaining for MA Degree (40 units required)

Permission to Take Comprehensive Masters Exam

Tentative semester/year you are planning to take the Comprehensive Masters Exam: _____

If you decide to take the exams on a different date, inform Michele Emmert in writing michele.emmert@cgu.edu as soon as possible. This form should be submitted upon completion of your 40 units of coursework.

ENGLISH DEPARTMENT
Ph.D./M.Phil Distribution Requirement Checklist

Name: _____

(Please see the English Department's *Student Handbook* and CGU Bulletin for complete requirements)

ID#: _____

Distribution Requirements The 64 unit distribution requirement must fulfill the outline below. Approved transfer units (coursework units only) from either a CGU MA or an MA granted by another institution may be used to meet the distribution.

Distribution Requirement	Course #	Title of course	Professor	Semester	School
British Literature: Before 1700					
British Literature: After 1700					
American Literature: Before 1900					
American Literature: After 1900					
British or American Literature: Any Period					
Transdisciplinary Course					

Research Tools (Language Requirement):

	Language	Date requirement was satisfied or date you intend to take the exam/class.
Language 1		
Language 2		

Unit Tally

1. _____ CGU Ph.D./M.Phil. Units Completed to Date
2. _____ CGU MA Units Applied Toward Ph.D./M.Phil. (40 units maximum)
3. _____ Approved Transfer Units from Another Institution (24 semester units maximum)
4. _____ Units on transcript as Incomplete as of this evaluation
5. _____ Units of Independent Research Remaining (up to 8 units)
6. _____ Units Remaining for Ph.D. Degree (64 units + 8 Ind. Research = 72 units required for Ph.D.)

Evaluation and Permission to Take Qualifying Exams

_____ At this time I plan to work toward the M.Phil. Degree.

_____ At this time I plan to work toward the Ph.D. degree and will meet with Michele Emmert to request permission to take the Qualifying Exams.

Tentative Semester/Year planning to take the Qualifying Exams: _____

**If you decide to take the exams on a different date, inform Michele Emmert in writing michele.emmert@cgu.edu as soon as possible. This form should be submitted upon completion of your 40 units of coursework.

Tentative Exam Fields:

Major: _____

Minors: _____

Student Signature _____

Department Approval _____

APPENDIX VII

USEFUL NUMBERS, ETC.

The Claremont Colleges/
The Claremont Graduate University
621-8000
621-8555
Arts and Humanities
621-8612
Dean of Arts and Humanities
607-9440
Financial Aid Office
607-7821
Registrar's Office
607-3323
Student Accounts
621-8555 ext. 72613
Honnold Library
621-8150 or 621-8047
Writing Center
621-8555 ext. 72635
Academic Computing
621-8173
Mail and Duplicating
621-8320
621-8390 FAX
Huntley Bookstore
621-8168
Baxter Health Center
621-8222
International Place
621-8344
McAlister Center
621-8555 ext. 72938
Monsour Counseling Center
621-8202
Pendleton Job Line
607-7373
Campus Security
Emergency 607-2000
Other calls 621-8170

URL:
<http://www.cgu.edu/english>

Email addresses:
Wendy.Martin@cgu.edu