

I. EGSB Officers for 2009-2010

President

Sheena Denney Boran
2nd year Ph.D.
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MFA Liaison

Corinna McClanahan
2nd year M.F.A.
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II. English Department Information

“Who’s Who” in the English Department

Department Chair

Dr. Ivo Kamps

egkamps@olemiss.edu

Office: Next to Main Office, Bondurant C128

Please make appointments through Tessa Kilpatrick.

Director of Graduate Studies

Dr. Annette Trefzer

atrefzer@olemiss.edu

Office: Bondurant C132

Office Phone: 662-915-7685

Department Secretary

Ms. Tessa Kilpatrick

takilpat@olemiss.edu

Office Phone: 662-915-7439

Office: Main Department Office, Bondurant C128

Administrative Assistant & Financial Officer

Ms. Jamie Dakin

jdakin@olemiss.edu

Office Phone: 662-915-7492

Office: Bondurant C134

Please use email for questions or concerns.

Interim Director of the Writing Program

Dr. Doug Robinson

djr@olemiss.edu

Office Phone: 662-915-7678

Office: Somerville 101

Administrative Secretary: Writing Program

Ms. Regina Jordan

rajordan@olemiss.edu

Office Phone: 662-915-3174

Office: Somerville 104

Director of the Writing Center

Ms. Brenda Robertson

writing@olemiss.edu

Office Phone: 662-015-7686

Writing Center Phone: 662-915-7689

Office: J.D. Williams Library Suite 310

Our Department Secretary

The department secretary, Tessa Kilpatrick, performs a number of important jobs for us including:

- Helping to arrange for classroom equipment and issuing keys for equipment;
- Reserving the Bondurant lounge for students who have permission to take their tests in a quiet place. Please be sure to schedule this in advance since the room is popular. You can also reserve this room for defending your thesis/dissertation or for taking your oral comprehensive exam;
- Reserving rooms for special events;
- Providing classroom changes if your assigned classroom is too small;
- Scheduling appointments with Dr. Kamps;

We LOVE our department secretary since she is such a key individual and she is a wonderful person. Please be patient and professional, especially during the busy days at the beginning of the semester. Please use email to contact Tessa if you have a request so that she will have a paper record of the request. Please do not ask to use her computer, printer, or the copier. We have computers available in our offices and in the library and a copier available for us in Somerville.

Our Writing Program Administrative Secretary

Regina Jordan, the writing program administrative secretary, performs a number of important jobs for us, including:

- Assigning offices
- Maintaining the fall and spring teaching schedules for TAs, graduate instructors, and adjuncts
- Providing copy codes for graduate instructors (if you are a TA, your professor should provide this)
- Arranging student evaluations for all GIs
- Gathering syllabi for English 101, 102 and LIBA 102
- Maintaining office hour listings and contact information for all TAs and GIs
- Sending in notifications for building maintenance (Somerville)
- Reporting computer problems in Somerville to IT (ext. 5222)

Our Financial Officer/Webmaster

Our financial officer, Jamie Dakin, is the person to contact when you have questions about financial issues. Jamie has a number of diverse responsibilities including:

- Keeping the department website updated;
- Processing EFORMS. EFORMS have many functions but they are generally used to hire, fire, transfer, or request leave. Jamie processes all EFORMS for the department;
- Assisting you with travel authorizations (Please see the section on Financial Information for more specific information);
- Managing the department and EGSB budgets;
- Filing reimbursements for department events and for approved travel, such as conferences.

Jamie prefers to be contacted by email (jdakin@olemiss.edu) so please schedule an appointment with her in advance if you need individual help.

Graduate Advising

During your first semester as a graduate student in the department you will be directly advised by Dr. Annette Trefzer, the Director of Graduate Studies. Dr. Trefzer can offer advice on choosing courses, managing your schedule, and planning for your degree. She is also the administrator you should contact about issues of graduate credit.

At the end of the first semester Dr. Trefzer will email you with a request for advisor suggestions. She will try her best to match you with one of the professors you request. As a result, you should think about your choices carefully throughout this semester and make an effort to meet any professors you are interested in working with as an advisee. Your advisor does not have to be one of the professors who you eventually ask to work on your committee, but it is helpful to include someone who already knows you well.

Contacting and Meeting with Professors

All of our department professors make a genuine effort to be available to graduate students. Please understand, however, that they are extremely busy with teaching, committee work, research and their personal lives. All professors hold office hours during the week, so please make an effort to attend those office hours if you want to speak to them in person. It is a good idea to email beforehand in case the professor is planning to meet with undergraduates during that time. All professors' office locations and hours are posted in a list outside the department's main office.

If you cannot meet during the professor's office hours, email the professor in advance to set up an appointment. It is a good idea to offer flexible scheduling options, perhaps by sending two or three times that you are free to meet. In order to maximize your meeting, come prepared with an

idea of what you want to discuss. You might also want to notify the professor about the topic/s you plan to address to let him/her think about that information in advance.

The easiest way to contact most professors is by email, but some professors purposefully do not check email frequently, so please be patient. If your question or issue is urgent, your best option is to try to attend office hours or to leave a message in the faculty member's mailbox.

Department Communication

Most department communication takes place through email, so you should check your Ole Miss email account frequently. If you prefer to use a personal account you can arrange with university Information Technology (Weir Hall) to have your school email forwarded to your personal account. Emails for the entire department (students, faculty, and staff) will be sent through the Grapevine listserv and emails to graduate students only will be sent through the Engrad listserv (viewed only by graduate students in our department). **Please DO NOT hit "Reply" to respond to these emails since doing so will send your reply to everyone on the listserv.** Not only does this create a problem for the person you intend to contact, it also creates a backup of email for everyone else.

If you need to find an email address for a member of the department you can use the search function at the "People" link on your MyOleMiss account. If you wish to send an email to all of the English graduate students, send it to engrad@listserv.olemiss.edu. Engrad was created to be a forum for the English graduate students at The University of Mississippi. This list is a gathering site for the dissemination of information among English grad students: calls for papers, conferences, job openings, gatherings, parties, etc. In addition, it can be an excellent resource pool. Feel free to lob questions regarding GI duties, ask for advice on classroom activities, start theoretical debates, check with other GIs about a suspicious student paper, or call for help finding the source of that quote you haven't been able to put your finger on. Essentially, this is *your* list. It can grow into whatever the grad students need it to be. At present, no topic should be considered taboo. Of course, in order to provide an open and comfortable forum for expression, subscriptions to this list have been restricted to graduate students only. If you have not yet been subscribed to Engrad, contact Sheena Denney Boran (the manager of the Engrad listserv).

Some department communications also come through the student mailboxes in the Somerville mailroom. Information about grades, newsletters and personal communications from the department are placed in your mailbox, so please check it on a regular basis. You can use the campus mail system to communicate with other members of the university community (generally allow 3-5 business days for delivery). However, to send outgoing mail outside of the university system you must use the post office since personal mail is not permitted in the outgoing department mail system. Faculty mailboxes are located in the faculty mailroom C-135 on the first floor of Bondurant.

If you have an official department letter (e.g. to invite a speaker to campus, to contact a professor at another university in a formal way) you can ask for department letterhead from Tessa Kilpatrick. The department also has a fax machine for your use which is located in the main department office. **The fax number for the department is 662-915-5787.**

The EGSB also sponsors a link on Blackboard that includes many topics (teaching, syllabi, comprehensives, MFA, dissertation questions, etc.) and which provides a useful forum for discussion. We encourage you to use this forum to ask questions, solicit advice or offer helpful tips for graduate life.

University Writing Program

The University Writing Program is currently undergoing several exciting changes and you will have the opportunity to work with the evolving Center for Writing and Rhetoric (CWR) over the next couple of years. As part of the university's Quality Enhancement Plan, the CWR will reshape the composition curriculum, including English 101, 102, and Liberal Arts 102; improve and expand the Writing Center, and provide more support to teachers of writing. For additional information about the CWR, see the handouts included in the back of this folder.

The current writing program involves a concentration on freshman writing through English 101 and 102. We also have a wonderful Writing Center for both undergraduate and graduate writers. The Writing Center is located on the third floor of the J.D. Williams Library and features a writing area with computer access and scheduled appointments with consultants. Undergraduates work with graduate consultants from our own department to improve their writing. Please encourage your students to take advantage of this wonderful resource! They can make an appointment by stopping by the Writing Center, by calling 662-915-7689, or through the center's website (www.olemiss.edu/depts/writing_center).

You also have access to graduate student consultants by appointment if you need help with your thesis or dissertation or with major projects. Please make an appointment by calling (662-915-7868) or emailing (writingc@olemiss.edu) Brenda Robertson.

III. Degree Information

Basic Timelines for Your Degree

The department has established general guidelines for completing each degree in a timely manner. Please remember, however, that everyone works at his/her own pace and that these timelines are intended as **guidelines only**.

The English department guarantees funding for Ph.D. students for five years.

The Ph.D. in English

Year 1: Course work

Year 2: Complete course work, form committee

Year 3: Work on comprehensive exams

Year 4: Submit dissertation proposal, begin writing dissertation

Year 5: Complete and defend dissertation, begin job search

The M.A. in English

Year 1: Course work

Year 2: Complete course work, form committee, begin working on thesis

Year 3: Complete and defend thesis, begin job search or apply for Ph.D. study

The M.F.A. in English

Year 1: Course work

Year 2: Complete course work, begin working on final project/thesis

Year 3: Complete thesis, begin job search

Course Work and Thesis/Dissertation Hours

In order to qualify for financial aid and a fellowship, you must register for 9 course hours per semester as a full-time student. Many students opt to take two courses per semester (6 hours) and to register for thesis hours to round out their schedules. Thesis hours must be scheduled through your committee chair (or through the Director of Graduate Studies if you have not yet formed a committee). You do not have to complete work as part of your thesis hours (unless you are actually working on your thesis at the time).

Ph.D. students who are in the dissertation stage must sign up for dissertation hours; they must have at least 18 hours of dissertation credits in order to graduate.

Required Courses

All graduate students are required to take English 600 during the first semester of their graduate study. English 600 provides an introduction to literary theory, graduate work and professional development.

English 617, Teaching College English, is offered in the spring of each school year. In order to maintain funding, students must take 617, a three-hour practicum on teaching theory designed to prepare you for teaching English 101 and 102, or must apply for an equivalence credit. To apply for equivalence credit, contact Dr. Trefzer and provide copies of your transcript, the syllabus for the equivalent course, and a detailed description of the course.

Course Information and Ordering Books

Near the end of each semester the department will release a copy of the graduate course descriptions for the upcoming semester. You can pick up the course list at the main department office and it is also posted online at the department website under “Graduate Program.” Each course description will include the course’s credit information, focus, and meeting times. Some professors will also include information about the texts you will cover in that class.

Course texts are either posted online through the university bookstore (Barnes and Noble) or are ordered through Square Books in downtown Oxford. Ordering online through Amazon.com can also save you money since you can find many texts used. If you have questions about course texts you should contact the professor directly. Many professors will send out information before the semester begins about which texts will be covered.

Directed Reading

You are allowed to complete up to two directed reading courses as part of your graduate study. There are deadlines associated with applying for a directed reading (ask Dr. Trefzer) so you should make sure that you plan your directed reading by the middle of the previous semester.

You must complete an application form that asks for a detailed description of the course and how it will benefit your study. You must also provide a reading list and plan for assessment (usually a seminar paper). The professor with whom you plan to work must sign this application.

Directed readings are not allowed on topics where similar courses are offered and are consequently only rarely approved. You should have a specific reason for pursuing a directed study, one generally involving preparation for your comprehensives, thesis or dissertation.

Forming a Committee

You should begin to think about your committee formation by the end of your first year of course work. Hopefully, you will have already made contacts with several professors with whom you are interested in studying. Timely formation of your committee is an extremely important part of a successful degree. If you have difficulty deciding who to include on your committee, contact your advisor or Dr. Trefzer.

M.A. and M.F.A. students must have three committee members, and these are usually all faculty members from the English department. Ph.D. students must have three committee members from within the department and one outside member, which could involve either a professor from another department at the University of Mississippi or a professor at another university. An English professor with a dual teaching assignment (e.g. with Southern Studies or African-American Studies) cannot count as your outside committee member.

When you are thinking about forming your committee, it can be useful to talk to other graduate students who have worked with the professors you are considering. Ask about that professor's expectations, working style, organization and expertise. You will need to determine if your expectations for the degree will match your committee members'. You also want to choose faculty members who honestly feel that they can work well together to help you complete your thesis or dissertation. Also, you should ask one professor to chair the committee and this should be someone who can help you stay organized and motivated. When you have formed your committee you should file Form GS2 with Tessa (and keep a copy!) to establish your advisory group. This form does require the signatures of all of your committee members and the department chair and will be sent to the graduate school as a formal record of this step towards your degree.

You should approach the professors whom you wish to include in your committee in a professional manner. Speak to them in person about your committee and have solid reasons for why you wish to include them. Be respectful of the professor's time and if he/she feels that scheduling or personal commitments will prevent him/her from serving, accept that reason without complaint and look for another member. Professors do not receive extra compensation for serving on students' committees, so we must be especially mindful that they take on this responsibility on top of all of their other work. However, the professors at Ole Miss are eager to work with graduate students and their committees since it offers them an opportunity to be involved with cutting-edge work in the field. Our professors are also particularly considerate about offering suggestions for research, writing and publication. Please take advantage of the many incredible talents and experiences of our faculty members to help you develop personally and professionally.

M.A. Thesis

Ordinarily 50-100 pages in length, the thesis is a research project that makes an original and significant contribution to the field of literary studies. After the thesis has been completed and approved, the committee will conduct an oral thesis defense (lasting approximately one hour), which must be formally scheduled through the graduate school at least two weeks in advance.

M.F.A. Comprehensive Exam and Thesis

Before submitting the thesis, each student must pass a four-hour written test on topics in literature and related fields, based on a thirty-book list arranged in consultation with the student's committee. The M.F.A. thesis is a book-length manuscript of either poetry or prose, generally 48 pages minimum for poetry and at least 120 pages for prose. After the thesis has been submitted and approved, the committee will conduct an oral thesis defense (lasting approximately one hour), which must be formally scheduled through the graduate school at least two weeks in advance.

Comprehensive Exams

All Ph.D. students must complete both an oral and a written comprehensive exam before they move on to the dissertation stage. You must complete all coursework before you prepare and take your comprehensives, but you may certainly begin to work on the lists for the comprehensives before you finish classes.

The comprehensive exam involves two distinct parts:

1. Written exam: based on a special topics list that fits the scope of what you plan to research for your dissertation. The written exam is conceived of as a publishable paper (and what may eventually be a chapter of your dissertation) based on the texts from your special topics list. The special topics list should be specific and should include complete citations. In general, you can estimate that a 3-4 page bibliography of texts will be sufficient for your special topics list but you should consult with your committee chair for more specific information. Students are not allowed to have professors read drafts of the written exam. Students are required to complete the written exam before moving on to the oral exam.
2. Oral exam: based on a historical period list that fits the era and location (American/British/World) you plan to teach. Your list should include a number of primary texts (fiction, nonfiction, drama, poetry, etc.) and secondary texts (criticism, theory) that span a period of 100 years. For example, if you are interested in teaching modernist British literature you might create a period list that covers the years 1875-1975. Several students have submitted examples of their historical lists on the EGSB discussion forum on Blackboard and these are particularly helpful with seeing how past students have compiled their texts. The oral exam is a 2-3 hour exam and must be scheduled through the graduate school at least two weeks in advance.

Above all, you should consult with your committee members, especially your chair, throughout the process of creating your comprehensive reading lists so that you are clear about their expectations. Your lists must be formally approved by your committee chair.

Dissertation

Within six months of admission to candidacy, students are expected to submit a dissertation prospectus: a statement of the problem the student intends to address, along with a brief narrative indicating the direction of future reading and research toward the dissertation; it should also include some sort of methodological statement and a rudimentary bibliography. Most prospecti run between 15 and 25 pages in length, including bibliography. The committee will then conduct a formal prospectus defense, ordinarily 30-60 minutes in length, which must be scheduled through the graduate school at least two weeks in advance.

After the dissertation has been completed and approved, the committee will conduct an oral dissertation defense, which must also be formally scheduled through the graduate school at least two weeks in advance.

Keeping Yourself Organized

You should develop an organization plan to help you stay on task. This plan might involve keeping an extended or detailed calendar, keeping files of work you have completed, and taking notes during meetings with your advisor or committee. Above all, you should **keep copies** of any forms you submit (the Graduate School is notorious for misplacing paperwork) and you should double-check with the department and the Graduate School that the forms have been placed in your file. This checking is particularly important when you submit your application for graduation.

In addition, you might want to keep a notebook or files about upcoming conferences, publication opportunities, essay ideas, and interesting articles.

IV. Teaching Information

Creating a Syllabus

If you are a teaching assistant you should work with your supervising professor to develop a brief syllabus for your discussion sections. That syllabus should include attendance and participation policies, information about your office hours and ways to contact you, and a description of the university's plagiarism policies.

If you are teaching an English 101, 102, or 250 course your syllabus should include (in addition to the above) information about your grading policies, textbooks, and a clearly organized calendar of assignments.

Sample copies of both types of syllabi are available on the EGSB forum on Blackboard. You should also ask other graduate instructors for ideas about what to include.

Maintaining Professionalism in the Classroom

As a teaching assistant you have the option of being more "casual" about your discussion sections, but you should always maintain a professional distance from your undergraduates. You should be consistent with enforcing attendance and participation policies. You should always plan ahead to prepare for your discussion sessions. Avoid lecturing and provide a relaxed forum for student discussion of the texts. Asking good open-ended questions and providing opportunities for the group to think critically will help foster discussion and understanding. At first, you may need to learn to let go of your control of the discussion if it moves in a good direction; the students will appreciate that you have the confidence as a teacher to let go of your classroom plan if they are excited about pursuing an interesting idea.

In addition, keep in mind that you should consistently work to complement your professor's teaching. You should NEVER badmouth your professor to the students; if you have a problem or concern you should speak to the professor directly or to a department administrator. Remember that you represent the department and the university and that you should always portray yourself in a positive and professional manner.

As a graduate instructor in English, remember that you are the teacher of record in the classroom and you always need to be prepared and focused. You should choose texts that directly encourage learning and discussion. Requiring or recommending individual sessions with students while they are working on papers is a great way to identify their particular writing needs. In addition, you should recognize that the students in your classroom will have a diverse range of instructional needs and you should plan assignments and class sessions that work to provide that variety.

Complaining about your students to your friends is unproductive and negative and only brings everyone down. If you have a problem with a particular student, be professional enough to speak directly with that student or with his or her advisor.

Mailboxes and Offices

You should check your mailbox in the Somerville mailroom frequently since a great deal of teaching communication comes through this venue. You can also arrange with your students for them to turn in assignments to your mailbox if you prefer hardcopies.

You should schedule regular weekly office hours for your students but should also make yourself available for scheduled appointments. Most graduate instructors and T.A.s use their offices in Somerville for office hours, but this is not a requirement and you can hold office hours at any location easily accessible to students, such as Java City, the library, or the Student Union. Since the office phone is communal, you might want to advise your students that email is the best way to reach you since it is not guaranteed that you will receive phone messages.

Making Copies

If you are a teaching assistant, you should ask your professor for his or her copy code on the first day of class. You can make copies for class at the Xerox machine in the department mailroom in Bondurant. If you are a graduate instructor you should use the machine in the mailroom at Somerville and Regina Jordan will give you your own copy code. Please remember that you have a limited number of copies available so you should only copy important classroom materials for your students. Other items, such as handouts, articles or Powerpoint slides can be scanned or downloaded onto Blackboard for student access.

Dropping or Adding Students

Please check the official university academic calendar (online) so you are aware of the deadlines for dropping or adding a course. To add or drop a student to a literature course you should work with your professor. Students may only be added on a space-available basis. To add a student to English 101 or 102, contact Regina Jordan in Somerville. Students will need to submit a signed Add/Drop form.

V. Financial Information

Fellowships

If you have been awarded a teaching fellowship, it will be processed through Jamie Dakin in the main office. You will be paid twice monthly, usually on the 15th and the last weekday of the month (you can view your pay stub on MyOleMiss). A paycheck schedule is available online at Human Resources and you can arrange for direct deposit of funds. Your fellowship will run for ten months, and summer teaching fellowships are available most of the time. The department makes every effort to schedule graduate students to teach one summer course. If you teach a summer course then you are eligible to take one three hour course for free that summer in addition to your stipend. Applications for summer teaching are available in the main office or on the department website and you will be notified by email in the spring when the summer course schedule is released.

The Outreach/Continuing Studies office and the Graduate School have recently offered summer research fellowships to allow graduate students to take up to six hours of thesis or dissertation credit for free. To be eligible, students must have attended full-time during the previous spring semester and must pursue summer research work. Dr. Trefzer will notify you by email when these fellowship applications become available.

Student Loans

Information about student loans is available through the Financial Aid office in Martindale. You can check your student loan status and amount online through your MyOleMiss account. You must also accept all awards online. Student loans will be directly deposited into your Bursar account just before the beginning of the semester and then you will be sent a check or direct deposit. You will be notified by email when your loan payments are disbursed.

Requesting Reimbursements

If you have been approved to spend personal money for a department event such as a social or if you are involved in a university organization connected to the English department, you should request reimbursement through Jamie Dakin. Please save all of your receipts since reimbursements cannot be processed without them. You will be sent a check or a direct deposit for the reimbursement amount.

Requesting Conference Funding

Once you have applied and been accepted to present at a professional conference you must contact Jamie Dakin to request approval for conference funding. Conference funding is available on a first-come, first-served basis, while the money lasts. Jamie can help you fill out the necessary paperwork to receive both department and Graduate School funds. You should bring a copy of your conference abstract, acceptance, and information about the conference location, dates, and travel. Please contact Jamie at least two weeks in advance of the conference to request funding.

You are eligible for the following funds over the course of the school year:

- \$200 English Department funding
- \$100 - \$200 Graduate School funding
- \$250.00 Writing as Drama (WAD) funding

The travel process is twofold. First, you must complete a travel authorization form that demonstrates proof (your abstract and acceptance notice) to the Graduate School that you will be presenting at the conference. You should purchase airline tickets and book hotel rooms online before requesting travel funds and should bring original copies of the receipts. Second, you have to complete a travel reimbursement voucher after the trip is completed. Please email Jamie to schedule an appointment for completing this form. Bring all of the ORIGINAL receipts to this appointment but food receipts are not necessary because the university allows a per diem rate for food. Since you have a maximum reimbursement amount (\$550.00 for the year) be careful about your spending if you plan to attend another conference during the year.

VI. Developing as an Academic

Building a CV

Your CV, or curriculum vitae, is an academic form of a resume. You can build your CV by emphasizing three elements of your degree: teaching, research (or writing for the MFA), and professional service. Try to keep your CV updated regularly since you will often be asked to submit it to apply for fellowships, conferences, committees and other professional events.

Professional Service

Professional service opportunities of all kinds are available on campus and in the academic community and can be tailored to your specific interests. For example, if you plan to study Renaissance literature, look for student committees or student positions on executive committees on conference and professional organizations related to Renaissance culture. Or if you plan to teach composition once you become a professor, volunteer to work with the Freshman Writing Program or become an officer with the EGSB and develop training programs for composition instructors.

There are several major types of professional service. First, chairing or assisting with events can be major source of organizational experience and administration. The Southern Writers/Southern Writing Graduate Conference each summer always needs individuals who are willing to chair or serve as assistant chairs. In addition, Dr. Mary Hayes seeks student assistants for the Gender Studies Conference each spring. You can chair MFA events or work with the new Graduate Colloquium, an event designed to help graduate students prepare for conference presentations.

Second, there are a number of professional service opportunities in organizations on campus. The Graduate Student Council, the Associated Student Body, the EGSB and other student organizations need committed graduates who are willing to serve the community. Not only will you gain experience in leadership and make valuable connections with administrators, you will also learn more about how the university works, information which can help you later as you search for jobs.

Third, become involved in professional organizations related to your research and writing interests. Ask your professors about organizations to which they belong and investigate which academic communities are the most highly respected in your field. For example, all literature students should know about and become members of the Modern Language Association, most critically because they will be interviewing and attending the conference at the end of their degrees. Some of these professional organizations have listservs and newsletters that you can sign up for to receive updates on conferences, fellowships and other funding opportunities.

The Chronicle of Higher Education

The English Department has a subscription to the *Chronicle* but you can also choose to invest – at a graduate student rate – in your own copy. A personal subscription will also entitle you to weekly email updates. The *Chronicle* has useful articles about surviving graduate school, advertisements and listings for fellowships, conferences, and jobs, and reviews of recently published books in various academic fields. To look at the department copy each week check with Tessa in the main office.

Conferencing

There are several levels of academic conferencing: local, regional, national, international, graduate and professional. All conferences will require an abstract or essay submission by a certain deadline and will release a CFP (Call for Papers) detailing the requirements. Many conferences will have a theme or field-specific requirement and conferences are often sponsored by professional organizations. You can find CFPs for many national and international conferences at the University of Pennsylvania's website: <http://cfp.english.upenn.edu>. You can also find many CFPs through organizational listservs and newsletters.

Most conferences will ask for a 15-20 minute paper presentation (approx. 8-10 pages) and are very strict about timing. Sometimes you can also opt to submit a panel if you have 3-4 presenters that you organize around a theme related to the conference. If you decide to submit a panel be sure that your panel's papers do connect thematically and that your proposal clearly explains this connection. You can look at sample panel proposals from your professors or other graduates in your department to help you design your own proposal.

See the section of the handbook on funding opportunities for information on conference funding.

There are several local conferences that you can attend inexpensively to obtain conference experience for the first time. The Southern Writers/Southern Writing Graduate Conference at Ole Miss is a wonderful opportunity to present a paper or to chair a panel and to see how a conference works. The university's Gender Studies Conference also encourages presentations by both graduates and undergraduate students in any historical era. English graduates can also attend the annual Faulkner and Yoknapatawpha Conference for free and graduates can submit to present, along with the rest of the academic public, at this conference. The Mississippi Philological Association holds a statewide conference each spring in Jackson for both creative and critical presentations which offers a low-pressure environment for first-time presenters.

Academic Publications

Publication is extremely important to success in the job market for Ph.D. candidates and can also help M.A. students who wish to move on to Ph.D. work or jobs in college instruction. After taking a paper to a conference and reworking it based on comments from your professors and colleagues, you should send your paper selectively for publication. Do not try to send out the paper to multiple journals at the same time; most journals discourage this and may actively discard your

paper if they know you have submitted your essay to multiple sources. Choose one or two journals to begin your publication journey.

You can find submission guidelines for most journals online. Be sure that you are very familiar with the journal before you send them an essay submission since you do not want to send them something that will not meet their criteria and risk ruining a relationship with them in the future. You can find a searchable database of journals on the Modern Language Association website but the university library also has hard copies of many English academic journals that you might want to read before submitting. Include a clearly written cover letter with your essay along with any information that the journal requests.

In addition to academic essays, there are other types of publications that you may want to pursue, especially early in your career. Book reviews are a relatively easy way to begin publishing in journals and many smaller journals need reviewers. Contact editors of journals directly to state your interest, your qualifications and the types of books you would like to review. The best part of reviewing? The free books, of course! You can also write literature reviews of field-specific topics which basically involve writing more in-depth book reviews of several texts. Some journals look for literature reviews when they are publishing special editions. Organizational newsletters often need articles and reviews of events that you can volunteer to cover. Further, once you begin to make connections with academics in your field you could be asked to write encyclopedic entries for authors or literary topics with which you are familiar. At this point in your career, any publication is a welcome publication!

VII. Other Departments You Might Find Interesting

Taking Courses in Other Departments

You are encouraged to take relevant courses in other departments and may count up to six hours of outside course work toward your overall course requirements. If the outside department only offers a particular course on the undergraduate level you might consider asking the professor to permit you to complete a directed reading or to audit the course.

The History Department

The History Department offers a number of graduate courses on historical periods throughout the different eras of literature. Although these courses typically do not focus on literature, they can prove very helpful with planning for comprehensives or for your thesis/dissertation. Many English Ph.D. students choose to include history professors as their outside readers for their committees. The History Department website is particularly useful because it provides clear descriptions of courses (www.olemiss.edu/depts/history/).

Southern Studies

Many Southern Studies students take English courses to fulfill their degree requirements (the Center for the Study of Southern Culture offers a M.A. degree) and there are a few Southern Studies courses offered each semester that English students might find useful. The Center also invites guest professors to campus frequently so you should look for new information each semester if you are interested (www.olemiss.edu/depts/south).

Gender Studies

Located in the Sarah Isom Center of the Johnson Commons Building (directly across the quad from Bondurant), the Gender Studies department is small but rapidly growing. The department offers one or two graduate courses a semester and sponsors a number of special events (www.olemiss.edu/depts/sarah_isom_center/).

VIII. University Resources

This list is not comprehensive since the university continues to add many wonderful resources every year. To make the most of your graduate study pay attention to campus-wide emails, online calendars, fliers and posters, and university website updates.

The Graduate School and Graduate Student Council

The Graduate School staff is extremely helpful and knowledgeable about general graduate questions. The Graduate School staff is located in a small house next to the front entrance of the J.D. Williams Library. Dr. Maurice Eftink, the Dean of the Graduate School, works tirelessly to improve graduate student life. The graduate liaison, Jada Blissard, facilitates student questions and concerns. If you have a specific problem, Jada (jnblissa@olemiss.edu, 662-915-7474) can direct you to someone who can help. Michelle Dickson, the financial administrator at The Graduate School, handles questions about summer fellowships and other issues related to financial grants. You can also find useful information about student life on the school's website which will soon be completely updated and reorganized (www.olemiss.edu/gradschool/).

The Graduate Student Council works to realize initiatives that will help graduate students in all walks of life. In the past few years the GSC has been responsible for obtaining health insurance for all graduate students and for limiting the number of hours students can be required to work for their fellowships. The GSC regularly sponsors social events, offers professional and personal development workshops, and funds research grants for specific projects each spring and fall. The GSC also works on your behalf to improve graduate life. In addition to four executive officers and four directors, the GSC includes a representative from each department. If you are interested in representing the English Department as a senator, please contact Dr. Trefzer and come to the first fall meeting of the GSC in September. For more information on the GSC check the website (<http://gsc.olemiss.edu>).

The four Executive Officers of the GSC for 2009-2010 are President Tara McLellan (tlmclell@olemiss.edu), Vice President Mohamed Hammad (profmhammad@gmail.com), Secretary Debra Scardino (djscardi@olemiss.edu) and Treasurer Camp Best (ncbest1@olemiss.edu). In addition to serving as your liaisons to The Graduate School, these officers can also help with problems or concerns for which you need an advocate in your department. Please feel free to contact them directly if you have any questions or want to become involved in GSC.

Graduate Reading Room and Copies

The GSC sponsors a graduate reading room on the far end (quad) of the third floor of the J.D. Williams Library. In addition to a quiet space and comfortable chairs, the graduate reading room features computer access.

Next to the graduate reading room (in a small study room to the left) is the GSC copy room. Each graduate student has access to free copies with this copier but please use them for necessary Xeroxes since there is a limit to the number of copies each department is granted. Our department's copy code is **9110** and you should enter that number as both the department code and the password. Please hit the "ID" key when you are finished to clear out the code to prevent other students from using our department allocation.

J.D. Williams Library Resources

- Inter-Library Loan: The ILL office is located on the first floor of the library at the back of the stacks opposite the elevators. You can request your ILL copies of articles and books online through the library's website (<http://hermes.lib.olemiss.edu/illiad/>) but you must pick them up during ILL office hours. You will not be charged if you don't return ILL books in a timely manner, but they may cut off your ILL privileges. The ILL office does a wonderful job of making texts available quickly, but you should be sure that you leave enough time in your research plan to order and locate the books.
- Study Carrels: Private study carrels are available for (free!) reservation at the beginning of each semester. Please see the Administrative Office on the third floor if you want to reserve a carrel. Carrels are an especially good option for students who are studying for comprehensive exams, but they are very difficult to get.
- Computers and Copiers: The library has two main computer labs on the first floor, but individual computers are also located on the second and third floors. Printing is available for \$.10 a page and copies are also available for \$.10. You can choose to charge your printouts to your Ole Miss card account, but the copy machines only take cash. A student computer lab is also available in Weir Hall next to the library.
- Microform/Microfiche/Archival Research: The microform/microfiche archives are located at the back of the library on the first floor. Although undergraduate students generally don't use this area, there are a limited number of machines for use. This area does have both the traditional viewers and the new computerized viewers that allow you to print and save information on a flash drive. The librarians are well-trained in helping you find documents and using the machines.
- Special Collections: Located on the third floor of the library, this office is small but incredibly well managed. In addition to the William Faulkner collections it features collections from Larry Brown, Cormac McCarthy, and other Southern writers. It also contains an extensive blues collection and many political collections. You can make an appointment with a research archivist or simply come to Special Collections during its operating hours.
- Subject Specialist: Alex Watson is our literature bibliographer; you can schedule an appointment with him to receive help with subject-specific research by using an online request form at www.olemiss.edu/depts/general_library/files/bi/gradconsult/.

Center for the Study of Southern Culture

The Center for the Study of Southern Culture is located in Barnard Observatory near the Student Union. In addition to rotating art exhibits, the center features an archive and hosts a number of special events throughout the year. This year the center will be sponsoring free "Green

Bag” luncheon lectures on Mondays in addition to its regular “Brown Bag” lecture series on Wednesdays. The center also hosts the Conference for the Book in the spring, several film/documentary showings, the Faulkner Conference in the summer (which we can attend for free), and Southern Foodways events. Its website is full of useful information on Southern literature and culture (www.olemiss.edu/depts/south).

Graduate Writing Center

The Graduate Student Council sponsors funding for a graduate writing consultant to assist with writing and editing major papers like the thesis and dissertation. This free service is, naturally, in high demand so you should schedule an appointment early to be sure the consultant is free to work with you. To make an appointment call Brenda Robertson at 662-915-7686 or email her at writingc@olemiss.edu. Also, be on the lookout for changes to the graduate writing center as part of the developing CWR.

University Counseling Center

Located in a small brick house on Fraternity Row (across from Bishop Hall), the Counseling Center offers free and confidential counseling for personal issues. Most of the consultants are graduate students working on their degrees in counseling. You can choose to attend one session or several, depending on your need. To schedule an appointment stop by the Counseling Center or call 662-915-3784. You can find out more information about the center’s services at www.olemiss.edu/depts/stu_counseling/.

Graduate Health Insurance

Detailed information and contact information for your insurance plan: www.aetnastudenthealth.com look for “University of Mississippi”; PDF copy of your Insurance Plan at <http://www.aetnastudenthealth.com/schools/olemiss/brochure0809.pdf>

The insurance plan for 2009-2010 was recently renegotiated by the Graduate Student Council to improve coverage and decrease costs for graduate students.

Graduate student health insurance is mandatory for all students who receive assistantships from the university and, for the first time this year, is also optionally available for graduates who are not on assistantship. Our insurance costs are subsidized, in part, by The Graduate School (at 60%) and by the English Department (at \$250 per year) to offset the costs of the insurance. The remaining amount of the insurance will be withdrawn automatically from six of your paychecks (approx. \$70 each time) each semester. The amounts withdrawn from your spring paychecks will cover the costs of your insurance during the summer months. You DO have insurance coverage during the summer months regardless of whether or not you have a summer assistantship!

Shortly after the fall semester begins you should receive an insurance card from Aetna in the mail. You will need this card to receive coverage at your pharmacist, Student Health, and any outside doctors. If you do not receive your card in the mail, contact Robin Wiebe (rawiebe@olemiss.edu) in The Graduate School to request your card. You can also print off a temporary card at www.aetnastudenthealth.com if you need a card to take to the doctor.

PAYMENT FOR SPOUSES/CHILDREN: You must pay “up front” for spouses or children who are also on the insurance plan. The university will not take those payments out of your

paycheck. You can arrange for a graduated payment over the course of the semester (3 or 4 payments) rather than one lump sum at the beginning of the semester. Contact Robin Wiebe (rawiebe@olemiss.edu) to arrange gradual payments rather than one large payment if you wish to do this. Information on payments should also come to you in the mail.

IMPORTANT NOTE: You must first go to Student Health to receive referrals to all outside doctors. Women, this includes OB/GYNs, even for annual checkups. Non-students covered by the insurance (i.e. spouses and children) do not have to go first to Student Health for referrals since they are not allowed to be treated on campus. You can choose to have bloodwork and other tests done at Student Health (even if it is requested by an outside doctor) and you can also fill prescriptions at the pharmacy at Student Health to save costs. You can also save costs by visiting Aetna Network Physicians. Ask your physician before making the appointment if he/she is a network physician. Aetna will cover a larger percentage of the costs with network physicians.

IMPORTANT NOTE: You must also go to Student Health first unless it is a real emergency as long as it is during a time when Student Health is open. At night or during the weekend you can go to the Urgent Care Clinic (near the hospital) without an insurance penalty.

In general, your copay at most doctors' offices is \$25.00. For your first three "conditions" (this could include illnesses or reasons for visiting doctors in general), you will also have to pay a \$50.00 deductible before the remainder of the visit costs will be covered. This deductible will be billed to you in the mail. You will also receive "Explanation of Benefits" mailings for each doctor's visit, detailing what the insurance company will and will not cover. You should contact Aetna (not The Graduate School) if you have any questions about this coverage. Prescription copays are \$25 for non-generic drugs and \$10 for generic drugs. Your insurance coverage is available to a maximum of \$2000 per year per person. Mental health coverage (outside of the free campus Counseling Center) and substance abuse treatment coverage are also available with your insurance plan. See the complete copy of your plan for full benefit information.

Take advantage of discounts available with your plan on health supplements, massage therapy and other health benefits. See the complete copy of the insurance plan for more information on Aetna health discounts.

An optional dental care plan is now available through Aetna Student Insurance. This plan will pay for two annual cleanings and up to \$750 of additional dental work. You can sign up for this plan through The Graduate School.

Student Health Center

The Student Health Center offers treatment options for minor illnesses and injuries. Although you cannot make an appointment (walk-ins only) the center is generally quick about admitting you to the doctor. You must go through the Student Health Center to arrange for doctor referrals with your graduate student health insurance. The center also has its own pharmacy so you can easily fill your prescriptions on campus and charge the fees to your bursar account. Also, the Student Health Center offers counseling on important health issues such as smoking, diet and preventative care. The busiest times for the center are on Mondays and during lunch. The health center is not open on the weekends.

Be on the lookout for announcements of changes to Student Health Center policy, as current plans include an appointment option for graduate students!

The Center for Excellence in Teaching and Learning

The Center for Excellence in Teaching and Learning is a new university resource but has rapidly become a useful tool for graduate instructors. Dr. Johnny Lott and the center's staff offer a teaching orientation at the beginning of the school year in addition to regular instructional events and workshops. The Center also sponsors an annual Graduate Instructor/Teaching Assistant Excellence in Teaching Award, which our own Ryan Bubalo received in 2008. For more information about the center, which is located at 100 Somerville, call 662-915-1391 or email Dr. Lott directly (jlott@olemiss.edu). A calendar of events is available at www.olemiss.edu/depts/cetl/.

The Career Center

Although the Career Center is oriented more toward helping undergraduate students, the center does offer a number of useful services including resume'/C.V. assistance, interview practice and internship information. The Career Center is located at 303 Martindale (Student Services Building). Call 662-915-7174 or go to the center's website at www.career.olemiss.edu.

Graduate Women's Group

The Graduate Women's Group was formed to address the specific needs of female graduate students. The GWG is associated with the American Association of University Women (AAUW) and sponsors several events throughout the year. GWG also collects donations of professional clothing for graduate women – the Graduate Women's Closet – to help students when they need attire for conferences and interviews. For more information, contact Corrie Catlett Merricks (ccmerric@olemiss.edu) or Dr. Mary Carruth (carruth@olemiss.edu) in the Gender Studies Department.

The Turner Center

The Turner Center offers free student access to athletic and training facilities during the fall and spring semesters (there is a fee for summer use). Featuring a swimming pool, racquetball courts, workout room, indoor track, basketball courts, and Ole Miss Outdoors, the Turner Center is the “center” of a great deal of student life. In addition, the center offers regular free exercise classes including aerobics, pilates, yoga, step and spinning. Our own Sallie Anglin teaches two fantastic yoga classes at the Turner Center!

You do need to bring your student ID for admission and you must get a “Fit 78” sticker on your card to participate in exercise classes (just ask the desk staff in the exercise room). Locker and towel services are available for only \$5.00/semester at the lobby office. Also, students who are interested in professional training can purchase a variety of packages with undergraduate and graduate trainers for individualized workouts.

IX. Getting Involved in the Community

At Ole Miss

- The Faulkner Conference: Each summer the English Department sponsors a wonderful international conference on William Faulkner's writings. This year's conference will take place on campus on July 19-22, 2009. Best of all, the department allows us to attend all of the conference events, including some tasty dinners, for free!
- Southern Writers/Southern Writing: SWSW is a graduate conference sponsored each year by the EGSB and draws national participation. The 2009 conference featured over 40 presenters from as far away as England and China. SWSW offers Ole Miss students a terrific chance to improve their presentation skills or serve the department by volunteering to help with organizing the conference. For more information, contact this year's chair, Bill Boyle (wamboyle@olemiss.edu).
- The Arts: In addition to the theatre season at the Ford Center, the university regularly brings exhibitions to the University Museum. You can purchase student tickets to arts events at the ticket booth in the lobby of the Student Union.
- Sports: We love our sports at Ole Miss! We recommend going to The Grove just once during a home football game just to experience Southern football at its craziest. You can purchase student season football tickets for \$40.00, but please note that you will be sitting in the student section with the fraternity boys. Regular seat tickets typically cost \$50.00 per ticket. Don't forget to bring some cash to buy barbecue nachos – yum! You can purchase tickets to all sports events at the ticket counter in the basketball stadium. Admission to baseball games is free!
- Lectures and Special Events: In addition to the department, the university offers innumerable opportunities to attend free educational and fun events. Check the online calendar at www.olemiss.edu for updates on university events.

In Oxford

- Powerhouse Community Arts Center: Located off University Avenue not far from the Square, the Powerhouse sponsors local art events throughout the year. In addition to film and theatre events, Powerhouse hosts an arts fair twice a month on weekends where you can purchase from local artists. Joining the Yoknapatawpha Arts Council (www.oxfordarts.com) will entitle you to special invitations and discounts on Powerhouse events.
- Thacker Mountain Radio: Thacker Mountain is a fun radio show recorded at Off Square Books and broadcast by Mississippi Public Radio (a subsidiary of NPR). Thacker Mountain presents local music and writers. The shows are free and you can find a complete calendar at www.thackermountain.com.
- Square Books: Our famous independent bookstore located prominently in the Square. Square Books brings in a regular series of writers both local and national. To sign up for the Square Reader, a weekly email with a schedule of events, go to www.squarebooks.com.
- Double Decker Festival: The Double Decker is a large music, food and arts festival in the spring. This free festival boasts two stages, dozens of local artists, and some wonderful food sampling.

- Oxford Tourism: For more information on local historical sites, including walking tours of downtown Oxford, stop by City Hall on the Square.
- Rowan Oak: Rowan Oak, William Faulkner's home, is a free museum located off Old Taylor Road. The home features several acres, a barn, servant's quarters, and the main home.

X. Social Life

The truth about social life in Oxford is that you can be as social or private as you wish. You may have to make your own events – we love parties in our department – but you can have a very fulfilling social life with a little effort.

Places We Love (Often Because There Are Few Undergraduates Around)

- The Blind Pig: One of our new favorites, this intimate bar on the Square (next to Ajax) has a great deck in the back and good specials.
- City Grocery Upstairs Bar: A small but very popular bar, City Grocery is a great place to meet a group of friends to people-watch on the Square.
- Murph's: It's a little hard to find – off the Square behind some condos – but Murph's is a great place to play pool, chat with friends on the deck, and have a hamburger.
- High Point Coffee: Since there's no Starbucks, High Point is our local hangout for caffeine. High Point offers free internet access, comfy chairs and some good healthy options. The coffee shop recently changed hands so you may hear some grad students referring to it as "Uptown Coffee." High Point now has two locations: just off the Square and off West Jackson near the Galleria.

Good Eats

Pricing Key:

- \$ = About \$5.00/person
- \$\$ = About \$10.00/person
- \$\$\$ = About \$15.00/person
- \$\$\$\$ = Special occasions only!

- Ajax Diner: Located on the Square, Ajax is a favorite for good Southern home cooking. We love the sweet potato casserole and the burgers! \$\$
- The Rib Cage: Just off the Square on South Lamar, Rib Cage has great lunch specials on sandwiches. You can get good pork sandwiches, ribs, and sides here. \$-\$\$
- Pearl Street Pasta: Located off the Square across from the Rib Cage, this pasta restaurant has a wide variety of delicious Italian foods. \$\$-\$\$\$
- Downtown Grill: Considered one of the more expensive but elegant restaurants in town, Downtown Grill has a terrific selection of upscale Southern options. Lunch is probably the most reasonable option, but this is a good restaurant for a special dinner. \$\$-\$\$\$
- City Grocery: On the square near Square Books, City Grocery is an amazing restaurant with truly gourmet options. \$\$\$-\$\$\$\$
- Bottletree Bakery: Just off the Square, Bottletree is one of the only places in town to get breakfast. It helps that the bakery has amazing pastries, breads, and sandwiches. Be prepared for a line on the weekends, since this is one of the city's most popular hangouts. \$-\$\$

- Big Bad Breakfast: Recently opened by the owners of City Grocery, this amazing little restaurant on North Lamar (near Antique Depot) has melt-in-your-mouth biscuits and true Southern breakfasts. They make their own sausage and bacon and all-organic jams. \$\$-\$\$\$
- Volta Greek: Off North Lamar (you can't miss the blue building) this Greek restaurant has a great deck and delicious gyros. \$\$
- Marie's: One of the city's few ethnic restaurants, Marie's offers Lebanese cuisine and some incredible baklava. Located in a small shopping center off Jackson Avenue, Marie's has an unusual schedule, so be sure to call ahead before you go. \$\$
- Newk's: Off University Avenue and now near Belk, Newk's is a Mississippi chain that offers good sandwiches, soups, salads, and pizza. Newk's is a popular restaurant just about any time, but it has plenty of seating and a small event room. \$\$
- H2O: A small Asian restaurant in a storefront just off University, H2O has terrific lunch specials (only \$5.00) and quick service. \$-\$\$
- Papito's: This Mexican restaurant off Jackson Avenue has an extensive menu and great lunch specials. \$-\$\$
- Two Stick: Includes excellent sushi and other Japanese cuisine just off the Square. \$\$-\$\$\$
- Taylor Grocery: Located "way out" in Taylor, Mississippi, the grocery is actually a restaurant that features amazing fried catfish and other Southern specialties. It's a very casual atmosphere with live music; you can bring your own alcohol and lawn chair to enjoy the show. Only open on the weekends. \$\$

Food on campus – Don't Even Try It!!!! The only possible exception to this rule is Java City in the library, which boasts excellent coffee and substantial snacks. Java City has become a favorite spot for meetings, and many TAs and GIs hold office hours there.

Great Places to Shop

- Square Books and Off Square Books: It's not only a famous bookstore, it's a great bookstore! Sign up for the free Square Books membership which will give you a free book for every ten you purchase.
- Farmer's Market: A great alternative to Kroger's and Walmart, this small organic market sells local vegetables, meats, dairy, and grains. The market has reasonable prices and often sells plants and herbs for your garden. It can be a little difficult to find so ask a current student for directions. The market is open seven days a week.
- Farmer's Market: A seasonal market located in the parking lot of North Lamar shopping (Antique Depot) on Saturday mornings and Wednesday afternoons. Local farmers bring produce, meat and dairy for sale.
- Antique Depot: A large but well-organized antique store that nevertheless has some reasonable prices on furniture. It's a fun place to browse.
- Holly's Sweet Tooth: A well-stocked candy and ice cream shop just off the Square that has just about anything you could want for your sweet cravings.

Suggestions for Creating Your Own Social Scene

- Host a potluck or cookout
- Host a wine & cheese party
- Game night
- Sponsor a poetry and fiction reading
- Organize a group trip to a nearby tourist destination
- Organize a weekend trip to Memphis – Graceland!
- Schedule a regular breakfast or lunch date with friends
- Start a poker group

Department Parties/Events

Department social events are not required, but they are recommended. They are a great way to get to know your professors outside of the classroom. Most department events offer good (and free!) food. The department will host an end-of-the-year party and, occasionally, special events during the semester.

The M.F.A. program also hosts Broken English, which features weekly readings by its students, and will send out email notifications of these events. Not only will you support your friends by attending the readings, you will discover some great new writing.

XI. What Should I Do If...

I have a question or problem with my student loans?

Contact or stop by the Financial Aid office in Martindale. You can check your loan status online through MyOleMiss.

I have a question or problem with my fellowship stipend?

Contact Jamie Dakin to make sure your fellowship has been processed. If the problem is with your paycheck then you will need to visit Human Resources.

I have an emergency expense?

Although it's not common knowledge, you can apply through Financial Aid for more loan monies by changing your yearly expense estimates. Also, you are eligible for a one time loan of up to \$3,000 for a personal computer (which you don't actually have to spend on a computer since you don't have to prove it was purchased).

I have a problem with an undergraduate student in my class?

After you have tried to resolve the problem professionally on your own, you should contact your professor (if you are a T.A.) or Dr. Doug Robinson (if you are teaching English 101) to resolve the issue.

I have a great idea for a new service opportunity or event?

You need to take the initiative to share your idea, develop and implement it. Not only will your initiative look great on your C.V., but you will be benefiting the university and your fellow students. Email one of the EGSB officers, and we'll be glad to help with implementation!

I need to take a leave of absence?

You must file a request to take a leave of absence through the department and the Graduate School. If you decide to take a leave of absence be sure to ask follow-up questions about the status of your funding, coursework and financial aid.

I need to take an incomplete in one of my classes?

You should speak directly with the professor before you decide to take an incomplete and you should set a reasonable timetable for finishing the work. Taking an incomplete creates extra work for the professor, so please consider this carefully before acting.

I want to change my director?

Talk to Dr. Trefzer about the reasons you wish to change your advisor. You must file a form GS2 requesting the change and you must have the approval of the new director.

I have a question that isn't answered in this handbook?

Contact any of the EGSB officers (page 1) and we will be happy to help!!!

XII. Some Useful Texts For Graduate Study

Gregory M. Colon, Graduate Study for the Twenty-First Century: How to Build an Academic Career in the Humanities. Palgrave MacMillan.

Paula J. Caplan, Lifting a Ton of Feathers: A Woman's Guide to Surviving in the Academic World. University of Toronto Press.

William Germano, From Dissertation to Book. Chicago Guides.

Check out the Modern Language Association's website for newly published books on academia!

Also, we are always looking to update and expand this list. If you have read a fabulous, life-changing book about academia recently, please pass it along!