

***GRADUATE STUDENT HANDBOOK***

**Graduate Program in English  
Brown University**

**2021-2022**

The purpose of this handbook is to explain the procedures by which you will prepare yourself to become a university or college teacher and scholar-critic. It is your responsibility as a student in the graduate program to read this document carefully and to consult it when questions about the program arise. Because the department faculty and profession are continually changing, these procedures are revised on a regular basis. As we discover ways of improving the Graduate Program in English, we will bring these proposals to the Graduate Committee. That committee sometimes recommends revisions that require approval of both the English Department faculty and the Graduate Council. When such changes in the Graduate Program have been approved, we will include them in the online version of the handbook at the English Department web page.

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## INTRODUCTION

Brown's doctoral program in English offers professional training in literary criticism, critical theory, intellectual history, and all aspects of research and pedagogy in the humanities. We promote the analysis of imaginative forms, cultural logics and literary and visual rhetorics across the Anglophone world. Our students are encouraged to think outside traditional conceptions of the discipline of literary studies, and often work with a diverse range of faculty, departments, and intellectual centers at Brown. These include the Cogut Institute for the Humanities, the Pembroke Center, the Watson Institute for International and Public Affairs, the Center for Contemporary South Asia, the Center for the Study of Race and Ethnicity in America, the Center for the Study of Slavery and Justice, and the Departments of Modern Culture and Media, Comparative Literature, History, American Studies, Africana Studies, Literary Arts, French Studies, German Studies, Hispanic Studies, Brazilian and Portuguese Studies, the History of Art and Architecture, and Music.

## COURSE WORK AND SCHOLARSHIP

### When You Arrive on Campus

Your first and principal contacts in the English Department are the Director of Graduate Studies and the Associate Director of Graduate Studies/Director of Graduate Admissions.

#### Consult the DGS:

Academic and Summer Support  
Dissertation Committee  
EGO Liaison  
Evaluation Letter  
Fellowship Opportunities  
Grad Student Digital CV  
Interdisciplinary Opportunities and  
DCP/DEP Applications  
Leaves of Absence/Parental Relief  
Milestones  
Qualifying Exam  
Teaching Assignments  
TA Office Space  
Transitional M.A.  
Travel Funding

#### Consult the Associate DGS:

Advising  
Deans' Faculty Fellowships  
Essay Prize  
Faculty Mentors  
First-Year Meeting  
Focused Summer Reading  
Joukowsky Dissertation Prize  
Language Exams  
Lecture (organized by grad students)  
Presidential Teaching Award  
Orientation  
Open Graduate Program  
Recruitment  
Transfer Credits  
Web Profiles  
Working Groups

A week or so before classes begin, you will make an appointment with the DGS to plan your course work and to discuss any other issues related to your first year of graduate study.

We encourage you to approach your first year of course work with an open and inquisitive mind. Chances are that the resources at Brown differ significantly from those of your undergraduate or MA granting institution. Ask yourself how graduate work requires you to change the way of reading, the kind of writing, and the research methods you practiced at that institution. Consider what kinds of scholarship and criticism we do particularly well at Brown. Then imagine how you want to fill the following course requirements:

### **Course Requirements for the Ph.D.**

1. Candidates for the Ph.D. are required to take at least 13 courses for a grade. These courses will ideally be distributed as follows: 6 in the first year, 5 in the second year, and 2 in the third year. The 2 courses taken in the third year may be independent studies designed to help students prepare for the qualifying exam.
2. Candidates for the Ph.D. are required to take at least one course in each of the following areas: Area I: Medieval and Early Modern Literatures and Cultures, Area II: Enlightenment and the Rise of National Literatures and Cultures, Area III: Modern and Contemporary Literatures and Cultures.
3. Incoming graduate students are required to take ENGL2210, Proseminar during the first semester of the first year. This Proseminar aims to familiarize students with contemporary critical debates and stances in the wider discipline, and to engage with current methodologies, theories, and analytical tensions. It will also address issues of professionalization as they relate to the first years of graduate work. (The grade option for this seminar is mandatory S/NC.)
4. During the first year of study, candidates for the Ph.D. are required to take one course that has been designated a theory-intensive course, which may also be used to satisfy one of the three area requirements listed above.
5. Candidates for the Ph.D. will be required to take ENGL 2950, Seminar in Pedagogy and Composition Theory as one of their 13 courses in the fall semester of the second year. ENGL 2950 prepares graduate students to teach ENGL 0900, Critical Reading and Writing I: The Academic Essay and ENGL 0200, Seminars in Writing, Literatures, and Cultures, and to assist faculty in larger literature classes. It also prepares graduate students for teaching by examining methods of critical reading and writing, by investigating the differences and relations between process-oriented writing and rhetoric-oriented writing, and by reference to current debates in pedagogy theory.
6. Independent Studies should not be taken during the first two years of graduate study except under extraordinary circumstances and with the approval of the Director of Graduate Studies.
7. Lectures held in the Department of English are considered part of your professional training. Our expectation is that graduate students will attend.

8. Students who have earned an M.A. at another institution may request to transfer up to a year's worth of courses. This request can be made either after the completion of the first year or during the second year. Students wishing to do so should schedule an appointment with the DGS. They should bring to that meeting a copy of their transcript and any additional material—syllabi, for instance—that will help the DGS to determine the appropriateness of the course(s) they wish to transfer and which requirements they may satisfy.

### **Graduate Student Professionalization Seminars**

Throughout the year, the Department plans a series of seminars that address a variety of timely academic topics that are meant to enhance the students' professional development, as well as expose them to important elements of an academic career. The seminars are usually led by faculty members, and the topics are determined each year by the Graduate Committee. We expect graduate students to attend the professionalization seminars since they are a constitutive part of graduate formation.

### **First-Year Review**

During your first year and in preparation for your review, we urge you to explore the major areas in which you might want to work. Your first-year review consists of a brief meeting with the Director of Graduate Studies and two other faculty members during which you will describe the area of study that interests you most and how you see yourself pursuing a course of study that will lead to a dissertation in that area. This meeting is also an occasion for you to ask about courses to take and faculty to seek out for help in that area. The student will need to provide the DGS with a paragraph outlining his/her areas of interest and intellectual preoccupations as well as a sense of the primary field in which they plan to specialize. The objective is to give you a sense of Brown's resources in the area you choose and to make sure your plans will indeed prepare you for an academic career. First-year meetings usually take place in the spring semester.

Guided by the first-year review, you should spend the second and third years of course work acquiring breadth and depth in your chosen field. Each of the three areas listed under course requirements (Area I: Medieval and Early Modern Literatures and Cultures, Area II: Enlightenment and the Rise of National Literatures and Cultures, Area III: Modern and Contemporary Literatures and Cultures) includes both English and American literatures and, in some cases, other national literatures written in English, as well as the cultural-historical and critical-theoretical discourses required of a specialist in these literatures. Each therefore extends a very broad umbrella, and no one can hope to become an expert in all the materials and issues belonging to any one of them. While we ask you to become familiar with an entire area, we also ask you to identify a literary or cultural topic or problem that makes that area intellectually coherent for you. You have considerable freedom in defining your field of specialization, provided that it fits within one or crosses between two of the general areas of the department, and that it is an area that the profession at large recognizes as important to the discipline.

In selecting an area, bear in mind that we encourage students to enrich their course work in the English Department with courses in such Departments as American Studies, Comparative Literature, History, Modern Culture and Media, and Theatre Arts and Performance Studies as well as the Pembroke Center and Programs in Medieval Studies and Renaissance Studies. Several members of the faculty are affiliated with these departments.

## **Incompletes**

In exceptional circumstances, you may request to receive an “I” as a letter grade for a course, denoting an incomplete. Incompletes can only be taken with the prior consent of the faculty member teaching the course. We advise you to avoid accumulating incompletes: they can greatly impede your progress through the program and can have a significant impact on your annual evaluation (see below). The deadlines for making up incompletes are as follows: for courses taken in Semester I, by mid semester of Semester II; for Semester II, by the first day of the following semester. These can be extended only at the request of the instructor. However, any incomplete that remains one calendar year after the end of the semester in which the course was taken turns into an “NC,” or “no credit,” and you will have to make up that credit by taking another course.

## **Evaluation**

The DGS convenes the English Department faculty twice each year--usually during the winter intercession and in May--for the purpose of evaluating every graduate student. We make these evaluations on the basis of written evaluations and commentary of those faculty who have been responsible for teaching, examining, or directing respective students during the preceding semester. Faculty commentary during meetings is confidential.

Following the evaluation meeting, you will receive a letter from the DGS summarizing faculty discussion regarding your progress toward the Ph.D. This letter will identify the strengths you have demonstrated and suggest aspects of your professional development on which you should concentrate in the semester to come. This letter may also mention any concerns about your adaptation to academic life that if not rectified might limit your ability to secure an academic position. The letter of evaluation typically concludes with an assessment of your progress toward the Ph.D., which is evaluated with reference to the following milestones:

### **Year 1: 6 Courses**

Semester I: 3 courses (ENGL2210 required)

Semester II: 3 courses  
Satisfactory first-year review  
First language exam passed by the end of summer

### **Year 2: 5 Courses**

Semester I: 3 courses (ENGL 2950 required)  
TA in lecture course; good execution of teaching responsibilities

Semester II: 2 courses  
TA in lecture course; good execution of teaching responsibilities  
Second language exam passed by the end of summer  
Agreement of a faculty member to serve as chair of qualifying examination committee **(by May 31)**

### **Year 3: 2 Courses**

Semester I: 1 course  
TA in ENGL 0900 or ENGL 0200; good execution of teaching responsibilities

Formation of qualifying examination committee (**finalized by September 1**)

Written component of the qualifying exam due to qualifying examination committee members (**by September 15**)

Reading lists due to qualifying examination committee members (**by October 15**)

Semester II: 1 course  
TA in ENGL 0900 or ENGL 0200; good execution of teaching responsibilities  
Completion of qualifying examination (**by April 15**)

#### **Year 4:**

Semester I: Formation of dissertation committee (**by September 15**)  
One-page statement of accomplishments over the summer (**by September 15**)  
Completion of the dissertation proposal and first chapter (**by December 15**)  
Dissertation Fellowship

Semester II: First chapter and prospectus colloquium with full dissertation committee (**by February 15**)  
Completion of draft of second chapter (**by June 15**)  
Dissertation Fellowship  
Substantial progress on the dissertation certified by dissertation advisor

#### **Year 5:**

Semester I: TA  
Expectation of article submission  
Substantial progress on the dissertation certified by dissertation advisor

Semester II: TA  
Substantial progress on the dissertation certified by dissertation advisor

You should bear in mind that you must complete the milestones in a timely fashion. Failure to do so will automatically lead to the department submitting a change of your status to the Graduate School, i.e., satisfactory or warning, or even termination from the program. Please consult the Graduate School's guidelines regarding Academic Standing and Warning Policy in the Graduate School Handbook at <https://www.brown.edu/academics/gradschool/academic-standing>.

#### **Letter of Evaluation**

On the basis of the faculty's assessment of your progress toward the Ph.D., the DGS will make one of several recommendations:



1. As a result of your successful progress toward the degree, you are approved to continue in the program, and will continue to receive financial support in the following year, either through a TAship or a fellowship.
2. If the faculty review indicates a deficiency in any aspect of your work, you will be asked to take steps to correct the problem before your next review. In most cases, it is meant to ensure your success in the program. However, in cases where the faculty has serious reservations about a student's progress toward the Ph.D. they may ask the DGS to issue a warning that, unless progress is demonstrated by the next review, the student's standing in the program and funding may be seriously jeopardized.
3. If faculty reservations about the quality of your work are especially serious, the DGS may be obliged to recommend that you complete requirements for the M.A. and not proceed further toward the Ph.D.
4. If you accumulate too many incompletes, the DGS may be obliged to recommend that you take a leave until the problem is resolved and the work completed.

You are entitled to receive your letter from the DGS in a timely fashion after the faculty evaluation meeting. As a first-year student, you will receive a letter of evaluation after each of your first two semesters. After that, you receive a letter only at the end of the year unless there is some specific and immediate cause for concern. It is not uncommon for the DGS to ask you to make an appointment to discuss your evaluation in some detail. Of course, you are also welcome to request such an appointment yourself.

### **Language Requirement**

The foreign language requirement needs to be completed by the end of the second year. Under some circumstances it may be completed during the third year but must be completed before taking the qualifying exam. The Graduate Program in English requires Ph.D. candidates to fulfill two foreign language requirements in one of two ways:

**Option 1.** You must take a foreign language translation exam in two languages other than English. We do not require you to speak or write these languages, but we do require you to know how to locate research material pertinent to your graduate course work and dissertation and to be able to read that material at a level that will allow you to make good use of it in your scholarly work.

Language examinations that test for this reading competence are usually administered by the English Department faculty, although sometimes by other Brown faculty. If you present a language as pertinent to your scholarship that no Brown faculty member can examine, we will do our best to arrange for an outside examiner.

The Department of English offers language competency exams three times a year: during orientation week, during the winter intercession, and, if necessary, in the late spring. The exam consists of two passages up to but no more than 500 words, one literary and one scholarly (if appropriate to the language), which you must translate within a two-hour period. Dictionaries can be used. On the basis of this translation, the examiner will determine if you can use texts in the relevant language to conduct your scholarship. Should your examination

be passed by the examiner, no second opinion is required. Should your examiner decide you failed your exam will be read by a second examiner; if the two disagree a third reader will decide the matter. You cannot pass one part of the exam and retake the other at a later date. If you fail either part of the exam, you must take and pass both parts again. You may take a language competency exam as many times as necessary.

**Option 2.** You may choose to demonstrate advanced knowledge of a single language—that is, to demonstrate a grasp of a language other than English well beyond the level required by option 1. While you must take a foreign language translation exam to fulfill the first requirement, you may fulfill the second language in a number of ways.

- You may take a graduate-level language course. (An audited course does not fulfill the requirement.) Where no appropriate graduate-level course exists, you may take and pass a 1000-level course in that language with approval of the DGS. In addition to your grade (A, B or S), you will need to submit a statement from the instructor indicating that you have done graduate-level work in the language. (Courses taken for language competency do not necessarily count toward the 13 courses required for the Ph.D.)
- You may undertake a translation project, approximately 15-20 pages, in collaboration with a faculty member from either the English Department or an appropriate language department. We ask you to submit a description of the translation project to the DGS, along with a timetable for completion and the name of the faculty member who has agreed to oversee and grade the project. The DGS will determine whether the proposed project can bring you to the level of competency demanded by the department. The faculty member should send an email to the DGS once the translation project has been completed and evaluated.
- If you already possess competency in one foreign language, you may present a written petition to the faculty members of the Graduate Committee, who will decide by vote whether to accept your petition or recommend some other course of action for filling the language requirement.

### **Qualifying Examination**

The deadline for taking the Qualifying Examination is **April 15th** of your third year in the program. The foreign language requirement must be fulfilled before this date. It is your responsibility by **April 1st** to schedule a date and time for the exam and then notify the DGS and the Manager of Graduate Studies. You may retake the Qualifying Examination a second time (by May 31) if you do not pass it the first time.

Planning and preparation for the Ph. D Qualifying Examination should begin during the spring semester of your second year. A committee of three faculty members of your choosing administers the exam. By **May 31st** of your second year you should have in place—and also begin discussions with—the faculty member who will serve as chair of your exam committee. The chair presides over the exam and is typically the faculty member with whom you will work most closely leading up to the examination. The composition of the entire examination committee should be finalized by **September 1st** of your third year and reported to the DGS and the Manager of Graduate Studies.

The two courses that you take during the third year should be aligned with your preparation for the Qualifying Examination and selected in consultation with both the chair of your examination committee and the DGS. You may take relevant graduate seminars. You may also devise independent studies or supervised readings under the direction of a member of your exam committee.

The Qualifying Examination has two components: one oral, one written.

**Oral Component** The oral component of the exam lasts approximately two hours. In preparation for it, you and your committee work together to formulate three different reading lists for three fields of study: one primary field and two secondary fields. It is recommended that your primary field be constituted in relation to the academic job market, which is typically organized by historical period and/or geographical area. Your second and third fields can be constructed along similar lines as your primary field (that is, additional periods or areas). Or these other fields may represent adjacent matters of theory, genre, approach, etc. They might also be devoted to broad topical or conceptual problems and approaches.

1. The primary field list will consist of 40 works.
2. The two secondary field lists will consist of 30 works each.  
(These field lists may include literary, critical, and theoretical text.)

Reading lists are due to your committee by **October 15th** of your third year. Revisions may be made in consultation with your committee members. The final lists are due one month before your exam. The exam itself will focus on the scholarly issues germane to your fields and the texts that you have spent the year intensively reading and preparing to discuss in depth with your examiners.

**Written Component** For the written component of the exam you will submit an essay of approximately 20 pages that represents your best scholarly work to date. In most cases, this essay will be a revised seminar paper. This essay will be engaged during the oral component of the qualifying exam as representative of your particular scholarly interests. This piece of writing is also meant to provide a model for the kind of article that you will in time be submitting for journal publication. The essay is due to your committee members by **September 15th** of your third year.

### **Dissertation Proposal and First Chapter**

After you have passed your language exams and qualifying examination you write a dissertation proposal and first chapter while on fellowship support. In addition to internal fellowships, a number of national granting agencies offer highly competitive fellowships for dissertation research, and we strongly urge our graduate students to apply (see Outside Fellowships).

During the summer following your qualifying examination, you should finalize your dissertation committee at the latest by **September 15th**. In addition, you must also submit to the supervisor and the Director of Graduate Studies a one-page statement of your accomplishments over the summer by **September 15th**. (For example, the latter may include article writing, reading and research undertaken, written progress on the proposal and first chapter, conferences or workshops attended.) Once you have established the faculty members on your committee, you

should seek their advice as early as possible after your Qualifying Examination to help you formulate your dissertation proposal and chapter. The dissertation committee is usually composed of three members of the faculty selected for their competence in your area of specialization, and compatibility with your approach to that material. It may, but does not have to, comprise the same faculty members as your examination committee. It is your responsibility to determine, with a director of your choice, the scope and objective of your dissertation, as well as the other faculty members who should serve on your dissertation committee.

The dissertation proposal is a written statement that explains the set of problems you will discuss in your dissertation, and what is at stake in addressing these issues. It should also set out how you plan to investigate these issues, including detailing a preliminary range of primary materials to be examined. The document should include chapter descriptions, which will indicate both primary sources to be addressed and the issues to be taken up. This is not to say that your object of analysis must only be verbal. Some students produce dissertations that include visual media. Indeed, it is not uncommon for dissertations to cross disciplinary divides and deal with several media, just as dissertations often deal with works from various national literatures. The dissertation proposal is 5-6 pages long, and is not an introduction to a dissertation. It is also not meant to be the definitive statement on the scope of your project. Indeed, your arguments and texts of study will shift as you develop your dissertation. The proposal's role is not to demonstrate mastery over the project, but to aid and focus your own thinking towards developing that argument. Its format consists of 1-2 introductory paragraphs that summarize the arc of your dissertation, and state the critical interventions you wish to make in your field. You will then follow with paragraph-length descriptions of each of your projected chapters, along with provisional titles. Finally, you must include a bibliography with your proposal that combines both primary and secondary materials, and consists of roughly 25-35 texts that have helped you to formulate your arguments.

Your chapter, however, should be the most significant focus of your work immediately after the Qualifying Examination. In fact, it may emerge in transformed fashion out of one of your graduate seminar papers. Hopefully, it will serve as a launching pad for your initial research. The chapter should be at least 25 pages in length, adhere to MLA style guidelines with proper footnotes, and submitted (with your proposal) as a polished and completed piece of writing to your dissertation committee by **December 15<sup>th</sup>**. In other words, the chapter is not a rough draft, but a full-fledged example of your critical writing. As you continue to research your project, the location of the chapter in the larger plan of your dissertation may change, as will many of your critical positions. But it should be submitted as a clear incarnation of one of the chapters described in your proposal. While the proposal serves to plan out the broad direction of your project, the chapter is an in-depth exploration of an issue or cluster of issues that form a structural part of the dissertation. The chapter is an important initial document that will show your committee that the project has a coherent objective, the critical means of reaching that objective, and the potential to make a contribution to the discipline. It should reveal the particular objectives that are relevant for that chapter, and develop arguments that emerge out of the governing thesis of your dissertation. You might also think of the chapter as the source out of which you could draw a future journal article, although this is by no means a requirement.

Your entire dissertation committee must submit a signed approval form for the proposal and chapter before the documents can be accepted by the DGS. It is essential that both documents indicate the contours of an argument. We want your work to gain recognition as important,

quality work by colleagues in the profession who might hire an entry-level Ph.D. in your field. Approved proposals (not chapters) are considered public documents and are on file for you to consult as examples. See the Manager of Graduate Studies for approved dissertation proposals.

By **February 15** of the fourth year, students must schedule a first chapter and proposal meeting with the full dissertation committee.

### **Second Chapter**

Students submit to their entire committee a complete draft of a second chapter from their dissertation by **June 15<sup>th</sup>** of their 4<sup>th</sup> year. It is the committee's responsibility to specify to the students their expectations about the state of that chapter. The dissertation director must submit a signed approval form for the second chapter. The approval form must be dropped off with the Manager of Graduate Studies by the deadline.

### **Article Publication**

By the first semester of their fifth year, we recommend that students have an article sent out for review in a journal. The article doesn't have to be from their dissertation, nor does it have to emerge out of their particular field of expertise. While the department does not emphasize this as a milestone, students should think seriously about article writing and publication as a component of their professionalization.

Your dissertation is the basis on which other colleges and universities will want to interview you for a faculty position. For at least the first five years of your professional life, your dissertation research will supply much of the material for the courses you teach and the material you publish. Your chances of doing well professionally depend on your interest in your research as well as the quality of work you do. It is of course important that critics and scholars at other universities understand the value of your intellectual work, but it is equally important that you like it too.

### **Completing the Ph.D.**

Beginning in Fall 2019, graduate students are eligible to have degrees conferred and to receive their diploma in October and February as well as in May. Detailed information on graduate degree conferrals and associated deadlines can be found on the Graduate School's website at <https://www.brown.edu/about/administration/registrar/degree-guidelines-0/graduate-school#grdegr>. A final copy of your dissertation using Brown's electronic theses and dissertation (ETD) system and all documents and surveys must be submitted by the associated deadlines for each degree conferral date: October degree conferral by **September 10, 2021**; February degree conferral by **January 14, 2022**; and May degree conferral by **May 2, 2022 (tentative)**. Please plan accordingly with your dissertation committee to meet the relevant deadlines.

Dissertation guidelines are available on the Graduate School's website at <http://www.brown.edu/academics/gradschool/dissertation-guidelines>.

You should consult with your dissertation committee to arrange a time for the defense. When the defense is arranged, you should submit to the Manager of Graduate Studies appropriate dissertation defense information (dissertation title, committee members, previous degrees, and date/time of defense). A Dissertation Defense Information Form will be completed by the MGS and submitted to the Graduate School. The DGS will issue a public notice of the defense, extend

invitations to fellow students and faculty you may wish to include, and explain to you the procedures of the defense itself.

The defense generally takes the form of questions, first by the members of your dissertation committee and then by the others present. This is your opportunity to find out what you need to do to transform your dissertation into a book manuscript and what other projects might develop from the project you have just completed. If traveling to Brown for a defense constitutes a hardship, or in cases where students have had an opportunity to ask and answer most of the questions about the future of their manuscript, the dissertation director, DGS, and Associate Dean of the Graduate School may endorse waiving the dissertation defense.

### **Going on the Market**

Students have a much better chance of securing a job if they have completed, or nearly completed, the dissertation and published at least one article in a prominent journal in their field. “Trying out” the job market before you have these accomplishments on your c.v. is not a good idea. Going on the job market demands a tremendous amount of work from you, your dissertation committee, and the Careers Committee. Without proper preparation, you are likely to spend a lot of potentially productive time and energy demoralizing yourself. You should discuss with the chair of your dissertation committee whether or not you are ready for the job market.

In addition to a nearly completed dissertation and evidence of your ability to publish, a successful search requires a professional c.v., a brief but compelling description of your dissertation, and a refined writing sample from your dissertation. The Careers Committee will help you prepare your credentials and letter of application, review the Modern Language Association Job Information List for openings appropriate for you, arrange mock interviews in preparation for the Modern Language Association meeting, rehearse your job talk when you are invited to an on-campus interview, and help you through negotiations. Sample CVs, letters of application and dissertation abstracts are shared with job candidates via Google Drive.

## **TEACHING**

### **Teaching Assistantships**

Brown's Ph.D. program trains graduate students to become teachers as well as researchers. Thus we require that, with some exceptions, our students teach for three years as assistants to members of the English Department faculty and as instructors of sections of expository writing and Seminars in English Literatures and Cultures (ENGL 0200). This teaching begins in the second year of the program. As part of the requisite course work, all students are required to take the Seminar in Pedagogy and Composition Theory (ENGL 2950). This course is taken during the first semester of the second year. To facilitate the development of their teaching skills, we assign students to positions ranging from assistant in a large course to instructor of their own small course. Convinced of the intellectual relationship between teaching and research, we try to establish this relationship early on by assigning graduate students, whenever possible, to teach courses related to their general area of research and thus to work with faculty who may serve as appropriate mentors.

The sequence of teaching assignments will usually follow this pattern:

1. **2<sup>nd</sup>-year students (Teaching Assistant)** lead discussion sections of large lecture courses under the direction of one or possibly two members of the English Department faculty. To the degree that enrollments permit, we try to match you to a lecture course in the area you have designated as your specialization at your first-year review. [Class size of discussion sections should be no more than 25 students].
2. **3<sup>rd</sup>-year students (Teaching Assistant II)** design and teach their own sections of ENGL 0900 Critical Reading and Writing I: The Academic Essay and ENGL 0200 Seminars in Writing, Literatures, and Cultures. ENGL 2950 is designed to prepare you to teach our undergraduates how to think critically and to write college-level expository prose, both as a section leader and as a teacher of a course in composition and literature. [Class size of ENGL0900 and ENGL0200 should be no more than 17 students].
3. **4<sup>th</sup>-year students** who are making good progress on their dissertations will receive fellowship support and therefore do not teach.
4. **5<sup>th</sup>-year students (Teaching Assistant)** lead discussion sections of large lecture courses under the direction of one or possibly two members of the English Department faculty. [Class size of discussion sections should be no more than 25 students].
5. Graduate students in their 5<sup>th</sup> year may apply for 6<sup>th</sup>-year funding by submitting a Dissertation Completion Proposal Application, <https://www.brown.edu/academics/gradschool/dissertation-completion-proposal>. Instructions and deadlines for submission of the DCP will be communicated in early spring. **Moreover, you must be in residence (or on campus) during your sixth year since you will be assigned a teaching assistantship.**
6. The Graduate School has limited financial funds for tuition scholarships and support for health insurance and the health services fee for 7<sup>th</sup>-year students. To seek such an award, students can in their sixth year apply by submitting a Dissertation Extension Proposal: <http://www.brown.edu/academics/gradschool/dissertation-completion-proposal>. Instructions and deadlines for submission of the DEP will be communicated in early spring.

Teaching opportunities on an adjunct basis are sometimes available in a number of English departments at universities and colleges in Rhode Island and Southern Massachusetts. These include the University of Rhode Island (Kingston), Salve Regina University (Newport), Bryant University (Smithfield), Providence College (Providence), Curry College (Milton, MA), Wheaton College (Norton, MA), Rhode Island College (Providence), and Roger Williams University (Bristol).

### **Course Feedback Form**

Course feedback forms serve several purposes: to monitor the quality of teaching at Brown, to help the department make staffing decisions, and to help you improve your teaching. In this respect, you are no different from faculty, who are required to collect confidential student evaluations near the end of each course. The English Department utilizes the University's online Course Feedback System. Students receive notification from the DOC's office at the start of the evaluation period for the fall and spring semesters. It is important that you encourage your students to complete their online course evaluations before the evaluation period closes. Student evaluations will be available for review via self-service Banner after all grades have been

submitted. You should let your students know that you do not have access to their evaluations until you have turned in your final grades for the course.

At some point during your graduate career, you should have a member of the faculty, or the faculty member lecturing the course you are assisting, observe one of your classes and write an evaluation. Prepare him or her with copies of your syllabus or a good description of what you have been doing in discussion section and your teaching objectives in both cases. Toward the end of your graduate career, you might also benefit from inviting a faculty member to visit your class and write a teaching letter for your dossier in preparation for your venture into the job market.

### **English 0200 Evaluators**

Since they are part of the English Department's teaching staff, instructors for ENGL 0200 are evaluated by the department. Each graduate student making proposals for sections of ENGL 0200 must select a faculty evaluator before drafts of the proposals are submitted to the English Department Curriculum Committee. The name of the faculty evaluator must be submitted by the student to the Director of Graduate Studies (the department will provide a form for doing so). The Director of Graduate Studies will contact the faculty members who have been selected to obtain their agreement to serve as course evaluators. The evaluator must visit each section of ENGL 0200 offered by the graduate student at least once, read the student evaluations of the course, and write a report for the student's department file. But the role of the evaluator goes beyond this. Before the ENGL 0200 proposals are sent to the Curriculum Committee in the fall, the evaluator and the prospective instructor should meet to discuss the content of the proposed course and develop the course description. There might be another discussion before the syllabus is finalized for each semester and book orders are due. In addition, if any problems or questions arise while the course is being taught, the evaluator will discuss them. However, in the case of student grievances against the instructor of ENGL 0200 such grievances will be handled in the usual way and not by the ENGL 0200 evaluator. All department evaluations of

ENGL 0200 are subject to the normal rules of confidentiality. Any grievances should be addressed to the Director of Graduate Studies.

### **Guidelines for Faculty Use of Teaching Assistants**

The Graduate School's policy is that Teaching Assistants spend an average of 20 hours a week on teaching.

1. While you may have to do a lot more work in some weeks than in others, the average hours you put in over the semester should not exceed this limit. It is your responsibility to ask the faculty member running the course when the heavy-duty periods of the semester come and to plan your work accordingly.
2. You are not expected to do all the grading of papers and exams. This work should be divided equitably between you and the faculty member in charge.
3. You are not expected to lead more than one section.
4. In keeping with your training as a teacher, you may be asked to deliver a lecture or two, help plan the syllabus, or develop some new material for the course.



5. The final grades are ultimately the faculty member's responsibility, and there should be a clear understanding between you and the faculty member as to how your authority is supposed to interact with his or hers.

### **Exceptions to the Teaching Requirement**

On rare occasions, a student is supported by an outside source that prefers that he or she finish the degree program as quickly as possible and take a degree without training in teaching. In such instances, the department will not waive the teaching requirement, but may consider reducing it. You may be supported by the armed forces, religious orders, or foreign governments. Under this category fall those supported by the Mellon Foundation or by the Social Sciences and Humanities Research Council of Canada (SSHRC), which offer full-time support for part of the time required to complete the degree. Mellon and SSHRC recipients teach during the rest of their training and in no case for less than one year.

You may, for a limited time during your period of study, hold a teaching assistantship in another department or program. Even where teaching in other fields is important to your training, we ask you to do a significant portion of your teaching in the English Department.

### **Teaching Resources and Opportunities**

Students interested in further pedagogical training and independent teaching experiences may want to explore the following resources and programs.

Sheridan Center Workshops, Certificate Programs and Teaching & Learning Resources  
<https://www.brown.edu/sheridan/programs-services/certificates> and  
<https://www.brown.edu/sheridan/teaching-learning-resources>

Summer@Brown teaching opportunities in the School of Professional Studies  
<http://www.brown.edu/academics/pre-college/pre-college-courses.php>

Deans' Faculty Fellows program  
<https://www.brown.edu/academics/gradschool/academics-research/deans%E2%80%99-faculty-fellows-program>

Brown/Wheaton Faculty Fellows Program  
<https://www.brown.edu/academics/gradschool/academics-research/teaching-fellowships-advanced-students/brownwheaton-faculty-fellows-program>

Brown/Tougaloo Faculty Fellows Program  
<https://www.brown.edu/academics/gradschool/brown-tougaloo-partnership-faculty-fellows-program>.

## **RESOURCES**

### **Library Resources**

The main humanities library at Brown is the John D. Rockefeller Library. Tours of the library can be arranged upon request. Other resources at Brown include:

1. The John Hay Library, which houses an eclectic selection of rare and interesting materials, including the Harris Collection of American Poetry and Drama, a selection of late eighteenth- and early nineteenth-century aesthetic tracts, and an extensive collection of American extremist literature.
2. The John Carter Brown Library, internationally known for its collection of early American texts and other historical sources pertaining to both North and South America.
3. The Science Library with holdings of important documents in the history of science such as nineteenth-century medical texts and early works of psychoanalysis.

When you are ready to start work on your dissertation, you can sign up for a carrel in the library and for thesis loan privileges (which allow you to check out a book for a semester). Applications are available at the main circulation desk.

### **Computer Services**

We recommend that you activate your Brown gmail account once you receive the Graduate School's "Getting Ready for Graduate School" email. Account activation can be done at <https://myaccount.brown.edu/>. If you wish to forward your Brown email to another email address, you can do it immediately after activating your Brown gmail account. Be sure to take note of your Brown username and password. You will need them for the computer clusters, secure wifi, online grades, course websites, and accessing the Brown library from off campus.

CIS provides technical support for specific software. Supported operating systems for AY 2019-20 are Windows 10, and Macintosh OS 10.12-10.14. Supported software includes Microsoft Office 365 Pro (all platforms and FREE to students); for web browsers, Firefox and Chrome for Windows, and Safari, Firefox and Chrome for Macintosh. Other software is available such as Adobe's Creative Cloud and Rosetta Stone - see [software.brown.edu](https://software.brown.edu) for more information. The advantage of using supported software is that you will be able to get assistance with it from Brown's IT Service Center.

While the English Department has been all-Macintosh for many years (and remains so for faculty and staff), we have both platforms in our computer room. We appreciate your cooperation with the rules for use that are posted there. Please report any technical problems with the computers or the printer in Room 305 to Steve Vallot, the English Department's IT Support Consultant at CIS ([Steven\\_Vallot@brown.edu](mailto:Steven_Vallot@brown.edu)).

### **The Diversity and Inclusion Officer**

The Diversity and Inclusion Officer (DIO) is a faculty member who is responsible for overseeing the English Department's initiatives in support of Brown University's Diversity and Inclusion Action Plan (DIAP). Any suggestions or concerns that graduate students may have about matters of diversity and inclusion can be directed to the DIO, who serves as an ex-officio member of the English Department Graduate Committee and as a liaison to the Vice President for Academic Development, Diversity and Inclusion.

### **Grievance Procedures**

Students concerns regarding a faculty member should be brought to the DGS and Chair.

The Graduate School has adopted a university-wide grievance procedure, to which you may turn if these less formal and local measures fail. These procedures are available at <http://www.brown.edu/academics/gradschool/academics/rules-regulations>. If you want to discuss your situation with someone outside the department, contact the Dean of the Graduate School.

If one of your own students complains about your teaching and you cannot resolve the problem yourself, you should consult with the course supervisor or faculty evaluator. If the issue cannot be resolved at that point, you should take the matter to the DGS. In cases where there is some disagreement between you and the faculty member or between you and the DGS, the Chair will review the evidence, discuss the matter with everyone involved, and report his or her conclusions in writing to you. If you are dissatisfied with the outcome of this process, you may pursue the Graduate School's grievance procedures.

### **Grievance Procedures for Sexual Harassment, Discrimination**

Brown University does not tolerate any form of harassment and discrimination. These issues are taken very seriously. Students should be aware of their professional responsibilities and follow the University's Codes of Academic and Student Conduct.

The Graduate School has strict policies in place, and offers information and resources for students in the Sexual Harassment Resource Guide for Graduate Students available on their website: <http://www.brown.edu/academics/gradschool/gateway/for-graduate-students>.

The English Department has set procedures for dealing with these matters: students should meet with the Chair of the Department or the Director of Graduate Studies. Students may also go directly to Maria Suarez, Associate Dean of Student Support and Deputy Title IX Officer at the Graduate School, the Title IX and Gender Equity Office: <http://www.brown.edu/about/administration/title-ix/>, the University Ombuds Office: <http://www.brown.edu/about/administration/ombudsperson/>, or to the Sexual Assault Prevention and Advocacy at Health Services: [http://brown.edu/Student\\_Services/Health\\_Services/start/contact.html](http://brown.edu/Student_Services/Health_Services/start/contact.html).

Information is also available on the Office of Institutional Equity and Diversity website at <https://www.brown.edu/about/administration/institutional-diversity/>. All are equipped to help advise students on how to proceed.

## **FUNDING**

### **The Tuition Requirement**

Brown counts "tuition units" as well as academic credits: A full year's tuition equals 8 tuition units. For 2021-22, this amount is \$60,944 or \$7,618 per unit. It is important to note that tuition units are not the same as academic units. As a Ph.D. student, you are required to enroll in and complete 13 courses for academic credit. Candidates for the Ph.D. must pay tuition fees for the equivalent of three years of full-time study (24 tuition units) unless they receive credit for work done at another institution. Fellowship support and teaching assistantships pay for 4 tuition units per semester or 8 per year. A Ph.D. candidate may transfer up to one year's coursework at the discretion of the DGS.

## **Named Fellowships**

The English Department awards named fellowships for continuing students. The Untermeyer Fellowship is conferred on the basis of academic merit, irrespective of financial need, to a graduate student whose dissertation research deals with poetry and/or poetics. Faculty nominate such graduate students for this award by notifying the DGS, who then presents the nominees at the regular evaluation meeting at the end of the spring semester. Recommendations are submitted to the Graduate School for review and final approval. Funds permitting, the department can also recommend use of the Edward T. and Theckla Jones Brackett Fellowship, which has a small income available for dissertation fellowships.

## **External Funding**

If external fellowships do not pay for 8 units of tuition credit for each year awarded, the Graduate School generally does. For information on external fellowship opportunities, view the Graduate School's website at <http://www.brown.edu/academics/gradschool/external-funding> and <http://www.brown.edu/academics/gradschool/other-resources-external-funding>. Information on the Incentives Policy in relation to external funding is available at <http://www.brown.edu/academics/gradschool/incentive-policy>.

The Office of Sponsored Projects (OSP) assists graduate students, seeking external support for research, education, and development projects. For further information, go to <https://www.brown.edu/research/conducting-research-brown/ovpr-graduate-student-resources>.

The English department posts information about fellowships on a bulletin board near the classroom and theater on the first floor in 70 Brown Street.

Additional information is available in a yearly publication of the MLA (shelved with volumes of the PMLA in the library).

## **Summer Support**

All doctoral students admitted to the graduate program are guaranteed summer funding. (Refer to your letter of admission for the number of years and the amount of support). This funding is intended for students to conduct research, study for their qualifying examinations and work on their dissertations.

## **Activities Outside of Stipended Appointments**

Doctoral students receiving a fellowship, teaching assistantship, research assistantship, or proctorship stipend should review the new policy regarding the pursuit of compensated activities outside of the stipended appointment (not to exceed 12 hours per week), which was approved by the Graduate Council in March 2013. Detailed information on the new policy is available on the Graduate School's website at <http://www.brown.edu/academics/gradschool/academics/rules-regulations/activities-outside-stipended-appointments>.

## **Taxes**

Graduate students should be aware that teaching assistantships as well as other forms of employment at Brown are taxable. The University does not withhold taxes from fellowship awards. Students who receive fellowships are responsible for reporting their income accordingly.

For tax information, please refer to the Payroll Office's website at <http://www.brown.edu/about/administration/policies/payroll-tax-withholding>.

### **English Department Graduate Student Essay Prize**

The Graduate Student Essay Prize is awarded annually to the best graduate student paper on any subject in literature and critical theory. The piece should be on the level of a publishable article, and no more than 35 double-spaced pages. It should conform to either MLA or Chicago styles. Papers already accepted for publication by journals at the time of the prize deadline are ineligible. Essays must be submitted using an electronic English Department Graduate Student Essay Prize webform, <http://brown.edu/go/english-graduate-essay-prize> by April 1. A faculty committee will review submissions and award a prize of \$500.

Graduate students must be actively enrolled in the Ph.D. program in English in order to be eligible to receive this award.

### **Graduate School Conference Travel**

Graduate students in their first through fifth years who present papers at professional/academic conferences can apply to the Graduate School's Conference Travel Fund per fiscal year (July 1-June 30) for up to \$650 to cover related travel expenses. Given funding limitations, application does not guarantee support. Funding will not be granted for merely attending a conference.

Instructions for completion and submission of a UFUNDS online conference travel application and the travel reimbursement process is available on the Graduate School's website: <http://www.brown.edu/academics/gradschool/conference-travel>. Separate applications are available in UFunds for in person and virtual conferences. **Note: Applications must be received by the Graduate School 30 days prior to travel to be eligible for funding.** Questions related to conference travel should be submitted to [graduate-travel@brown.edu](mailto:graduate-travel@brown.edu).

On a case-by-case basis, the Graduate School will consider conference travel applications from sixth-year doctoral students or students who are beyond the fifth-year and on a COVID Appointment Extension, which will require DGS approval through UFunds..

Graduate students may submit a request for reimbursement prior to travel to the English Department's Office Coordinator Ellen Viola for any expense paid for in advance and as long as the receipt indicates a zero balance. Expenses not fully paid for can be submitted once the student returns from travel. **All reimbursement requests must be submitted within 30 days after completion of travel.**

### **Graduate School International Travel Fund**

The Graduate School's International Travel Fund provides funding for graduate student conference presentations and research studies abroad. Awards range from \$60 to \$1,000. Funding decisions are based on the distance of the international conference from the continental United States, the budget requested, and the availability of funding at the time the request is received by the Graduate School.

Doctoral students in years 1 through 5 of their studies and master's students are automatically eligible to apply for the international travel fund award. Doctoral students in the sixth year or

students beyond the fifth-year and on a COVID Appointment Extension are also eligible but are required to have a signed DGS approval form to be completed in UFunds. All applications require proof of presentation at a conference or research summary for research travel and a brief budget summary, along with an approved [Safety Plan](#).

**The Graduate School must receive completed applications at least 30 days prior to travel.** Only one award will be made per student within an award cycle (July 1 through June 30) determined by the end date of travel. These awards may be used in combination with other Graduate School travel awards, but are treated as funding internal to the Graduate School and therefore do not satisfy external award matching requirements that other travel awards may require.

Information on the UFUNDS online application and the reimbursement process for International Travel Funds is available on the Graduate School's website at <http://www.brown.edu/academics/gradschool/international-travel-fund>.

### **Graduate Student Council Conference and External Travel Funding**

The Graduate Student Council offers additional conference and dissertation/field work related travel funding to cover costs for graduate students who have exceeded their eligibility for other means of funding. Additional information is available at <http://students.brown.edu/gsc/resources/funding/conference-funding/>.

### **Graduate School Research Travel Grant**

The Graduate Research Travel Grant provides supplemental funding for scholarly research travel that occurs July 1 through June 30. Students in their first through fifth years of study are eligible to apply for a travel grant. Applications from sixth-year students will be considered if accompanied by a brief letter from the student's director of graduate study or research advisor regarding how the research will assist the student in the completion of doctoral studies. Information on the Graduate School Research Travel Grant can be found at <https://www.brown.edu/academics/gradschool/financing-support/phd-funding/internal-funding-appointments/research-travel>.

### **Graduate School Joukowsky Summer Research Award Program**

The Joukowsky Summer Research Award Program provides funding for scholarly activities outside of Brown during the summer months. Students conducting research or traveling for other academic purposes (language programs, summer workshops, etc.) during the summer months (typically May – August) may be eligible for this award. Doctoral students beyond the fifth year of study are eligible to apply for this award. **The application period each year is from January 1 through the last day in February.** Detailed information on the Joukowsky Summer Research Award Program can be found at <https://www.brown.edu/academics/gradschool/research-travel#joukowsky>.

### **Global Mobility Program: Graduate Research Fellowship**

The Global Mobility Program: Graduate Research Fellowship supports doctoral students who wish to conduct pre-dissertation or dissertation research abroad during one summer or academic semester. Additional information can be found on the Graduate School's website at

<https://www.brown.edu/about/administration/global-engagement/grants/global-mobility-program-graduate-research-fellowship>.

### **Graduate Student Sponsored Lecture**

Each year, depending upon available funds, the department will provide funding to graduate students to bring to campus a guest speaker of their choice. The graduate students shall meet each spring as a group to discuss whom they would like to bring to campus. This effort may be spearheaded by a handful of students; however, all active graduate students are consulted and invited to participate in the events surrounding the visit. We recommend that you consult with the Director of Graduate Studies and other faculty before submitting your proposal to the DGS and the Manager of Graduate Studies. The lecture is usually scheduled for some time between late-September and mid-April.

### **Graduate Student Forum**

Graduate Student Forums normally meet two to three times each semester, at which graduate students who are writing dissertation chapters, articles for publication submission, or conference papers will present their work to members of the department. The goal of the forum is to provide a venue for students to share work, to help to build on collegial relationships within the Department, and to motivate students with their writing.

## **CHANGES IN STATUS**

Requests for a leave of absence should be sent in writing to the Director of Graduate Studies or a meeting with the DGS should be scheduled to discuss the request. The student will need to submit a leave form in UFunds. Once submitted, the DGS and Chair will receive notification for their approvals.

**Leave Policy:** The Graduate School grants the following kinds of leave to our graduate students. Detailed information on leaves of absence is available in the Graduate School's Handbook on the Graduate School's website: <https://www.brown.edu/academics/gradschool/>.

**Family Leave of Absence:** A student in a graduate program at Brown may take an unpaid family leave of absence for the birth or adoption of a child, for childcare, or for care of an immediate family member (spouse, domestic partner, child, or parent) with a serious health condition. Students may take a family leave of absence for one or two semesters. Detailed information on a Family Leave of Absence can be found in the Graduate School Handbook

**Medical or Psychological Leaves of Absence:** A student experiencing a serious physical or psychological problem that affects his or her academic performance may be granted a leave for treatment and recovery. A student experiencing difficulty in this realm should consult with the Graduate Associate Dean in the Office of Student Life (as well as University Health Services and/or Counseling and Psychological Services. Complete information on the Medical or Psychological Leaves of Absence is available in the Graduate School Handbook.

**Professional Development Leave of Absence:** A graduate student may take a one or two semester leave for an approved educational or professional development opportunity that advances the student's pedagogic goals. Examples of reasons for a professional leave include full-

time professional internships or short-term teaching or research appointments at another institution. Complete information on the Professional Development Leave of Absence is available in the Graduate School Handbook.

**Academic Probationary Leave of Absence:** A graduate student may take a one or two semester academic leave at the recommendation of his/her graduate program for problems related to academic performance. Probationary leaves must be accompanied by a plan of action that describes what the student needs to accomplish during the leave in order to be considered for reenrollment in the program. Complete information on the Academic Probationary Leave of Absence is available in the Graduate School Handbook.

**Personal Leave of Absence:** A graduate student may take a one or two semester leave for personal reasons, with the possibility of extension for up to one additional year. Complete information on the Personal Leave of Absence is available in the Graduate School Handbook.

### **Readmission**

To return to active status and to be eligible for funding in the next academic term, students must notify the Dean of the Graduate School and the Director of Graduate Studies in writing by May 1 for a Fall semester return or November 1 for a Spring semester return. If the DGS agrees, he or she will write a letter to the Graduate School in support of the request. You should keep in mind that there is a limit of five years between the date you pass your qualifying examination and when you complete your dissertation. A leave of absence counts as part of that time. If you pass the time limit and still wish to finish your dissertation, you will need to get the support of the DGS and your dissertation director to have the time limit waived. Detailed information on Readmission is available in the Graduate School Handbook.

### **Parental Relief**

Recognizing the academic and professional demands on graduate student parents who are primary caregivers of newly born or adopted children, the parental relief policy provides stipended graduate students with an additional semester, or a summer, of stipended support. Complete information on the Parental Relief policy is available in the Graduate School Handbook.

## **EXCHANGE SCHOLAR PROGRAM**

Brown participates in an Exchange Scholar Program that enables advanced graduate students to study for one or two semesters in the graduate school of participating institutions, including the University of California at Berkeley, Brown, the University of Chicago, Columbia, Cornell, Harvard, the Massachusetts Institute of Technology, the University of Pennsylvania, Princeton, Stanford, and Yale. The exchange provides graduate students with the opportunity to draw upon the particular strengths of the exchange institution and to explore their discipline from a different perspective. Courses taken and research conducted with faculty members at one of the institutions above will be registered on the academic record and official transcript at Brown. Students are eligible to be Exchange Scholars only after completing an academic year of study in a doctoral degree program at Brown.



To participate in this program, you must pay tuition for full enrollment at your home institution and remain an active student while studying as an exchange scholar at the host institution. The host institution will charge for student health services if that is not included as part of tuition; the student may purchase either school's student health insurance. Students with external fellowships can continue that support away from Brown; students may hold a TA position at Brown while studying at a proximate university such as Harvard. Other students who are within the 5-year guaranteed funding window will either have to use their year of dissertation fellowship funding (with the approval of the program DGS and the Graduate School) or they may elect to forego stipend support for a year by taking advantage of the deferred funding under the Advanced Student status option, <http://www.brown.edu/academics/gradschool/advanced-student-issues>.

The program has also benefited students whose advisors are on sabbatical or have taken a new position at one of the participating institutions. Application forms are available in the Graduate School and at <https://www.brown.edu/academics/gradschool/exchange-scholar-program>.

### **CROSS-REGISTRATION AT HARVARD UNIVERSITY**

There are agreements in place between Harvard University Faculty of Arts & Sciences and Brown and the Rhode Island School of Design to allow cross-registration of graduate students in courses without paying tuition to the host institution. To do this, you must get the appropriate cross-registration form from the Registrar's Office and obtain the signatures of the DGS of each graduate program and a Dean from each Graduate School. If the student wants to take an entire semester's course work at Harvard, he or she should enroll in the Exchange Scholar program. Ordinarily, this option is only recommended for more advanced students. Detailed information on cross-registration at Harvard and RISD can be found in the Graduate School's Handbook.

### **SUMMARY OF FIGURES AND DATES**

#### **Figures**

Tuition Rate	\$59,254.00/\$7406.75 per course
Health Services Fee	\$ 1,006/year
Health Insurance Fee	\$ 4,204.00/year
Student Activity Fee	\$ 65.00/year
Student Recreation Fee	\$ 68.00/year
Academic Records Fee (charged only once)	\$ 100.00

## **English Department - Administrative Positions**

Richard Rambuss Chair	70 Brown Street, Room 103, x33728
Ravit Reichman Director of Graduate Studies	70 Brown Street, Room 310, x33562
Daniel Kim Associate Director of Graduate Studies and Director of Graduate Admissions	70 Brown Street, Room 203, x33748
Careers Committee Tamar Katz Connie Scozzaro	70 Brown Street, Room 301, x31959 70 Brown Street, Room 328, x33736
Rolland Murray Director of Undergraduate Studies	70 Brown Street, Room 418, x39174
Emily Hipchen Director of the Nonfiction Writing Program	70 Brown Street, Room 334, x39266
Jonathan Readey Assistant Director of the Nonfiction Writing Program	70 Brown Street, Room 324, x39263
Jacques Khalip Literature Honors Advisor	70 Brown Street, Room 401, x33725
Kate Schapira Nonfiction Honors Advisor	70 Brown Street, Room 204, x33622

## **Graduate Committee**

Ravit Reichman, Director of Graduate Studies  
Daniel Kim, Associate Director of Graduate Studies/Director of Graduate Admissions  
Lorraine Mazza, Manager of Graduate Studies (Fall 2021)  
Richard Rambuss, Chair (ex-officio)

Faculty: Dixia Ramirez D'Oleo and James Kuzner

Graduate Student Representatives: Benjamin Salt (1<sup>st</sup> year), Juan Gallardo (2<sup>nd</sup> year), Scott Jackshaw (3<sup>rd</sup> year), Olivia Lafferty (4<sup>th</sup> year), Kiran Saili (5<sup>th</sup> year), Suzy Kim (6<sup>th</sup> year), and MJ Cunniff (7<sup>th</sup> year).

## Graduate School Resources

### Leadership

Andrew G. Campbell Dean of the Graduate School	<a href="mailto:graduate_school@brown.edu">graduate_school@brown.edu</a>
Thomas A. Lewis Co-Deputy Dean Associate Dean of Academic Affairs	<a href="mailto:Thomas_Lewis@brown.edu">Thomas_Lewis@brown.edu</a>
Vanessa Ryan Co-Deputy Dean Associate Dean of Student Development	<a href="mailto:Vanessa_Ryan@brown.edu">Vanessa_Ryan@brown.edu</a>
Shayna Kessel Associate Dean of Master's and Professional Programs, School of Professional Studies	<a href="mailto:Shayna_Kessel@brown.edu">Shayna_Kessel@brown.edu</a>
Alycia Mosley Austin Associate Dean of Diversity and Inclusion	<a href="mailto:Alycia_Mosley_Austin@brown.edu">Alycia_Mosley_Austin@brown.edu</a>
Maria Suarez Associate Dean of Student Support Deputy Title IX Coordinator	<a href="mailto:Maria_Suarez@brown.edu">Maria_Suarez@brown.edu</a>
Ethan Bernstein Associate Dean for Administration and Operations	<a href="mailto:Ethan_Bernstein@brown.edu">Ethan_Bernstein@brown.edu</a>

### Staff

Barbara Bennett Academic Affairs Manager Ph.D. dissertations and M.A. theses submission; leaves, withdrawals and exchanges	<a href="mailto:Barbara_Bennett@brown.edu">Barbara_Bennett@brown.edu</a>
Susan Ely Communications and Special Events	<a href="mailto:Susan_Ely@brown.edu">Susan_Ely@brown.edu</a>
Maria Faria Admission Coordinator Program Liaison for English	<a href="mailto:Maria_Faria@brown.edu">Maria_Faria@brown.edu</a>
Maija Hallsmith Diversity Initiatives Program Coordinator	<a href="mailto:Maija_Hallsmith@brown.edu">Maija_Hallsmith@brown.edu</a>
Julie Kindschy Manager, Admission & Reporting	<a href="mailto:Julie_Kindschy@brown.edu">Julie_Kindschy@brown.edu</a>

Brittany Leclerc  
Operations and Student Affairs Specialist

[Brittany\\_Leclerc@brown.edu](mailto:Brittany_Leclerc@brown.edu)

Gail Lee  
Payroll Specialist  
Graduate student payroll administration

[Gail\\_Lee@brown.edu](mailto:Gail_Lee@brown.edu)

Michelle Rose  
Financial Coordinator  
Graduate student appointments, conference and  
research travel, external funding incentive plan and  
stipend top-ups

[Michelle\\_Rose@brown.edu](mailto:Michelle_Rose@brown.edu)

Ray Windsor  
Executive Assistant to the Dean and Graduate  
School Manager

[Raymond\\_Windsor@brown.edu](mailto:Raymond_Windsor@brown.edu)

William Wittels  
Assistant Director of Academic Affairs

[William\\_Wittels@brown.edu](mailto:William_Wittels@brown.edu)

## **University Resources**

Auxiliary Housing  
(Graduate Student Housing)

125-127 Waterman Street, 863-32541

Brown Card Office

Page-Robinson Hall, 69 Brown Street,  
5<sup>th</sup> floor, Room 511, 863-2273  
[Brown-Card-Office@brown.edu](mailto:Brown-Card-Office@brown.edu)

Brown Business Center--HR Services,  
Financial Services (Bursar & Cashier's  
Office) and Notary Services

Page-Robinson Hall, 69 Brown Street,  
2<sup>nd</sup> Floor, Room 213, 863-5200  
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Office of Financial Aid

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Office of Institutional Equity & Diversity	Horace Mann, 3 <sup>rd</sup> Floor, 47 George Street, 863-2216 Institutional_Diversity@brown.edu
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