



Master of Arts and PhD in English (Literature Tracks) Handbook

Welcome

Welcome to the English Department at UNLV. We offer programs recognized internationally for their excellence and for their innovative response to both traditional and newly emerging issues of language, writing, and literature. The department offers programs of study leading to the Master of Arts, Master of Fine Arts, and Doctor of Philosophy degrees.

The MA program involves graduate-level coursework in British and American literature or in language/composition studies. This program is designed to supplement and advance the student's undergraduate work in English and to familiarize the student with professional standards, research methods, and modes of thought in the discipline. Possession of this degree typically leads to professional advancement for the secondary school or community college teacher; to careers in writing, editing, and publishing; or to further study in English at the doctoral level.

The PhD Literature Tracks offer a highly specialized course of study designed to develop a capacity for research, original thought, and academic writing and to equip students for careers in the teaching of English at the college or university level and in writing, editing, and publishing. The program emphasizes literary studies, although a concentration of six credit hours may be earned in composition studies. Each student chooses three areas in which to specialize: (1) a chronological period, (2) a literary genre, and (3) an additional chronological period, a major author, or a special topic approved by the student's advisory committee. Coursework is devoted to developing a high degree of professional expertise in the three chosen areas of specialization. Such knowledge is tested in a qualifying examination and is also the basis upon which the student writes the doctoral dissertation.

Gary Totten, Ph.D., Chair
Kelly Mays, Ph.D., Director of Graduate Studies

Mission Statement

The graduate faculty in English at UNLV are dedicated to the careful mentoring of each student. Individual attention to student progress and research goals is paramount. Throughout the academic year, the department offers activities designed to prepare degree candidates for the job market and for college and university careers. In addition to teaching and tutoring, graduate assistants are involved with research assistance to individual faculty members, with journal editing, and with program administration. The department's commitment to its students includes the guiding of their research towards publication and the provision of funds for travel to conferences and research facilities both in the United States and abroad.

Purpose

The purpose of this handbook is to provide program specific information that is not found in the UNLV Graduate Catalog. Students are responsible for understanding and following the policies and procedures delineated in this document and the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: valarie.burke@unlv.edu or GradAssociateDean@unlv.edu.

Department Graduate Faculty

A current listing of the graduate faculty can be found in the UNLV Graduate Catalog. Faculty must hold the appropriately approved graduate faculty status to be involved in graduate education at UNLV. For up to date information regarding graduate faculty status in your department, visit the [Graduate Faculty status web page](#).

Program Information

Master of Arts in English

Tracks:

Literature Emphasis (Thesis and Non-Thesis Options)

Language/Composition Theory (Thesis and Non-Thesis Options)

Advanced (Thesis and Non-Thesis Options)

Ph.D. in English

Literature Tracks:

Post-Master's

Post-Bachelor's

Contact Information

English Department:

Website

<http://www.unlv.edu/english>

Department Chair

Gary Totten, RLL 220, gary.totten@unlv.edu

Director of Graduate Studies/ Graduate Coordinator for the MA and PhD

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Main Office – Assistant to the Chair & Office Manager

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Graduate Program Office

RLL 255, unlvenglishgradprogram@unlv.edu, 702-895-4366, Fax 702-895-4801

Graduate Professional Student Association (GPSA) Representative

englishgpsarep@unlv.edu

Graduate College:

Main Office

GTW 200, gradcollege@unlv.edu, 702-895-4180

International Graduate Student Services

internationalgrad@unlv.edu, 702-895-3367

*Student Financial Services**

gradfinancialsvc@unlv.edu, 702-895-4273

*for help related to Graduate Assistantships, scholarships, and fellowships

*Retention Promotion and Completion (RPC) Team**

grad.rpc@unlv.edu, 702-895-2702

*for help related to Graduate College forms, requirements, and academic policies

*Leadership and Professional Development Academy**

gradrebel@unlv.edu, 702-895-3320

*for non-academic advisement and help related to thesis/dissertation formatting and submission processes, Grad Rebel events, and other sources of support for UNLV graduate students

Program Requirements

Program requirements regarding admission, coursework and culminating experience for the MA and PhD are found in the graduate catalog.

Advisory Committee Guidelines

All MA and PhD students in English will organize a committee of at least three department members, one of whom (the committee chair) serves as the student's advisor. Additionally, a fourth member from outside the department, known as the Graduate College Representative, must be appointed. This committee will guide, examine, and mentor the student throughout the graduate experience. They will also sign many of the forms and documents required after each step in the process. See the Graduate Catalog for further committee appointment guidelines.

Until they form advisory committees, the Director of Graduate Studies (DGS) serves as academic advisor to all MA and PhD students.

Degree Program Benchmarks

MA and PhD Language Requirement

MA and PhD Literature Track students must demonstrate either reading knowledge of one foreign language or, with approval of the academic advisor, competency in one computer language. MA students are strongly encouraged to fulfill the language requirement before submitting the Appointment of Advisory Committee Form, and they must do so before submitting the Culminating Experience Results Form. PhD students are expected to fulfill the language requirement before submitting the Advancement to Doctoral Candidacy Form.

The practical goal of the language requirement is to prepare students to read literary and critical works in languages other than English. Our faculty believe that all students, regardless of career path or field of specialization, gain substantially by engaging in language study, by situating their work globally, and by making meaningful connections with non-English-speaking cultures and conversations. At the same time, we recognize that facility in computer languages may be equally important to the intellectual and professional development of some students.

Each student should thus choose — in consultation with the DGS and their academic advisor — the language most appropriate to his/her/their academic program, field(s) of specialization, intellectual projects, and career goals. PhD students are urged to consult with their advisors and advisory committees about the language competencies required or expected in a given field or for a particular dissertation project, as these may well differ from and exceed the minimum departmental requirements outlined here.

Reading knowledge of a foreign language may be demonstrated by passing a translation exam administered by the department or by earning a B or better either in an upper-division or graduate course in the literature of a language, taken within seven years of enrollment, or in WLC 198, a translation course for graduate students offered in summer session by World Languages and Cultures.

Competency in a computer language is demonstrated by successful completion of an appropriate project supervised by UNLV faculty, with approval of the student's academic advisor and the DGS.

As a rule, department translation exams are given twice yearly. At the beginning of each fall and spring semester, the DGS will notify all graduate students of the exam date. At least three weeks before that date, students interested in taking the exam should notify the DGS, indicating the language in which they wish to be examined. The DGS will arrange a suitable location, proctor, time, and faculty evaluator for all exams.

Faculty in the English Department are equipped to evaluate exams in Spanish, French, German, Latin, Portuguese, and Italian. The DGS can arrange for exams to be given in other languages including but not limited to Japanese, Russian, Chinese, and Arabic.

All exam evaluations will be anonymous. Faculty evaluators will provide to the DGS passages for each exam and assess translations according to the guidelines below. The DGS maintains a pool of sample passages for students to use in reviewing for exams.

Students who fail an exam may re-attempt once during the same semester and as many fall/spring semesters thereafter as needed. (Students who wish to re-attempt during the same semester should notify the DGS within one week of receiving their initial exam results.)

For translation exams, students are given a short passage (250-300 words) of nonfiction prose, usually an excerpt from a scholarly essay or monograph. Whenever possible the passage should be in modern (non-archaic) prose, nothing too technical or highly stylized. Students are given one and a half hours to translate with the use of one dictionary, if desired. The faculty evaluator will review the translation to determine whether it demonstrates a satisfactory level of reading knowledge. To pass, students should produce a fairly complete translation of the entire passage. The translation may contain some errors or omissions but should demonstrate that the student can make sense of relevant works in the chosen language. The faculty evaluator will forward a recommendation (pass/fail) to the DGS, who will inform the student of the outcome and note the results in their records.

MA Comprehensive Exam

All MA students take a pass/fail comprehensive examination, either:

- a three-hour written exam OR
- a sixty- to ninety-minute oral exam.

Whether oral or written, the exam is conducted and evaluated by the student's advisory committee and is based on a reading list prepared by the student with the advisor's supervision and approved by all advisory committee members. To craft their lists, students select works from [the department master reading list](#). Though lists must include works by at least 20 authors, students have the option of substituting three authors not on the master list. Advisory committees will ensure that student lists are broadly representative in terms of national tradition (British/American), historical period, genre, gender, race, and ethnicity.

Typically taken during the semester of graduation, the comprehensive exam must be scheduled no later than three weeks before the end of classes. (See the Graduate College deadlines for each semester.) The exam serves as the culminating experience for students in non-thesis tracks. For thesis students, an oral comprehensive exam is typically combined with the thesis defense as part of one culminating experience. Students who pass the exam and, if appropriate, thesis defense should submit the Culminating Experience Results Form. (If they have not already done so, students will first need to submit the Plan of Study Parts I and II and fulfill the language requirement.)

If the exam is not passed, the student is allowed ONE additional opportunity to pass the exam.

MA Thesis, Prospectus, and Defense

Thesis track students produce a thesis in accordance with the guidelines set forth by the Graduate College in the Graduate Catalog and in its [Thesis and Dissertation Guidelines](#). Students who select the thesis option must

- before taking thesis hours, submit to their advisory committees a [prospectus](#) crafted in consultation with their advisor; meet with the committee to discuss the prospectus; secure the committee's approval; and submit the Prospectus Approval Form;*
- after completion of the thesis, pass an [oral defense](#) by the posted Graduate College deadline.

*Students will first need to submit the Plan of Study Parts I and II, if they have not already done so.

Prior to the defense, all theses must be submitted to iThenticate for a similarity check. A copy of the similarity report must be submitted to the student's advisory committee at the time of the defense, and it will be taken into account when determining the outcome of the defense. If the student passes the oral defense, this report shall be attached to the Culminating Experience Results Form and submitted to the Graduate College. A final, appropriately formatted copy of the thesis must be submitted to the Graduate College by the posted deadline

As of Spring 2020, all graduate students in English have the option of submitting to the Graduate College a paper copy of their thesis or dissertation in lieu of the otherwise mandatory digital upload. Students choosing this option must adhere to the policies and procedures outlined in ["Thesis & Dissertation Optional Paper Submission Process for Department of English Graduates."](#)

PhD Post-Bachelor's Track Portfolio

During their third semester in the Post-Bachelor's PhD Track, students will work with faculty to develop a portfolio for review. This portfolio should be comprised of the following elements:

1. The portfolio should be 30-50 pages in length, containing two or three complete pieces of writing revised from classes taken during the first two semesters of the program. The portfolio must demonstrate scholarly research.
2. The work will also be accompanied by a reflective statement of no more than 1000 words. The statement might include a discussion of how the work in the portfolio connects to larger research interests and/or a potential dissertation project.

The portfolio will be submitted to the Graduate Studies Committee no later than week ten of the third semester. The committee will grade the portfolio as follows:

1. Pass: Student will receive MA degree and move on to PhD work.
2. Low Pass: Student will receive MA degree, but not be invited to continue on for the PhD.
3. Fail: Student will be allowed to submit a revised portfolio for reconsideration to obtain the MA degree, but will not be invited to continue on for PhD. Students failing a second time will not receive a degree.

Following the portfolio review process, students will meet with the DGS to receive feedback on their portfolio, including recommendations of professors with whom the student could work during the dissertation project if they are invited to continue on to the PhD.

PhD Qualifying Examination

During their final semester of coursework or the following fall/spring semester, PhD students must take a pass/fail qualifying examination, consisting of the following:

- a. three, four-hour written exams in three major areas of study (a literary period, a genre, and either an additional period, a major author, or a special topic approved by the student's advisory committee); and
- b. a ninety-minute oral defense of the student's written exam.

Both components of the exam are based on the three reading lists prepared with the supervision of the student's advisor and advisory committee. If any portion of the exam is not passed, the student is allowed ONE additional opportunity to pass the exam.

Before or after taking qualifying exams, students should submit the Plan of Study Parts I and II.

PhD Dissertation Prospectus

All PhD students must submit a dissertation in accordance with the guidelines set forth by the Graduate College in the graduate catalog and in its [Thesis and Dissertation Guidelines](#). Before taking dissertation hours, students should submit to their advisory committees a prospectus crafted in consultation with their advisor, meet with their committee to discuss the prospectus, and secure the committee's approval.

PhD Advancement to Candidacy

PhD students who have completed the language requirement, passed qualifying exams, and secured advisory committee approval of the dissertation prospectus should submit the Advancement to Candidacy Form.

PhD Dissertation and Defense

After completing a dissertation accepted by the advisory committee, students must successfully orally defend the dissertation. All dissertations must be submitted to iThenticate for a similarity check prior to submission. A copy of the similarity report must be submitted to the student's advisory committee at the time of the final defense, and it will be taken into account when determining the outcome of the defense. If the student passes the oral defense, this report shall be attached to the Culminating Experience Results Form and submitted to the Graduate College. The final, properly formatted dissertation must be submitted to the Graduate College by the posted deadline.

As of Spring 2020, all graduate students in English have the option of submitting to the Graduate College a paper copy of their thesis or dissertation in lieu of the otherwise mandatory digital upload. Students choosing this option must adhere to the policies and procedures outlined in [“Thesis & Dissertation Optional Paper Submission Process for Department of English Graduates.”](#)

Program Timeline

MA in English

Four full-time (6-9 credit) semesters or two full academic years is the average duration of the traditional MA program (subplans 1-4).

Undergraduates admitted to the Advanced Track MA (subplans 5-6) must complete 6 credits of graduate-level work in their senior year with a B or better, satisfy all of the requirements for the BA in English, and apply through the Grad Rebel Gateway, in order to advance to graduate status. Upon advancing to graduate status, the Advanced Track requires 24 additional credits, which may be completed in as little as two semesters, though students with Graduate Assistantships typically require three semesters.

In their first fall semester in the MA program, students in the Literature Emphasis and Advanced tracks should take ENG 700: Bibliography and Methods. Students in the Language/Composition Theory tracks should take either ENG 700 or ENG 704: Theory and Practice of Textual Editing as early in their program as possible. All MA students who are Graduate Assistants (GAs) must take ENG 791: College Teaching in Language and Literature during the first semester they teach composition (the first fall semester in the program, for most GAs).

PhD in English (Literature Tracks)

Eight full-time (6-9 credit) semesters or four full academic years is the minimum duration of the Post-Master's PhD program (subplan 1). Graduate College regulations stipulate a maximum of 6 years without an extension; the actual duration has typically been 5-7 years.

Post-Master's PhD students who are GAs new to UNLV should take ENG 791: College Teaching in Language and Literature during their first semester in the program, and all Post-Master's PhD students should, if possible, take ENG 703: Survey of Literary Criticism and Theory in their second semester.

The minimum duration of the Post-Bachelor's PhD track (MA-PhD) is five academic years or ten full-time (6-9 credit) semesters.

In their first year, Post-Bachelor's PhD students should take ENG 700: Bibliography and Methods and, if they are GAs, ENG 791: College Teaching in Language and Literature in Fall, ENG 703: Survey of Literary Criticism and Theory in Spring. Portfolios are submitted in the third semester.

Professional Code of Ethics/Discipline Guidelines

UNLV Graduate College policy regarding academic integrity can be found in the graduate catalog.

Annual Review Procedures

Each winter break and early spring term, graduate students are **required** to complete the Graduate Student Individual Development Plan (IDP) form. The review covers the prior calendar year and assesses student progress, and it establishes reasonable goals for the year ahead. Reported student data is shared with students' graduate coordinators and advisors to foster opportunities for discussion about students' strengths and weaknesses, accomplishments and next requirements, and mentoring plans so that students know what they need to do in order to progress successfully through their programs in a timely manner. Students who are graduating are also required to complete the form in order to record their achievements since the data is also used to track metrics related to the annual productivity of all students. This online form will be sent by the Graduate College to the student's Rebelmail account. The mandatory review covers the prior calendar year and assesses student progress while setting goals for the year ahead.

Probation

If a student fails to successfully progress in their degree program, their department/school will recommend that the student be placed on probation by the Graduate College. Students on probation may be dismissed/separated from their program for failing to successfully meet the conditions of their probation by the deadline provided. Please see the [Probation and Separation](#) section of the Graduate Catalog for more information.

Additional Program Information

Courses

The English Department offers graduate classes at the 600 and 700 levels. Except in extraordinary circumstances and with prior approval of the DGS, MA students may count only 6 credits of 600-level coursework toward the degree, while only 700-level courses count toward the PhD.

600-level classes are cross-listed, and meet in conjunction, with 400-level upper-division undergraduate classes, and graduate enrollment is generally capped at two. Graduate students are required to do additional readings, have different writing requirements, and are often expected to have additional meetings with the instructor outside of class. Because these courses enroll undergraduate, as well as graduate, students, our department can offer a greater number and variety of them in Fall and Spring than we can 700-level courses, and 600-level courses are typically the only graduate courses the department offers in summer (other than independent studies and thesis and dissertation hours).

Generally capped at twelve students, 700-level classes are exclusively designed for, and typically enroll only, graduate students (MA, MFA, and PhD).

Independent study courses (ENG 796), which are variably weighted from one to three credits each, are arranged between individual students and faculty, who together decide on their focus, modality, and requirements. Independent studies are designed to meet curricular needs not met by regular course offerings and to help students prepare for comprehensive and/or qualifying exams. Whenever possible, however, students should enroll in regularly scheduled courses, as full student participation in 700-level courses is necessary to ensure that they can be offered and that they provide a true seminar experience. Since ENG 796 does not automatically fulfill requirements for MA students in the Literature and Language/Composition Theory tracks, these students can count such courses toward their degree only if they receive advance approval from the DGS. PhD students may count up to 6 credits of ENG 796 toward the degree. (See below for more information on how to register for ENG 796.)

ENG 798: Doctoral Research is a special independent study reserved for PhD students who, under an advisor's supervision, are preparing for qualifying examinations and/or crafting a prospectus. Three credits of ENG 798 may be counted toward the PhD degree. (See below for information about registering for ENG 798.)

Course Scheduling

Course scheduling is ultimately the prerogative of the department chair. All required 700-level courses are on a regular rotation. ENG 700: Bibliography and Methods and ENG 791: College Teaching in Language and Literature are offered each Fall, ENG 703: Survey of Literary Theory and Criticism each Spring. To meet the needs of MFA and PhD with Creative Dissertation students, one graduate creative writing workshop (ENG 705) in each genre is offered every Fall and Spring, as are one or two "Forms" classes (ENG 729). In addition, the department typically offers five graduate "elective" courses each Fall and Spring — in literature, literary theory, and rhetoric/composition. The Graduate Studies Committee recommends to the chair the slate of these elective courses to be offered over a two-year period, based on student input, faculty course proposals, and the need to ensure both an equitable teaching rotation and a balance of national literatures (British/American), genres, and periods (especially post- and pre-1800). This recommended schedule of courses may well change due to shifts in enrollment and/or in faculty status and workloads (e.g. retirements, hires, leaves). The department chair makes decisions about all such changes, in consultation with the Directors of Graduate Studies and Creative Writing, as well as individual instructors and, as appropriate, the Graduate Studies Committee. (2020-21 is the first year of the current two-year course cycle.)

Registering for Independent Studies, Doctoral Research, and Thesis and Dissertation Hours

To enroll in ENG 796: Independent Study, ENG 797: Masters Thesis, ENG 798: Doctoral Research, or ENG 799: Dissertation, students must first complete and submit the English Department , which requires a description of the proposed course (including objectives, requirements or description of final product, methods of evaluation, and bibliography or reading list), as well as the signatures of the student, instructor, committee chair/advisor (if applicable), and DGS — in that order.

Only once the form is submitted and processed can staff create a section of the course for each student in MyUNLV.

Course Load & Enrollment Policies

The usual full-time graduate course load for Fall and Spring is 9 credits per semester, and GAs must enroll in at least 6 credits per fall/spring semester.

The Graduate College requires both that all graduate students register for 6 graduate credits per every three rolling semesters in order to avoid separation and that all graduate students register for 3 credits in the semester of graduation.

Financial Support

With very few exceptions, all GAs in English are state-funded, either out of the department's GA budget or out of the GA budgets of the College of Liberal Arts (COLA), Graduate College, and/or Honors College. Exceptions include a limited number of MFA GAships funded by the Provost in support of the literary nonfiction program, as well as Instructional Graduate Assistantships (IGAs) funded out of the Part-Time Instructor (PTI) budget (and for which we must apply every semester or year).

In addition, any graduate student in English may apply for any of the Professional Development Graduate Assistantships (PDGAs) sometimes available in non-degree-granting units on campus (e.g. the Graduate College or Career Services) for which they qualify. (No student, of course, may hold more than one GAship simultaneously.)

All GA stipends are determined by the Graduate College, as is the department's yearly GA budget. The Nevada System of Higher Education (NSHE) determines all student fees. Specific funding amounts and fee information are communicated to students in admission and GA offer letters.

MA GAships currently include a yearly stipend of \$11,250. GAs in the MA Literature and Language/Composition Theory tracks are funded for up to two academic years or four fall/spring semesters, GAs in the MA Advanced Track for three fall/spring semesters. PhD GAships currently include a yearly stipend of \$17,500, typically guaranteed for three years for Creative Dissertation students, four years for Post-Master's literature students, five for Post-Bachelor's literature students. All GAs must, however, apply for renewal of funding each academic year through the Grad Rebel Gateway, usually in December-January.

Extension funding (or funding beyond the time period originally stipulated) may be possible, subject to availability of GA funds and based on student progress toward degree and other factors. Students interested in extension funding should notify the DGS during their final semester of regular funding.

Limited summer funding and teaching opportunities are available through the department, usually to PhD GAs only, on a competitive basis, by application. (See the appropriate link below for additional summer fellowships and scholarships available through the Graduate College.)

Department funding for research-related travel is available to all graduate students through application to the Research Resources Committee, with conference-travel funding often dependent on the student's having a paper accepted for presentation. Although students must apply in advance for travel funding, funding is available only through reimbursement. The Graduate Professional Student Association (GPSA) also offers competitive [travel grants, as well as book scholarships](#), by application.

Additionally, the department often invites graduate students to apply for its [Dorothy Mae Freischel Scholarships](#), while the Graduate College offers several [fellowships and scholarships](#) for MA, MFA, and

PhD students, as well as [Emergency Graduate Retention Awards](#). Applications for most Graduate College fellowships and scholarships are due 1 December of the previous calendar year (i.e. December 2021 for fellowships to be held Summer 2022-Spring 2023). (Exceptions currently include the Grad Rebel Doctoral Finishing Fellowship, the McNair Post-Baccalaureate Scholarship, and the UNLV Graduate Access Childcare Scholarship.)

Annual Awards

Each year, our department awards at least one [Brooks Family/Chris Hudgins English Literary Essay Award](#) to an essay written for an English graduate course by a full-time English MA, MFA, or PhD student. Essays are nominated by English Department faculty, and winners are judged anonymously by a faculty committee. The award carries a cash honorarium ranging, in recent years, from \$250 (for runners-up/honorable mentions) to \$750 (for first prize).

Our department also awards at least one Outstanding Graduate Student Teaching Award each year. The winner of this award is then nominated for the College of Liberal Arts (COLA) Outstanding Graduate Student Teaching Award, competing for the chance to be the COLA nominee for the [university-wide Outstanding Graduate Student Teaching Award](#). Applications for the department award are generally due in September or October (in response to a call for applications from the DGS), and they are reviewed by an ad-hoc faculty committee appointed by the Graduate Studies Committee. In recent years, we have been able to offer winners of this award a cash honorarium of \$100-200. Winners of the UNLV Outstanding Graduate Student Teaching Award generally receive \$1500 (for third place), \$2000 (for second), and \$2500 (for first).

The department may also nominate one MA or MFA thesis and one PhD dissertation to be the COLA nominees for the annual [UNLV Graduate College Outstanding Thesis and Dissertation Awards](#), which generally carry a cash prize of \$750 and \$1000 respectively. To be considered for the department Outstanding Thesis and Dissertation Award, graduating students should email an electronic copy of their final, properly formatted thesis or dissertation to the DGS, indicating that they would like to be considered. (The DGS will invite all graduate students to submit their theses/dissertations and will also ensure that all submissions are shared only with faculty on the department Graduate Studies Committee.) Department winners will be chosen by the Graduate Studies Committee. Each year's competition takes place in the Fall and is open to all thesis/dissertation students who successfully defended the previous fall through summer semesters (December-August). Students in our MFA and PhDs programs were selected as winners of the 2019 and 2020 COLA Outstanding Thesis and Dissertation Awards, with the MFA theses both years going on to win the UNLV Outstanding Thesis (Non-STEM) Award.

Assignment of GA Duties

Our department offers its GAs an unusually wide array of both teaching and non-teaching opportunities and training. In addition to first-year composition, all of our doctoral GAs may teach (as appropriate) World, American, and/or British literature, as well as Business Writing and/or Mythology. Beyond the classroom, our GAs tutor in the UNLV Writing Center and Honors College and serve as faculty research assistants. They collaborate in producing both academic journals (*MELUS*, *The Ben Jonson Journal*, *Popular Culture Review*) and literary magazines (*The Believer*, *Witness*, *Interim*). They may gain experience in mentorship, curriculum development and assessment, administration, and social media by assisting our Directors of Composition, Creative Writing, Graduate Studies, and Undergraduate Studies.

The Department Chair, Director of Graduate Studies, Director of Creative Writing, and Director of Composition coordinate GA assignments, in consultation as necessary with supervisors in other units (e.g., Honors College, Black Mountain Institute [BMI], Writing Center).

Generally, in their first fall semester, MA, MFA, and PhD literature students with GAships teach one section of ENG 101 and work 10 hours per week in the Writing Center. BMI PhD Fellows teach one course and work 10 hours per week on a BMI publication. Honors College GAs (generally MAs appointed upon admission, based on Graduate Studies Committee rankings of Fall applicants) serve as writing consultants in the Honors College. Exceptions may be made in unusual circumstances.

In subsequent semesters, efforts are made to allow PhD and MFA GAs a variety of teaching experiences. In the second year, PhD students can be assigned a world literature course; a business, technical, or advanced composition writing course; or, for Creative Dissertation students, a creative writing workshop.

(Course assignments for workshop courses, ENG 205 and ENG 402A, are determined through an application process overseen by the Director of Creative Writing.) In their third year, PhD students might be assigned an upper-division literature course; generally, the department prefers that PhD students teaching upper-division literature courses have completed their qualifying exams. Every effort is made to rotate students through such course assignments to allow all to teach a variety of courses pertinent to their areas of expertise/specialization and professional goals. Some online teaching might be possible, based on students' preparation and availability of courses. All course assignments are made based on student enrollments and availability of sections, and there is no guarantee of a specific assignment. Faculty members have first priority for teaching assignments, but GA teaching assignments are also an important priority. Decisions about teaching schedules are made during the semester prior, and final decisions are made by the department chair.

Non-teaching GA assignments, except for work in the Writing Center and Honors College, are generally made based on an application process or by request of an individual faculty member (in the case of research assistantships). The nature and availability of such positions depends upon budgetary constraints and teaching needs, and more thus tend to be available in Spring. Though, again, the availability of no position is guaranteed, our non-teaching positions in recent years have included the following:

- Graduate Coordinator Assistant, Literature and Language/Kelly Mays immediate supervisor (1-2 positions available to Literature Track PhDs only);
- Graduate Coordinator Assistant, Creative Writing/Doug Unger immediate supervisor (1-2 positions available to MFAs only);
- Composition Graduate Assistant Directors (GADs)/Kaitlin Clinnin immediate supervisor (3 positions available to GAs with at least one year of composition-teaching experience)
- Research Assistant to the Director of Undergraduate Studies/Ed Nagelhout immediate supervisor (1-2 positions, usually open to all GAs);
- Editorial assistants (of various kinds) to one of three academic journals (varying number of positions, usually open to all GAs):
 - *Ben Jonson Journal* / Gary Totten immediate supervisor
 - *MELUS (Multi-Ethnic Literature of the U.S.)* / Gary Totten immediate supervisor
 - *Popular Culture Review* / Felicia Campbell immediate supervisor (also involves helping with Far West Popular Culture Association annual conference in Las Vegas);
- Editorial assistants (of various kinds) to one of three literary magazines (varying number of positions, usually open to all GAs):
 - *Interim* / Claudia Keelan immediate supervisor
 - *Witness* / Jarret Keene immediate supervisor
 - *Believer* / Daniel Gumbiner, Black Mountain Institute (BMI), immediate supervisor;
- Research assistant to a designated faculty member (varying number of positions, usually open to all GAs).

Most non-teaching positions are part-time (10 hours per week), and students are generally prohibited from holding multiple such positions simultaneously. Efforts are made to rotate students through these positions as possible, and the department is always looking for new and varied non-teaching opportunities for our students.

Calls for applications for non-teaching positions generally come from the DGS, Director of Creative Writing, or Graduate Coordinator Assistants. Applications are vetted by the relevant immediate supervisor, who makes recommendations to the department chair. The department chair makes all final decisions on assignments based on department need and availability of positions and also serves as the ultimate supervisor of all GAs in the Department of English.

Volunteer opportunities with our journals and magazines may be available and open to any student (including non-GAs), which could lead to more formal assignments for GAs. And interested students are encouraged to contact the appropriate editor/immediate supervisor listed above for more information.

Additional Work for GAs

GAs may — with permission — work an additional 10 hours per week (or the equivalent). Such work must contribute to (rather than detract from) their academic and professional development and must be formally approved every semester or year, as appropriate. (Please first speak with your advisor and the DGS, then submit the GA Request for Additional Employment Form available in the Grad Rebel Gateway under

“Additional Forms.”)

Additional work must be pre-arranged by you and an employer. (In other words, the GA Request for Additional Employment Form does not secure you a job, only permission to take one already offered to you.) As a general rule, requests will not be approved for GAs in the first semester of an academic program, and no GA in our department will be hired to teach an additional course within the department. GAs may apply to teach one additional course for another department, program, or institution, but such requests will generally be approved only for advanced students making good progress and having a compelling rationale specific to a given teaching opportunity. Regardless, please be aware that extra paid work will affect your tax status, at least or especially if you work at UNLV or another NSHE institution. (Please consult the Graduate Catalog and Graduate Financial Services for further information.)

University Resources

Leadership and Professional Development Academy

The goal of the Professional Development Academy is to serve as a virtual resource providing support and many professional opportunities to UNLV graduate students. The Academy offers information about events and services such as graduate certificate programs, workshops, training sessions and career services. You can follow Academy activities via social media or look for regular updates on the website.

Academic Success Center

The goal of the Academic Success Center is to help students do well academically and complete their studies on time. They offer or will refer you to such programs and resources as tutoring, advising, skills testing, career exploration and more. They guide students every step of the way to the many established resources created to ensure they complete their educational goals. Learn more about the programs and services the center currently offers.

Alumni Association

With an alumni base 120,000 strong, the UNLV Alumni Association offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

Commencement Office

Located in the UNLV Office of the Registrar, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College. It is the students' responsibility to ensure they apply for [graduation on time](#) and submit all required forms to the Graduate College. Questions regarding thesis/dissertation should be directed to the Graduate College [Student Services Team](#) and questions regarding required forms should be directed to the Graduate College [RPC Team](#)

Office of Diversity Initiatives

The vision of the Office of Diversity Initiatives is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission of the Office of Diversity Initiatives is to provide leadership and support for UNLV's diversity mission: *to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment*. This Office also handles UNLV Title IX questions, inquiries, and reporting.

Disability Resource Center (DRC)

The DRC is committed to supporting students with disabilities at UNLV through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The DRC is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Graduate students with disabilities must disclose to the DRC in order to receive appropriate accommodations.

Office of International Student and Scholars

International Students and Scholars (ISS) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues;

provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the campus and the U.S.

Jean Nidetch Women's Center

The Jean Nidetch Women's Center is committed to creating a supportive and inclusive environment for all genders through programming, services, and advocacy for the UNLV community. The Women's Center has informational resources, brochures, and flyers for a variety of on and off campus organizations to help empower and protect yourself, and learn about your options. They also provide free tampons, pads, and condoms.

The Intersection

The Intersection is a one-stop resource for UNLV's highly diverse student body — a comprehensive multicultural center grounded in the academic life of our students. As an intersecting campus resource, the Intersection helps ensure students, particularly first-generation and students of color, successfully navigate their academic careers. Here, all members of campus can discuss their differences, discover their similarities, and build a shared sense of belonging.

UNLV Libraries

UNLV Libraries has always been more than books; they are about encouraging students and creating quality programs that elevate growth and learning. Please visit their website for important information about the services they offer to graduate students.

Graduate & Professional Student Association (GPSA)

The Graduate & Professional Student Association serves all currently enrolled University of Nevada, Las Vegas graduate and professional students. The GPSA maintains the Graduate Student Commons located in the Lied Library room 2141 and Gateway Building PDAC Room. The facility a working office equipped with a copier, fax, flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate student representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student research through the graduate research and travel grants program.

Office of Student Conduct

The Office of Student Conduct is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Conduct collaborates with the UNLV community to provide an inclusive system through enforcement of the *UNLV Student Code of Conduct* by:

- Promoting awareness of student rights and responsibilities;
- Establishing accountability for student choices;
- Creating opportunities for involvement in the process; and
- Striving to uphold the values and ethics that advance the common good.

Military and Veteran Services Center

The Military and Veteran Service Center is staffed with veterans and GI Bill-experienced staff to assist more than 1,000 veterans, dependents, active duty service members, National Guard members, and reservists. Their mission is to develop a welcoming, veteran-friendly campus environment that fosters academic and personal success.

The Financial Aid & Scholarships Office

The Financial Aid & Scholarships Office supports higher-education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

Writing Center

This is a free service to UNLV students to help you with any writing project, from papers to creative writing, to resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm, make an outline, work on your drafts, or just be a soundboard for your ideas. The center staff can assist you in person, or via the Online Writing Lab (OWL) page.

University Policies and Procedures

Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the [Graduate Student Handbook](#), and following websites:

- [Academic Integrity](#)
- [Activation for Military Service](#)
- [Change of Address](#)
- [FERPA/Privacy Rights](#)
- [Health Insurance - Mandatory](#)
- [Jean Clery Campus Safety and Security Report](#)
- [Proof of Immunization](#)
- [Policies and Procedures on the Protection of Research Subjects](#)
- [Rebelmail Policy](#)
- [Student Conduct Code](#)
- [Student Computer Use Policy](#)
- [Title IX](#)

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito.

The Title IX Coordinator can be reached through the online reporting form at [Title IX Reporting Form](#), by email at titleixcoordinator@unlv.edu, by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the [Graduate Student Handbook](#) :

- [Academic Calendar](#)
- [Academic Policies](#)
- [Admission and Registration Information](#)
- [Progression and Completion Policies \(listed alphabetically\)](#)

In addition, the [Graduate College website](#) contains additional information regarding policies and procedures.

Nothing in this handbook supersedes any NSHE, UNLV, or Graduate College policy.

Handbook Information

| Last revised | Revised by | Changes summary |
|--------------|---|---|
| 04/14/2020 | Kelly J. Mays, Director of Graduate Studies | Corrected outdated information, reorganized and revised Program Benchmarks and Timeline sections, added Language Requirement and Additional Program Information sections. |