

SLU

English

Graduate

Handbook

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This handbook is intended to provide information of use to you, students, parents, and professionals to help graduate students acquire MA and PhD programs. Please consult regularly as you do so, though you may see, as it offers information on topics and a guide for you to help you in your thesis and dissertation defense. This handbook is meant to supplement the information available on [our website](#) and graduate catalog and ties for the [BA/MA](#), [MA](#), and [PhD](#). Please also make use of these resources.

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# Academic Policies

Regulation  
Mentoring  
Academic Progress

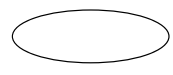


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# Academic Progress

**Time-to-Degree Extensions**

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Full-time students in the MA and PhD programs are ordinarily admitted with full funding packages consisting of tuition remission, health insurance, and a living stipend. Most contracts are for 12 months running roughly from mid August to mid May. Students are expected to perform the equivalent of 20 hours per week of work in exchange for their funding. Teaching one class counts as 10 hours per week. Graduate Assistant positions are assigned at the discretion of the Director of Graduate Studies.

All graduate students should read the [Saint Louis University Graduate Assistant Handbook](#) for University wide policies regarding Graduate Assistantships.

Funded students are generally expected to teach one class per semester unless they have a full 20 hour non-teaching assignment. Students may request to teach two courses per semester, but this is recommended

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# Graduate Career Preparation and Placement

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## Application & Review Procedure:

Near the beginning of the spring semester the director of graduate studies sends out a call for nominations to the English faculty. Nominating letters, which are submitted to the graduate director, should be no more than one page in length and require the faculty nominator to have observed the nominee's teaching and be prepared to assess their ov ings





# Fellowships & Awards

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# The MA

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Recommendation letters and transcripts are not required. The Director of Graduate Studies will obtain the student's MA transcript and will also conduct an informal poll of both the student's MA instructors and any other departmental faculty members who have interacted with the student in a substantial way and wish to comment on their admissibility. All application materials are submitted directly to the Director of Graduate Studies, not through the application portal. The graduate committee will review these materials, along with the four documents mentioned above.









# The PhD













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### **The Pre Defense Meeting**

Three to six weeks after the submission of the dissertation draft, the dissertation director will call a meeting of the entire committee and the candidate to discuss the submitted draft.

At this stage, any final concerns about the dissertation should be aired. Committee members discuss any remaining reservations about the dissertation's scope, coherence, methodology, or presentation with the candidate. The candidate should receive clear and explicit guidelines from the dissertation committee about what remains to be done regarding the criteria listed above before scheduling the public defense. The committee and the candidate will agree on a timetable for alterations or revisions, which might range from as little as a week (minor corrections) to as long as a semester or more (when there are extensive reservations about the scope and content of the dissertation).

### **Scheduling the Defense**

The dissertation director will ensure that corrections, revisions, and emendations have been completed in the agreed-upon time. A paper copy of the corrected, final version will then be made available to all the dissertation committee members so that they may provisionally approve the dissertation. Any member of the committee may ask for a second meeting if they perceive continuing deficiencies in the dissertation. When all three members of the committee agree that the candidate is ready to advance, the candidate may schedule the public defense. Please note that the dissertation director must submit the Notification of Public Readiness for the Public Oral dddor



## The Dissertation Defense

The defense is scheduled for two hours. It is structured as follows:

- The candidate presents the central argument of the dissertation, explains how the argument is developed, and provides a basic outline of the dissertation's structure, including the reasoning, evidence, and conclusions of the piece. The candidate also explains how the project might be developed for publication and/or post-doctoral work. This presentation, which runs for approximately 20 minutes, can range from somewhat informal to quite formal.
- Following this presentation, the director and committee members ask questions and engage in dialogue with the candidate, with discussion being moderated by the director.
- Following the exchange with the committee, audience members (if present) may add their questions.
- The director closes the defense, asks all but the committee members to leave the room, and the committee completes the balloting.





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