

UF English

GRADUATE HANDBOOK

LEAH ROSENBERG

Your overall source of information on UF Graduate Study is the [Graduate School Handbook](#); see also the [Graduate Catalog](#) for important information on admission, academic regulations, financial aid, student services, and graduate resources. Advising Handouts that focus on specific stages of the degree, may also be helpful. These are available in the Graduate Student Resources folder in the English Department Share Drive.

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Introduction to UF English

UF English fosters a dynamic nexus of critical thinking, writing, and making. English graduate students comprise a lively community of scholars, artists, and teachers-in-training. They bring to the program a wide variety of life experiences and actively contribute to the intellectual and creative life of the department through reading groups, working groups, conferences, and journals.

The English Department has two graduate programs: the MFA degree in Creative Writing (MFA@FLA) and the PhD in English. Both are full time, residential programs. (Current doctoral students may earn an MA degree as they progress through the program. See below for information about our MA program.)

The MFA program (admissions and curriculum) has been structured around the two genres, fiction, and poetry. The doctoral program has been organized around area groups, in which faculty plan course offerings, discuss hiring priorities, and plan events:

- African American/Africana Literature
- American Literature
- British Literature
- Children's Literature
- Comics & Visual Rhetoric
- Composition & Rhetoric
- Critical Theory and Cultural Studies
- Feminisms, Genders & Sexualities
- Film & Media Studies
- Postcolonial & Decolonial Studies

We fund all students. With the exception of students who receive funding through the Graduate School Opportunity awards, students are funded through a Teaching Assistantship, which provides a tuition waiver and UF graduate student health insurance, [GatorGradCare](#).

While most doctoral students seek careers as instructors at a diverse array of colleges and universities (public and private, research and teaching, four-year and community), others actively use their PhD training to work in fields like instructional design and technology, public humanities, academic and labor advocacy, publishing and editing, and more. To see Recent PhD Student Career Placements, click [here](#). To see MFA program updates on alumni and MFA career paths, click [here](#).

Administration and Staff

A contact list of department administration and staff is on our [website](#).

Chair: Dr. Sid Dobrin sdobrin@ufl.edu 352-294-2868

The chair oversees all aspects of the graduate and undergraduate programs and meets regularly with the office manager, faculty administrators, the Graduate Council, College Deans, and Chairs and Directors, and regularly addresses the concerns, questions, and requests that graduate students bring to the Office Manager, Graduate Program Assistant, and/or the Graduate Coordinator.

Graduate Coordinator: Dr. Leah Rosenberg, lrosenberg@ufl.edu 352-294-2875

The graduate coordinator reports to the Chair and supervises all academic areas of the doctoral program: admissions and orientation, registration, internal award submissions, MA and PhD academic advising, supervision of annual activities reports, and other administrative issues. She is liaison to the MFA program co-directors and handles registration and other administrative issues for MFA students.

Director of Graduate Student Teaching, Dr. Raúl Sanchez, rsanchez@ufl.edu 352-294-2873

The DGST reports to the Chair and supervises all teaching appointments and teaching mentoring in the department. They also oversee undergraduate teaching syllabus reviews, teaching observations, and teaching awards. The DGST works closely with the Graduate Coordinator.

Associate Graduate Coordinator, Dr. Roger Maioli rmaiolidosantos@ufl.edu (352) 294-2841

The associate graduate coordinator oversees MarketWise programming (job placement and professional development mentorship) and assists the GC in recruiting Ph.D. applicants. They also serve as program and faculty advisors in the Ph.D. program alongside the GC.

MFA Coordinator: Michael Hofmann mhofmann@ufl.edu

The MFA coordinator directs MFA admissions and recruitment, program requirements, and MFA thesis advising. They work closely with the Graduate Coordinator, the Creative Writing Program Assistant, and the Graduate Program Assistant.

Undergraduate Coordinator and Associate Chair: Dr. Kenneth Kidd kbkidd@ufl.edu 352-294-2874

The undergraduate coordinator oversees the undergraduate major and minor, awards, and literary societies. Graduate students seeking department funding for conference travel submit a department travel request form to the associate chair at least two weeks before conference travel (the form is located [here](#)).

Undergraduate Advisor: Dr. John Murchek murchek@ufl.edu 352-294-2877

The undergraduate advisor is responsible for advising all English majors and works with the associate chair on scheduling graduate and undergraduate courses and classroom assignments. He also confirms the room assignments at the start of each semester for graduate seminars.

EGO

The [English Graduate Organization \(EGO\)](#) is a pre-professional organization that provides support, both social and academic, for the graduate students of the Department of English.

Who's Who: Staff Administrators

Office Manager: Melissa Davis madavis@ufl.edu 352-294-2871

The Office Manager works with the Chair on budgetary and financial issues. She also supervises all the office staff. She will also assist if you have payroll issues but contact the graduate program assistant first.

Graduate Program Assistant: Carla Blount cblount@ufl.edu 352-294-2872

The Graduate program assistant works on MFA and PhD program administration as well as teaching evaluations and assignments; she also oversees “effort reporting,” a UF verification system that all students “certify” each semester.

Administrative Support: Lynn Harris lynn.harris@ufl.edu 352-294-2870

Lynn handles department travel requests and reimbursements. You should see Lynn to book flights, rental cars, hotels, etc., for assistance filling out department travel requests, and distribution of office keys for all TAs. Also, if you are planning an event for which you use funding from the University of Florida, you should discuss your plan with Lynn.

All staff and administrators are **Campus Security Authorities**, as defined by UF and the Clery Act, and as such, are mandated to report certain crimes committed on the UF campus or UF campus properties. [Crime reporting form](#), [Further info](#), [Confidential victim services advocates](#)

Degree Requirements:

MA Degree in English

Doctoral students may complete an MA degree as they progress through the program: that is, we do not currently have a standalone or “terminal” MA degree and thus do not accept students who wish only to complete the MA. At the time of writing this handbook, the policy concerning MA degrees is in transition. Starting with the incoming class of 2024, all Ph.D. students will earn an MA degree in the process of progressing through the Ph.D. program. The incoming class of 2023 is strongly encouraged to do so. We will announce the new requirements and procedures for the MA once these have been established.

MA Requirements for Students enrolled prior to August 2023

There are two types of MA degree options: **MA with thesis** and **MA without thesis**. In 2023, we applied for permission to introduce a third type of MA, an “MA with a project in lieu of a thesis.” This would allow students to produce a digital project as the culminating item for the degree. If you plan to complete an MA degree, please inform the graduate coordinator, who will need to set up an MA segment in GIMS (the Graduate Information Management System.)

MA with Thesis Requirements

- 30 semester hours of MA credit-bearing coursework distributed as follows: eight department seminars for 24 credit hours, plus six credit hours ENG 6971 (MA Research), including MA thesis research credit hours the semester that you earn the degree.
- **The thesis** must have three or more chapters. There is no page maximum or minimum. It can be the length of an academic article or roughly 35 pages. It could also be over 100 pages. It could include a Digital component on the condition that a link to that component is provided in the text of the thesis and lodged in the Institutional Repository. You will determine the content, form, and the length of the thesis in consultation with your MA advisor.
- Master’s thesis and final oral examination (defense): All MA students must have a committee comprised of two faculty members in the English Department, the advisor and the reader. The master’s Committee advises the student and conducts a final oral examination (defense) of the thesis.
- You must complete all the requirements and meet the Graduate School deadlines for degree application, thesis defense, (first) thesis submission, and final thesis submission. The MA defense must occur before the first submission date. See the [editorial board website](#) for deadlines, information, and help with formatting requirements.

The MA with thesis must be completed and defended by the end of year two in the program before you begin year 3 of the six-year BA to Ph.D. program. If you are considering writing a thesis, you must tell the Graduate Coordinator and discuss this option in a spring advising meeting in year one of the program (and no later than the summer before year two in the program.)

MA without Thesis Requirements

- A written exam and oral exam or defense. In compliance with Graduate School requirements, a written submission must precede or accompany the administration of this exam. The advisor determines the form and content of the MA without a thesis. It should constitute a culminating event in your work at UF to that point. Some options include:
 - a written exam
 - a portfolio
 - a public humanities essay or project
 - An annotated bibliography or literature review
- 32 or 33 credit hours of MA credit-bearing coursework as follows: ten department seminars for 30 credit hours, plus three credits of ENG 6906 (a graded independent study course) or two 2 credit hours if the student completes the exam in the summer.

- The committee consists of two faculty members, a member of the English graduate faculty, the Supervisor, and one other faculty member, who constitutes the master's Committee. The supervisor will work with the student to determine the nature of the written part of the exam. The master's Committee conducts a final oral examination of generally one hour.
- The MA without a thesis may be completed in year 3 of the program or even afterward if the student is completing the degree as part of the process of leaving the program.
- Student Responsibilities: Students are to register for 3 hours of ENG 6906 if completing in fall/spring or 2 hours of ENG 6906 if completing in summer and must inform the Graduate Coordinator of their intention.
- The oral examination must be timed in conjunction with the UF Graduate School deadline. [Please check the graduate school calendar.](#)

MFA Degree

The MFA takes three years to complete (9 credit hours fall/9 credit hours spring, so 18 credit hours a year) and requires 54 total credit hours, divided into specific requirements (workshops, seminars, forms course, reading tutorial, electives, research and thesis hours, electives), plus the completion of the thesis. By the end of the spring semester of the third academic year, the MFA student should have completed the 54 credit hours required for the MFA degree. All MFA students must fill out an MFA Worksheet as they progress through the program. These are located in the Share drive. Follow this path to find it or email the MFA program assistant (Carla Blount, cblount@ufl.edu) or the graduate coordinator: S:\english\Graduate Student Resources\FORMS.

- Your TA assignment comes with a waiver for nine credits of graduate courses. This means you should be registered for exactly 9 graduate credit hours per semester (fall/spring), ensuring 18 credit hours per academic year and 54 credit hours by the end of year 3. Most students elect to enroll in two courses (for three credits each) plus three credits of thesis or research hours per semester (for a total of nine credit hours each fall and nine credit hours each spring) in their first two years. Undergraduate courses are not covered by the waiver.
- You must register for courses and/or research hours for every semester that you hold a teaching assistantship/research assistantship.
- By the end of the first academic year (two semesters), you must have completed four graded courses (12 credit hours), exclusive of reading tutorials (CRW 6906). The four courses normally include two workshops, and all courses must satisfy degree requirements. The required courses are as follows:
 - Four workshops in your genre (fiction or poetry) to be completed in the first two years of the program.
 - One tutorial (CRW 6906) which is a directed reading course with a professor of your choosing in the MFA or PhD program. No major writing assignment is required for the tutorial which distinguishes it from the independent study (ENG 6906) which is a directed reading course with a significant writing component as a requirement.

- One course in forms in your genre (CRW 6166)
- Three seminars in the English Ph.D. program
- Three electives which may be fulfilled with an additional seminar in the English department or other department or program; a forms course; an additional workshop in either genre (with permission of the instructor), or an independent study, including the internship independent study with *Subtropics*.
- Twelve Credits of Thesis hours (ENG 6971)
- Six additional credits of thesis hours (ENG 6971) or elective courses.
- Research/thesis hours (ENG 6971) provide you time to do your research and writing. They are supervised by your advisor (or the program director until you choose a committee chair).
- You must maintain a minimum GPA of 3.5.

All MFA students are expected to contribute to the program (or more widely at UF or the profession) through service and professional training, choosing among clubs, journals, organizing events/reading series, or/and participation in EGO and other relevant units. Students will determine which activities they will participate in each semester, according to their needs and interests.

MFA Advising:

- In your first year, your advisors are the Director of Creative Writing and the Graduate Coordinator
- You will choose your own advisor, a member of CRW Faculty once you have worked with the faculty, usually in your second year.
- Your advisor will be the one with whom you will work on your thesis, etc. By the spring of your second year, you should establish an MFA thesis committee consisting of a director (a member of the creative writing faculty in your genre) and two committee members, selected in consultation with your director.
- To officially establish your committee, you will need to report to the Graduate Program Assistant the names of the faculty members who will form your committee. Once you have established a committee, your director will advise you on your thesis work.
- MFAs should finish the thesis and degree in the third spring semester. If you need more time to finish your degree, you can enroll for credit during a third summer, but you probably will not be offered a teaching assistantship. It is important to make sure you finish your degree within the expected three years since your teaching assistantship will likely not extend beyond the spring of your third year. If you do not complete your degree within three years, you have up to seven years to return to defend your thesis. However, you will need to enroll and pay tuition for the semester in which you defend.
- Please contact the MFA program coordinator for the MFA@FLA Requirements, MFA Worksheet, MFA Thesis Policies, and Graduating MFA Procedures handouts.

MFA Graduation Checklist

In your final semester, you will need to meet a number of deadlines. These include the following: Degree Checklists for all steps necessary in the graduation and submission process are available for the MA, MFA, and PhD degrees. They are located in the (graduate student resources of the Share Drive and may also be obtained from the graduate coordinator and

MFA program assistant.

- The application to graduate through One.UF
- Defense (no official deadline but must be completed prior to making first submission to the Editorial Office.)
- (First) Submission and Final submission of your thesis or Dissertation to the Editorial Office through GIMS
- The Electronic Thesis and Dissertation Form (ETD) which asks you to decide when and to what extent your work will be made accessible through the UF libraries. See option below. (For the options see, “Publishing Agreement for MFA theses and Doctoral Dissertations,” below p.16)

In addition, [consult the UF Graduate School checklist.](#)

MFA Defense Format

All exams— MFA defenses, MA exams and defenses, PhD Qualifying Exams, and Dissertation Defenses may be held in person, online (e.g., via Zoom), or hybrid (with some members online and others in person). The student and all committee members must participate synchronously. The format of each exam will be determined by the dissertation chair in consultation with the student and committee members to ensure the format is accessible and acceptable to all participants.

MFA Worksheet

All MFA students must fill out an MFA Worksheet as they progress through the program. All MFA students must fill out an MFA Worksheet each semester as they progress through the program and submit it to the MFA program assistant (Carla Blount, cblount@ufl.edu). The MFA Worksheet form is located in the shared drive. Follow this path to find it or email the MFA program assistant (Carla Blount, cblount@ufl.edu) or the graduate coordinator: S:\english\Graduate Student Resources\FORMS.

Ph.D. Degree

The Ph.D. requires 90 graduate credits. We currently transfer up to 30 credits from MA degrees at other institutions. Students who entered the program prior to fall 2024, have the following requirements. There is no foreign language requirement or any required courses or required sequence of courses. Students choose courses to support their research and teaching interests and to provide a broader knowledge of their field. In short, we encourage you to seek out courses that in your area of specialization and beyond. This will support success in the program and in your career beyond UF where teaching and other responsibilities beyond your specialization will likely be required.

Timelines for Ph.D. Degree

Students who enter the Ph.D. Program with a BA Degree (BA or equivalent, i.e., students who enter with a 6-year funding package) are required to take twelve courses. There is no required sequence of courses. We highly recommend that you take one seminar designated as a pro-seminar your first semester or first year. You may take one seminar outside of the department and/or an independent study.

Main goal and timeline for students **who entered with the BA-equivalent** (i.e., 6 years of funding):

Year 1: coursework, participation in Department and/or University organizations and events

Year 2: coursework, participation in Department and/or University organizations and events, conference presentation, and project formation

Year 3: complete coursework, form committee, participation in Department and/or University organizations and events, and professional organizations

Year 4: complete your qualifying exam (QE) to advance to candidacy (i.e., to become ABD).

Year 5 & Year 6: You should aim to be ABD by the start of year 5; if not, check in frequently with the Graduate Coordinator to make a plan to get on track. Your primary responsibility in year 5 and year 6 is researching and writing your dissertation. You should also be developing your professional networks and involvement (this may include building your CV, your teaching portfolio, publications, etc.)

Students **who enter the Ph.D. program with an MA degree** (i.e., with a four-year or five-year funding package) are required to take seven seminars and complete coursework by the end of their second year. One course may be outside of the department or an independent study. The recommended timeline is:

Year 1: coursework, along with program involvement, professional involvement, and project formation

Year 2: finish remaining coursework, advanced project formation, continued program involvement, and professional involvement. By the end of your second year, finalize the project description and discuss committee formation with the dissertation director; discuss what material will be required for your qualifying exam with your dissertation director (this should include a prospectus plus supplemental written material). Set a target date for the exam (preferably in the fall semester of your third year and definitely before the beginning of your fourth year.)

At least three months before the date you want to take the exams, meet with your advisor to create a schedule for turning in the documents, getting feedback from them, and sending

material to your committee members. Check with your committee members to find out how much time they will need to read and evaluate the exam, so you know when to schedule it.

Year 3: The absolute expectation is that you complete your qualifying exams this year (preferably in the fall) and that you begin your dissertation. You will also continue the more targeted programs and professional development (building a CV, conferences, professional networks, and possible early career publications.). You should be ABD by the start of year 4, and preferably earlier; if not, check in frequently with the Graduate Coordinator to make a plan to get on track.

Year 4 and 5*: Your primary responsibility is researching and writing your dissertation. You should also be developing plans and materials for seeking positions once you and your advisor think you are ready to seek positions. Attend relevant MarketWise events. Develop your professional networks and involvement. Consider applying for research and dissertation fellowships.

NOTE: For students who entered with a four-year funding package, a fifth year of funding is not guaranteed. However, the faculty has made it a priority to fund fifth-year students and voted in 2023 to size the incoming class to ensure that students in good standing on a four-year package would receive five years of funding. This is also a priority as the incoming class of 2023 will have a five-year funding package. Please note that good standing will be required for the additional year of funding.

Dissertation Committee

The graduate coordinator and associate graduate coordinator will be happy to advise you in this process.

The Chair

- Choose your chair no later than December of your final year of coursework. (Unless you can't take a course with them until the spring of that year).

Committee composition: A standard committee consists of 3 English faculty and 1 faculty member from outside the department (but at UF) who has graduate status.

- Once you have a chair, work with your chair to select the rest of your committee.
- Always consult with your advisor about choosing committee members and
- check with the program assistant to see if the outside member has graduate status. (Lecturers and faculty in a program or department without a graduate program usually do not have graduate status).
- Once you have a chair and/or committee, inform the program assistant and the graduate coordinator. The program assistant will put the information in GIMS.

Changes to the committee are possible until the beginning of the semester in which you defend. *However, changes to committees require **serious** consideration.* Discuss any changes

or concerns involving your committee with your chair or the graduate coordinator.

Qualifying Exams

(For more details see the handout in the share drive for students preparing to exams.)

Deadline: Exams need to be taken in the year after completing coursework, which should be year 3 for those who entered the program with an MA, and year 4 for those who entered with a BA (unless there is a very serious reason to postpone).

Exam Contents

The exam must consist of an oral and written component. Your dissertation director determines the form of the exam and will further advise you. Your advisor establishes the exam components in consultation with you. The exam must include a written component, a dissertation prospectus, and an oral exam. Typical formats for the exams include:

- The Dissertation prospectus (that may also be referred to as a proposal)
- 1-2 lists of books, articles, and other materials critical for your dissertation project, which you have read and can answer questions on. This list may have approximately 25-30 titles, but your advisor determines the length of the list. Typically, students seek advice about the lists from all committee members.

AND

- Written Exam the format of which your dissertation advisor determines. Typical formats include:
 - A sample chapter or document that includes elements of your dissertation.
 - An annotated bibliography
 - Essays that answer questions relevant to your dissertation, usually two or three.

Exam Format

- Usually takes 1-2 hours
- Usually Includes a presentation given by the student that introduces and explains the project, which usually takes no more than 10-15 minutes, but the advisor determines the length.
- Questions from all committee members
- Faculty members usually consult before the exam begins about the process and then after they complete the questioning, in order to determine the feedback they will give. To accommodate these consultations, your advisor will likely ask you to leave the room or Zoom room briefly before the exam begins and again after the committee has completed its questions.

Exam Checklist

1. Establish an exam date range with your advisor, and then a specific date with your committee members.
 - A. Send an email to the Graduate Coordinate and MFA Program Assistant to

schedule your exam. Include the following information:

- a. Date and Time of exam
 - b. Exam Format (online/in person). This will determine if we need to book a conference room.
 - c. Dissertation title/working title.
2. Log in to GIMS to verify your committee: If it is incorrect or incomplete, send the corrected information to the Graduate Program Assistant.
 3. The Graduate coordinator or MFA program assistant will send your exam paperwork to your committee electronically via DocuSign, which sends the paperwork via email for digital signatures. It will automatically return to the Program Assistant or graduate coordinator when all signatures are complete.

The Dissertation

Each doctoral candidate must prepare and present a dissertation that shows independent investigation and that is acceptable in form and content to the supervisory committee and to the Graduate School. The work must be in a form suitable for publication, using the Graduate School's format requirements.

Requirements

- 3 chapters
- There is no minimum or maximum length.
- A film, digital project, or pedagogical materials as well other items may comprise part of the dissertation. The student must link digital projects and films in the dissertation or appendix and upload a completed digital project or film to the Institutional Repository.

The student and supervisory committee are responsible for the level of quality and scholarship.

The Ph.D. Defense

Defense Structure

The defense has the same structure as the qualifying exam. Typically, the dissertation advisor will ask the student to step out of the room (or into a breakout room) before the exam proper begins to allow the committee to confer about how they will proceed and then again at the end when the committee discusses feedback. Typically, the student begins the exam with a brief presentation that lays out the main claims of the project, its significance, and sometimes its origin. Then the committee members will ask questions and make suggestions for the future of the project, discussing how you might transform it into individual articles or into a book. You may wish to ask for advice at this point.

Defense Format

All exams— MA exams, Qualifying Exams, MFA and Ph.D. Dissertation Defenses may be held in person, online (e.g., via Zoom), or hybrid (with some members online and others in person). The student and all committee members must participate synchronously. The format

of each exam will be determined by the dissertation chair in consultation with the student and committee members to ensure the format is accessible and acceptable to all participants.

Ph.D. Advising: Annual Review and IDP

At the end of spring/start of summer, Ph.D. students undergo a review and required IDP (Individual Development Plan) to assess their progress. Ph.D. students fill out the annual activities report and Individual Development Program form, to be signed by their advisor, dissertation director, or Graduate Coordinator.

Group advising for PhDs

Each year, usually in the fall, the graduate coordinator holds group advising sessions for all Ph.D. Students, according to the following cohorts:

1. first-year Ph.D. students at the time of spring course preferences (on the preferences process and MA thesis options), in early fall of year one.
2. Doctoral students nearing the end of coursework and preparing for qualifying exams
3. ABD doctoral students who are preparing to graduate in the next 4 semesters, in mid to late fall.

These advising sessions consolidate individual advising into cohort sessions and are designed to demystify key program stages and requirements. The GC or MFA may offer and develop additional advising sessions.

Exam Format Policy for MA, MFA, Ph.D. exams and defenses

All exams— MA exams, Qualifying Exams, and Dissertation Defenses may be held in person, online (e.g., via Zoom), or hybrid (with some members online and others in person). The student and all committee members must participate synchronously. The format of each exam will be determined by the dissertation chair in consultation with the student and committee members to ensure the format is accessible and acceptable to all participants.

MarketWise

MarketWise is our department's placement program. Combining a series of instructional sessions in fall and spring plus one-on-one consultancy throughout the academic year, MarketWise helps graduate students in English understand the academic job market, find job listings, and prepare for every step of the job search process, from drafting application documents and doing interviews to giving job talks and negotiating offers. The program also helps students pursue careers other than the faculty track, by inviting external speakers and alumni to discuss a variety of professional paths for English PhDs. MarketWise is run by our Associate Graduate Coordinator, with the assistance of the Graduate Studies Committee, and students are welcome to join regardless of how far along they are in the program.

Ph.D. Graduation Checklist

In your final semester, you will need to meet a number of deadlines. These include:

- The application to graduate through One.UF
- Transmittal letter (a form submitted by your advisor and administered by the

Graduate Coordinator.)

- Submission and Final submission of your thesis or Dissertation to the Editorial Office through GIMS
- Defense, which can occur after the first submission
- The Electronic Thesis and Dissertation Form (ETD) which asks you to decide when and to what extent your work will be made accessible through the UF libraries
- Degree Checklists for all steps necessary in the graduation and submission process are available for the MA, MFA, and PhD degrees. They are located in the (graduate student resources of the Share Drive and may also be obtained from the graduate coordinator.

In addition, consult the UF Graduate School [checklist](#).

The Editorial Office

You must format your thesis or dissertation to meet the requirements of the Graduate School. We recommend that you consult one of the consultants in the Application Support Center before attempting to make a first submission to the Graduate School Editorial Office.

[Format requirements:](#)

[Graduate School Editorial Office:](#)

[Application Support Center](#) – for assistance with formatting and other issues related to submitting your dissertation.

Publishing Agreement for MFA theses and Doctoral Dissertations

In GIMS, you will also need to complete a “publishing agreement” which determines to what degree people can access your dissertation and when. Discuss your options with your advisor. Dissertations do not count as publications and will not be confused by presses with a published book. MFA and PhD students share the following options:

<p>Immediate release: ETD will be posted to the UF library catalog, and the content will be fully released immediately upon completion of library processing.</p>
<p>6-month campus restriction, then immediate release: ETD will be available to UF faculty, staff, or students, or anyone accessing the UF library catalog on a UF IP address during the restriction period. The student also grants permission to UF to display portions of his/her bibliographic information and the dissertation’s abstract during the restriction period. After the restriction period has expired, all content will be fully released.</p>
<p>1-year campus restriction, then immediate release: ETD will be available to UF faculty, staff, or students, or anyone accessing the UF library catalog on a UF IP address during the restriction period. The student also grants permission to UF to display portions of his/her bibliographic information and the dissertation’s abstract during the restriction period. After the restriction period has expired, all content will be fully released.</p>
<p>2-year campus restriction, then immediate release: ETD will be available to UF faculty, staff, or students, or anyone accessing the UF library catalog on a UF IP address during the restriction period. The student also grants permission to UF to display portions of his/her bibliographic information and the dissertation’s abstract during the restriction period. After the restriction period has expired, all content will be fully released.</p>
<p>Secret for 2 years (generally for patent or proprietary purposes), then immediate release: The only information appearing in the UF library catalog is the student’s name, the Committee Chair’s name, the department, and the date of degree award during the secret period. After this period has expired, all content will be fully released.</p>
<p>15-year campus restriction, then immediate release: ETD will be available to UF faculty, staff, or students, or anyone accessing the UF library catalog on a UF IP address during the restriction period. The student also grants permission to UF to display portions of his/her bibliographic information and the dissertation’s abstract during the restriction period. After the restriction period has expired, all content will be fully released.</p>

ONLY MFA STUDENTS have the following additional option:

Permanent campus restriction: ETD will be available to UF faculty, staff, students, or anyone accessing the UF library catalog on a UF IP address. The student also grants permission to UF to display portions of his/her bibliographic information and the dissertation's abstract.

Degree verification:

If you need a letter verifying your degree for an employer before you formally receive the degree, you must first pass your defense and pass final clearance from the editorial office (along with any other paperwork). Here is the [link to the form](#). (Some positions may require only a letter from the dissertation advisor or graduate coordinator stating that you have completed all requirements except the defense or final submission. This is the case for the Brittain postdoctoral fellowship at the Georgia Institute of Technology where quite a few UF PhDs in English have found positions.)

All deadlines can be found via the [graduate school academic calendar](#) and the [Editorial Deadlines](#).

Academic Progress

Failure to make regular academic progress and thus to maintain "good standing" can result in academic probation, paused registration, and in extreme cases of poor performance or lack of sufficient progress, non-renewal of the teaching assistantships.

Good Standing

All students are required to maintain good standing. If your GPA is below 3.5 at this time, your appointment may not be renewed. If your GPA falls below 3.0, the Graduate School will not process your fee waiver for the following semester and will not approve reappointment for the following year. If at any point you expect to have problems with grades, please see the Graduate Coordinator to discuss your options.

For PhD students, good standing also requires taking your qualifying exams in the third year of the program (if you are on four-year or five-year package) or fourth year if you are on a six-year package. The department attempts to provide a fifth year of funding for all students on a four-year package and a seventh for all students on a six-year package. To receive the additional year, you need to be in good standing, which requires that you have completed the qualifying exams and a substantial component of your dissertation, usually understood as at least one chapter. However, your advisor in consultation with the graduate coordinator may determine another metric, such as the completion of substantial research towards the dissertation.

Advising

MFA students should regularly fill in their MFA Worksheet and consult with their advisor and the graduate coordinator as needed to be sure they are meeting their requirements. Download the MFA Worksheet from the Share drive. Turn it in via email to the program assistant for the MFA Program, [Carla Blount](#) in the first two weeks of each semester, once your schedule is set.

Ph.D. students should hold two advising meetings a year (one with the graduate coordinator,

at least one with your dissertation or thesis advisor). Ph.D. students will complete an annual review and Individual Development Plan (AAR/IDP) (See Ph.D. Requirements.)

Every Ph.D. student is required to have an advisor meeting to discuss the AAR/IDP. (If your AAR/IDP is not completed, you will see a hold on your account. The hold does not affect registration but serves as a reminder that you are missing a requirement.

Incompletes

A grade of I (Incomplete) is calculated as an “E” (that is, as a 0.0 grade) if it is not converted to another grade within 150 days of its assignment. It is therefore crucial that you do the work to remove an “I” grade as expeditiously as possible. Please [fill out the incomplete and incomplete grade contract](#) and keep in touch with the graduate coordinator about your progress in completing the incomplete.

Students are encouraged to be involved in campus and professional development. Your annual review will be a chance to discuss whether you are developing involvement and networks in line with your own career and professional goals. For a list of current clubs, affiliations, and campus initiatives sponsored by the [Department of English](#). Students are welcome to form additional affiliation groups and clubs; contact the Graduate Coordinator for guidance and advice.

Gatorlink Email and Department Listserv

Email is the official means for posting all announcements in the graduate program. All university business (all emails to students, faculty, and staff) must be done through UF email and cannot be done through forwarding emails. Students must check their University of Florida email regularly (i.e., daily). Please conduct yourself in a professional manner on UF email and omit any information that you would like to remain private. [UF email is public](#) in that anyone who submits a public information request can access it.

The department manager will add active graduate students to the [grads listserv](#) using their Gatorlink. If you are not receiving regular group messages, please contact the office manager, Melissa Davis, to confirm that you are active and on the listserv.

The listserv is for department and university business. See here for [policies](#) on email, acceptable use of UF email and IT resources, email security, and [violations of acceptable use policies see](#).

Calendars and Academic Schedules

The **Academic Calendar** is the core document that lays out when classes begin, when classes end, holidays, reading days, finals week, and when final grades must be submitted: [All approved calendars \(through 2025\)](#)

UF Master Schedule of Course Times clarifies when classes are held: The numbers refer to class periods NOT times of the day. For example, R 6-8 means the class meets Thursdays from 12:50-3:50; T 9-11 means you meet Tuesdays from 4:05-7:05.

Department of English Schedule of Courses

The Course page on the website lists all course meeting times. John Murchek or the Grad Coordinator will regularly send an email right before classes to confirm graduate classrooms. CRW courses typically meet in the MFA suite on the 4th floor in Turlington Hall or the CBD Classroom Building just north of Library West on 16th and University Ave. Department seminars typically meet in the Grad Seminar Room (Turlington 4112).

Graduate School Calendar

For all registration/drop add/fee payment deadlines/residency reclassifications/withdrawal [deadlines](#) etc.

Registration

You must register for courses and/or research hours every semester that you hold a teaching or research assistantship. All full-time students register for nine credit hours unless they are on full fellowship when they may be required to register for twelve credits.

Appointments and summer benefits are covered later in this handbook, but to make this explicit from the start: If you are a full-time student, you need to register for fall and spring (and Summer if you are teaching) because your TA or RA appointment provides your benefits and tuition waiver. Without a GA appointment, you will be charged full tuition. ¹

Registration process:

You will not register yourself via One.UF. Instead, all students will use the Course Preferences Form, which will be open as a “form” and emailed to you well ahead of the fall and spring semesters. You will list your preference for the classes you would like to take and the classes you would like to teach. We ask that you provide a list of four choices in order of preference, and the graduate coordinator assigns you to courses. Our priority is to place you in your top choices; most of the time we can do this. We place a priority on your preferences for the classes you will attend. Therefore, we assign the classes you will take first and then once your schedule of courses is set, the director of graduate student teaching and/or the UWP assigns your teaching not to conflict with the courses you will take.

The graduate coordinator sends out the preference form for fall early in the spring semester (February) and formally registers you near the start of summer B. Spring registration is sent out early in the fall semester (September) and students are registered later in the fall semester. Summer registration preferences commence in January or February. The graduate coordinator informs each student of the schedule within a month after the preference form deadline closes.

Your preferences for teaching matter and are always considered, but undergraduate teaching is dependent on department and college needs, determined by undergraduate enrollment and requirements.

Check your registration before each semester begins to confirm that you are registered for

the correct courses, research or thesis hours, and the correct number of credits. A reminder will be sent to all students requesting that they check their registration for errors. It is the students' responsibility to verify that they are registered for the correct courses and the correct number of credit hours.

If there are any problems or changes to make, students should email the Graduate Coordinator and inform them of the changes. The university has stiff penalties for changes after the drop/add concludes, so it is important that you request changes prior to the drop/add. When a problem is found later, or a request is made after this date, we have to follow a petition process set forth by the registrar and Graduate School to make changes or correct registration retroactively; students requiring changes after drop/add may incur a registration fee (such as the late registration fee set by the registrar, currently \$100) depending on whether the error resulted from your oversight or mistake, or an administrative oversight or misunderstanding. Changes made to registration later in the semester can mean paying all or a portion of the full course tuition.

Remember to fill out the preference form even if you are out of coursework. If you do not fill out the preference form, we cannot register you. Your registration is necessary in order for you to receive your paycheck, tuition waiver, and health insurance.

Payroll and Letters of Appointment (LOAs)

Initial entry into the University payroll system requires many forms, with additional forms for all international students. All forms are sent to new hires via a GatorStart email. You will need a picture ID, social security card, and a voided check or direct deposit authorization. You will also complete an I-9 and will need to have a notary witness and sign the loyalty oath included in the GatorStart packet. The Graduate Coordinator or Office Manager will email you with all requirements in the summer before your hire. International students will be required to provide a new hire demographic form, fill out an FNIS request, and provide a visa, I-20, I-94, SDN list check, and an I-94 travel history in addition to the forms required of U.S. residents. The Graduate Coordinator and Office Manager will help through the entire process.

A letter of appointment will be sent to graduate assistants each semester to be signed so that their hiring can be processed. This works, along with course registration, to generate a tuition waiver. The waiver will be entered each semester after drop/add. This may affect some students who take out loans. Students should always be prepared for such delays.

Students with top-up awards or fellowships will also receive an MOU (memorandum of understanding) that documents the specifics of the award.

Travel to Present Academic Research

If funds are made available in the annual budget, the Department will provide partial support (currently \$300) per graduate student per academic year (fall, spring, summer) for travel to a conference to deliver a paper.

- To apply for Departmental travel money, complete and submit a

Departmental travel request form, available [here](#). The request must be made two weeks ahead of travel.

- There are no other deadlines for making this request, but please be aware that the travel fund can run out before the end of the academic year.
- Additionally, if funds are available, the Department supports travel to the MLA or other similar conferences for the purposes of interviewing for jobs. (As of 2019, this support is a one-time-only grant in the amount of \$400.) Students must show proof of an interview before the funds will be released to them.
- The CLAS office offers \$300 in three different awards, each fall, spring, and summer semesters.
- [The Graduate Student Council](#), [the Center for European Studies](#), [the Center for African Studies](#) (for students affiliated with the center), [the Office of Institutional Research](#), and the Chief Diversity Officer may make funds available for graduate student travel. Please check their webpages and watch for announcements for these competitive grants.
- The [Office of Institutional Research](#), [the Center for the Humanities and Public Sphere \(the Rothman\)](#), and [the UF International Center offer funding for research](#) on a competitive basis.

Disability Accommodation

Students with disabilities requesting accommodations (such as reduced credit hour requirements) should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter, which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in their academic tenure in the program, and as early as possible with their professor in the semester.

Teaching in the English Department

Department Courses

One of the English Department's main missions is to teach lower-division (1000- and 2000-level) General Education courses. This is also the main source of income for students in our graduate programs. Here is a list of such courses that we may assign you to teach, depending on your specialization, and subject to availability:

- AML 2070 (Survey of American Literature)
- AML 2410* (Issues in American Literature and Culture)
- CRW 1101 (Beginning Fiction Writing)
- CRW 1301 (Beginning Poetry Writing)
- CRW 2100 (Fiction Writing)
- CRW 2300 (Poetry Writing)
- ENC 1136 (Multimodal Writing and Digital Literacy)
- ENC 1145* (Topics for Composition)
- ENC 2210 (Technical Writing)

- ENG 1131* (Writing Through Media)
- ENG 2300 (Film Analysis)
- ENL 2012 (Survey of English Literature: Medieval to 1750)
- ENL 2022 (Survey of English Literature: 1750 to the Present)
- LIT 2000 (Introduction to Literature)
- LIT 2110 (Survey of World Literature: Ancient to Renaissance)
- LIT 2120 (Survey of World Literature: 17th Century to Modern)

NOTE These “*” are "variable topics" courses for which graduate students propose themes ahead of time.

In addition, upon passing their qualifying examinations, PhD students become eligible to teach courses in the English Department's major. These courses (3000- and 4000-level, generally) become available unevenly and sporadically, such as when a faculty member goes on sabbatical, or during the summer semester when faculty generally don't teach.

Non-Department Courses

Graduate students also teach and coach in the University Writing Program (UWP), a separate unit in the College of Liberal Arts and Sciences (CLAS). The UWP offers a variety of courses, including but not limited to ENC 1101 (Expository and Argumentative Writing) and ENC 1102 (Argument and Persuasion). Please click [here](#) for a full list of UWP courses.

Teaching Assignments

Generally, and unless you have a fellowship, you'll work in the UWP during your first two semesters. In subsequent semesters, we may assign you to teach either in the English Department or the UWP (not both). We try to distribute "in-department" teaching as evenly as possible over time, given various constraints.

The standard teaching assignment in the UWP is two courses (or their equivalent) per semester. The standard teaching assignment in the English Department is one course (or its equivalent) per semester. According to CLAS, both of these assignments comply with the Graduate Assistants United (GAU) Collective Bargaining Agreement (CBA).

Teaching Evaluations

According to Article 5 of the GAU CBA, "the job performance of each employee whose term of employment is one (1) semester or longer shall be evaluated in writing once during each such appointment." In the English Department, we conduct these evaluations during the Fall semester. (Please see the UWP for its evaluation procedures.)

When teaching in the English Department, you can pursue one of two evaluation tracks: award and non-award.

- **Award track:** You are assigned a faculty member who is not your thesis chair or dissertation advisor. This person evaluates your teaching by reviewing your course materials, reading your comments on your students' writing, visiting your class, and

talking to you. They then write a letter/ report for your evaluation file (see Article 6 of the CBA).

- These letters/reports also serve as the basis on which faculty members of the Department's General Education Committee decide who will win a departmental teaching award. Usually there are five to seven such winners.
- In addition, the Department nominates the top two departmental winners for the university-wide Graduate Teaching Assistant (GTA) Award.
- **Non-award track:** You choose a faculty member, perhaps someone on your thesis or dissertation committee, or some other faculty member who might write you a letter of recommendation in the future. This person evaluates your teaching as in the award track above, and they write the same letter/report for your evaluation file.

Summer Teaching

In both the English Department and the University Writing Program, teaching assignments during the Summer semester may be available but are not guaranteed, as they tend to be limited. Every Spring semester, the Department asks you to fill out an electronic preference form in which you can request a Summer teaching assignment.

Here are some important things to note about summer teaching:

- In general, UF and CLAS offer fewer courses during Summer than during Fall or Spring, so you may not get an assignment, even if you request it. It's best to assume you won't get it and then be pleasantly surprised if you do.
- The Department gives priority to international students, and we ask UWP to do the same, because these students cannot work outside the university. We also give special consideration to PhD students graduating in the summer.
- In the Department, we make other Summer appointments according to curricular need, your satisfactory progress in your program, your previous summer appointments, and unpredictable yet (frustratingly) inevitable contingencies.

FTE Appointments, Additional FTE Work, OPS hours, etc.

All students are appointed at a .50 FTE (which is a portion of 1.0 Full Time Effort), and their appointments may be with English, UWP, and in some cases another unit, if for instance, a student serves as a TA for a Quest course outside of the department. **If you hope to take on additional work at UF other than appointments officially given by the DGST, you must consult with the graduate coordinator.** There is a rigid limit on the number of hours you can work on campus. The standard appointment is .50 FTE.

Please note, that there is ongoing bargaining between GAU and the University of Florida regarding the lifting of restrictions of outside employment.

The maximum FTE differs for US citizens vs. international students. International students cannot exceed .50 FTE for any reason. A U.S. citizen may have been appointed at an FTE over .50 works over .50 FTE. However, the graduate coordinator must file a petition which is approved by the CLAS dean's office and the Graduate school. If you work over .75 FTE, it requires both an

approved petition and a change in credit hour registration because it affects waiver terms.

Some campus work that is not classified as appropriate for a TA or RA, such as screening or working as an intern, falls outside of the FTE system. If this work brings you above your .50 FTE, you will need an hour's extension form on file, signed by your out-of-department supervisor and the Graduate Coordinator. This type of appointment does not require a Graduate School petition. For more information, please see [here](#).

Semester Fees

Fee Due Dates

Per the CBA between UF Board of Trustees and Graduate Assistances United – Graduate students are not required to remit payment for semester fees prior to the first day of classes:

10.2 Fee Deferral. For the purposes of this section, "fees" is defined to include the Capital Improvement Trust Fund Fee, the Student Financial Aid Fee, the Technology Fee, the Activity and Service Fee, the Athletic Fee, the Health Fee, the Transportation Fee, and any other non-tuition charge assessed on a per credit hour basis. Such fees shall be paid by the due dates as follows:

Fall Semester: November 15

Spring Semester: March 15

Summer A, B or C Semesters: July 21

More information on Graduate Assistants United (graduate student union) [can be located here](#).

International Students

International Center/Visa Related Issues

International students who arrive at the University of Florida with an F1 visa need to complete the online check-in process within 30 days of their arrival. This is done through an email sent by the UFIC to the students and the UFIC portal. Online check-in must ONLY be completed once the students are in the United States. The check-in procedure is explained [here](#).

Besides the Graduate Coordinator, international students must be in close contact with their international student advisor (DSO). DSOs are automatically assigned to international students based on the first letter of the student's last name. List of DSOs can be found on this [page](#).

I-Os

PhD Students are granted I-20 forms for a maximum of four years. This means that PhD students will need to request an extension. When you receive notification from the UFIC that you need to extend your I-20, list the graduate coordinator as your recommender or advisor. The graduate coordinator will then fill out the needed form. This is standard procedure.

Work

International Graduate students may only work at the University of Florida, and they may only work 20 hours or .5 FTE (Full-Time Effort). Students may, however, work additional hours at the University Athletic Association because it is part of UF but work there does not accrue to the FTE.

Social Security Card

To apply for your Social Security card, please follow this [link](#) for instructions. You will still need to make an appointment with the Social Security office in order to complete your application. Click the “Appointment” tab for instructions on doing that.

Coursework

International students may only take three credits of online coursework per semester. This regulation will not impact graduate students in the English department because we do not frequently offer online graduate courses.

Leave of Absence

International students are eligible for leaves of absence even if that leave of absence requires that they be not enrolled in classes. Please speak to the graduate coordinator and your international advisor if you are considering a leave of absence. [See also the UFIC webpage.](#)

International Student Emergency Hardship Scholarship

Please see [here](#). Please note that this resource is usually only available to students who are not receiving an RA or TA ship.

External Fellowships

Many fellowships require US citizenship or permanent residency. The Center for the Humanities and the Public Sphere as provided information on funding opportunities for international students [here](#).

Conflict Resolution

Experiencing a conflict with another member or have concerns about departmental climate or culture? If you experience conflict with another in the department or experience a difficult or concerning event that you would like to discuss, you have the following options.

1. Contact the English Department to share concerns or seek advice in an informal listening environment. The Committee can also assist if a conflict arises within a student group. The Chair of the Concerns committee in 2023-24 is Dr. Jodi Schorb. Other members of the Concerns committee in 2023-24 are Dr. Laura Gonzales, Dr. Raul Sanchez (who in his capacity as DGST is a mandatory reporter), Dr. Rae Yan (Fall 2023 only), and Dr. Sid Homans.

Committee members will listen to your concerns, ask what you most want to see happen, offer guidance, and follow up with you as requested. Note that Sunshine Laws apply to all UF email: A simple request for an appointment to speak about a concern is sufficient.

2. Alternately/Additionally, UF's Department of English Administration welcomes and encourages graduate students to share concerns with our leadership team. You can contact the Graduate Coordinator, the Department Chair, the DGST (if a concern involves a classroom issue), or the Associate Chair (if the concern involves an undergraduate student). Please note that this administration team (Chair, Associate Chair, DGST, Graduate Coordinator) are delegated Campus Security Authority (CSA); in this capacity, they are required to report certain potential crimes; for a list of reportable crimes see this [list](#).
3. Alternately, if you have a concern involving another student (graduate, undergraduate), you can speak to the UF Office of Student Conduct and Conflict Resolution (SCCR); please review their website here for information: <https://sccr.dso.ufl.edu/resources-by-audience/students/conflict-resolution/> Students can utilize the Student Conduct and Conflict Resolution Services by contacting the office at (352) 392-1261 ex. 207 or by visiting the Office of Student Conduct and Conflict Resolution located within the Dean of Students Office (202 Peabody Hall).
 - a. SCCR does not mandate that a student engage in direct "conflict resolution" with a second party, especially when a student doesn't wish for such action; instead, the office is equipped to offer advice, answer questions, discuss options for next steps, and offer support and follow up. Support staff in SCCR are not mandated CSA officers (i.e. not mandatory reporters.) Graduate students can use this office to discuss a problem with another student, to learn more about reporting mechanisms at UF, and/or to seek advice on next steps and strategies. Because any communications are between you and SCCR staff, the SCCR does not inform the department of the concern or conversation. (If you want the department to be aware of your concern, please see above for available options.)
4. Bypass any of the above resources and report a concern directly to UF Reporting through the following [portal](#).
 - a. Reports (including portals for reporting bias, gender-based harassment, disability discrimination, etc.) will be handled by the UF personnel officially delegated to respond to the specific issue.
5. If you believe that the situation you are reporting is an emergency and requires immediate attention, please call the University Police Department at (352) 392-1111.

Health Insurance

Fellowships and Health Insurance

GA's awarded CLAS Dissertation Fellowships must have their insurance premium paid via scholarship if they elect to keep the coverage paid for by the award. If they elect to go with Cobra instead, they are responsible for the premiums. When the department receives the award letter, an email should be sent to the GA asking them to review the information found at this [website](#).

GatorGradCare

Insurance coverage is mandatory for graduate students, US residents or international student. The most affordable option for those who do not already have insurance upon admission to UF is [GatorGradCare](#).

There is a \$12 monthly premium for individual GatorGradCare coverage per the Collective Bargaining Agreement between UF Board of Trustees and the Graduate Assistants United (GAU). This premium will be collected via bi-weekly payroll deduction, making the cost \$6 per pay period.

Enrollment is not automatic, newly hired graduate assistants have 60 days from their date of hire to enroll in GatorGradCare if they want to participate. *Note:* The enrollment portal in myUFL opens for newly hired GAs after the GA job appointment is entered and active in the UF PeopleSoft/payroll system.

Please see this [guide](#) with more detailed instructions on how to access the portal in the myUFL system.

Whether you enroll in GatorGradCare or already possess an insurance plan – graduate students need to apply for an insurance waiver every semester that they are registered in (summer included) using the self-service portal of the [Health Compliance Office](#). After your insurance waiver is accepted the charge for the Student Health Care Center will be removed.

If you do not enroll in GatorGradCare or submit the insurance waiver with information on your plan to UF, there is a significant fiscal penalty.

GatorGradCare Summer & Graduation

Summer: All students with TA and RA positions have payments for GatorGradCare deducted from their salary in each pay period unless the student has insurance from another source. Please note that in the spring, for TA and RA positions that operate on a 9-mo contract, double deductions to provide coverage for the summer months when you are off contract. Double deductions do not apply to TA or RA positions that operate on a 12-mo contract, deductions will occur as usual over the summer months.

For students on a 9-mo contract: Provided that you are not graduating, you are placed on a “short work break” over the summer which preserves your healthcare benefits except for counseling services. You may use counseling services (CWC) only if you are enrolled and paying fees; that is, you can use the CWC during the summer session in which you are teaching.

Explanation: *Services provided by the Student Health Care Center (SHCC) are covered by Blue Cross Blue Shield (as a part of GatorGradCare). However, counseling services are administered by Counseling and Wellness Center (CWC) and are paid for by student fees.)*

If you are neither teaching nor paying fees but do need counseling services, you may use your insurance to see a service provider that accepts Blue Cross Blue Shield, but you will need to pay a copay.

If you are on a full GSF and GSOA, you are covered for both CWC and Student health over the summer because you will be registered and paying fees for both summer A and summer B (or Summer C).

Graduation: If you are graduating, health insurance ends on the last day of the last month in which you teach. You will not have insurance over the summer if you are not returning as the payroll department will reimburse you for the double deductions taken from your payroll in the spring.

Offices, Mailroom, Printing, Graduate Study Floor

Offices & Keys

Please refer to the email sent by the chair or staff member each fall about office distribution and office usage policies, including what can and cannot be stored in your shared TA office space.

Carla Blount assigns TA offices and both Carla and Lynn Harris distribute office keys (keys for Turlington Hall entry door and for shared TA office space).

Mailroom

The mailroom is located on the 4th floor of Turlington Hall across from the double elevators. The mailroom is most often used for USPS mail and department business and communication that cannot be done via email, which includes informal exchange of materials (borrowed books, keys, event flyers, etc.)

Staff mailboxes are located on the left, bottom row. Faculty mailboxes are on the left alphabetically. **Graduate student boxes are on the right, alphabetically.** New students will be assigned mailboxes during the first week of class. Staff will try to notify you with regard to USPS or UPS packages via email, but if you are expecting a package, please look at the table at the front of the main office.

Graduate Student Entry Code

4974*

Printer/Copier

Instructions for setting up the printer can be found [here](#).

Printer Name: **Tur-4301-1.clas.ufl.edu on ls-print001**

The printer/copier is located in the mailroom (see above for the mailroom location, key code) Each graduate student is able to print 350 copies for the semester. The printer can also scan and email you the scanned document. The print code is your personal UFID, which is 8 characters and no dash. Melissa Davis is the contact for this and sets it up and the beginning of the semester. Both she and Lynn can assist with questions that you may have about the printer.

Graduate Study Floor

There is also a [Graduate Study Floor](#) at Library West on the 6th floor that is designed to support both quiet study and collaborative work.

Leave of Absence

Leaves of absence are available for students to pursue research, students who are facing health challenges or whose family members. Unpaid leaves of absence are also an option. If you are considering a leave of absence, please speak with the graduate coordinator for advice.

The GAU Collective Bargaining Unit now requires that UF offer 8 weeks of paid leave for illness of the student or family member. For specifics, please click [here](#).

Forms

Most English graduate student forms (such as letterhead, placement materials, administrative forms, and advising handouts) are housed on the English Department share drive in the Graduate Student Resources folder. To access the share drive, you will need to set up and sign into the Gatorlink VPN Service. Instructions on accessing the share drive and graduate forms are [here](#).

Professional and Career Links

[one.uf.edu](#)

This is your student portal. Anything that involves your status as a student at UF such as registration, term fees, course schedules, grades, GPA, etc. can be found here. As well, this portal contains the grading and class rolls systems for your teaching at the University, and UF. You can access [one.uf.edu](#) with your GatorLink.

[my.ufl.edu](#)

This is your portal as an individual hired by UF. Your paychecks, your tax forms, your insurance records, and anything that is related to your working relationship with UF can be found here. You can access [my.ufl.edu](#) with your GatorLink.

[UF Go](#)

This is a system that allows you to plan, organize, and request approvals for UF business travel. This is important if you are planning to travel and present your work.

[E-learning technical support](#), 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu.

Career Connections Center, Reitz Union, 392-1601.

[Career assistance and counseling](#).

[Library Support](#)

[Dr. Jeanne Ewert](#) (jewert@ufl.edu) is our Department of English subject librarian. She will assist students with research.

[MLA commons and Humanities Commons](#)

Sharing and collaboration network for people working in modern languages and literatures. Discover the latest open-access scholarship and teaching materials make interdisciplinary connections, build a WordPress Web site, and increase the impact of your work by sharing it in the repository. Brought to you by the MLA. You do not need to be an MLA member to participate.

[Connected Academics](#)

The number of jobs advertised in the MLA's Job Information List (JIL) continues to fall each year. In response, the MLA has established an office to assist graduate students in preparing for a wider variety of jobs. This site has interviews with people who found jobs they find fulfilling outside of the academy. It also has information about how to translate your skills into skills desired in a variety of professions beyond traditional faculty positions.

[Imagine PhD](#)

Built by the Graduate Career Consortium, Imagine Ph.D. is a free online career exploration and planning tool for PhD students and postdoctoral scholars in the humanities and social sciences and assists users to: assess their career-related skills, interests, and values; explore careers paths appropriate to their disciplines; create self-defined goals; map out next steps for career and professional development success. Use of the site and planning tools is free.

University of Florida Resources:

Student Honor Code

English graduate students are expected to abide by the [University of Florida Student Honor Code and Student Conduct Code](#).

Sexual Harassment, Title IX Reporting and Resources

The University of Florida is committed to providing a safe educational, working, and residential environment that is free from sexual harassment or misconduct directed towards any and all members of the community. To achieve this goal, no behavior of this nature will be tolerated and, if discovered, the procedure for investigation and potential adjudication, as outlined in this policy, will be followed. Similarly, any retaliation against an individual who has filed a complaint regarding alleged sexual harassment or misconduct is also against university policy and will face its own disciplinary procedure. The University encourages students, faculty, staff, contracted workers, and visitors to promptly report any suspected behavior that is in violation of this policy. UF provides a range of support and reporting resources. For information about sexual harassment prevention, reporting procedures, and Title IX resources, please see [here](#). You can find confidential and non-confidential reporting options and campus and community support resources [here](#).

Conflict Resolution

The Office of Student Conduct and Conflict Resolution (SCCR) provides Conflict Resolution services to students in order to aid them in effective conflict resolution processes and develop students' abilities to handle conflict effectively including but not limited to Conflict Coaching, Facilitated Dialogue, Mediation, and Restorative Justice Practices. Students can utilize the Student Conduct and Conflict Resolution Services by contacting the office at (352) 392-1261 ex. 207 or by visiting the Office of Student Conduct and Conflict Resolution located within the Dean of Students Office (202 Peabody Hall). For referral or to request conflict resolution services [here](#).

Conflicts around academic issues should be addressed, first and foremost, between the individuals having the conflict. If this is not feasible, please speak to the Chair or the Graduate Coordinator, who will review the matter and facilitate next steps, and they may call on other faculty, staff, or offices for consultation to adjudicate grievances. If the student considers the Department's response unsatisfactory or unresolved, the matter will be referred to the designated Associate Dean in CLAS.

The right of appeal in writing to the Ombuds for graduate and professional students, as the authorized representative of the President of the University, shall be the final appeal but only after the above steps have been exhausted. The Office of the Ombuds is located in 31 Tigert Hall, 392-1308 and their website is [here](#).

Other Grievance Resources

Most employment-related grievances are covered by the Collective Bargaining Agreement, Article 22, between the Florida Board of Education of the State University System and Graduate Assistants United. Students with employment-related concerns should contact the GAU office at 392-0274, or Human Resource Services at 352-392-2477.

Allegations of research misconduct should be brought to the attention of the administrative officer (e.g., department chair, dean) to whom the accused party reports. Students may wish to seek advice from the Director of the Division of Research Compliance, 460 Grinter Hall, 392-9174, before making a formal complaint.

Graduate students who have complaints or problems with other aspects of university life should consult the Dean of Students Office at 202 Peabody Hall, 392-1261 for the appropriate grievance procedure.

Social Media

Authorization to present a social media account as an official University activity must come from the Vice President with jurisdiction over the unit as well as the Vice President for University Relations or his/her designee. Registration and general guidelines are [available here](#). For more information on the University of Florida Social Media policies, [please visit here](#).

Residency

A few fellowships only cover instate tuition, so establishing residency can be advantageous. It is also difficult to do. Florida statute requires the claimant (the student or dependent student's parent/legal guardian who is claiming residency) to be a U.S. citizen or permanent resident or legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services. The claimant must have established and maintained a legal Florida residence at least 12 months before the first day of the semester for which in-state status is sought. In-state status is only for those residents who reside in the state permanently with an established legal domicile in Florida. Permanent Florida residency is demonstrated by the absence of ties to any other state and the establishment of a bona fide domicile in Florida. Permanent residence is evaluated for the domicile year associated with the initial term of entry to UF or the term for which you are seeking reclassification. In most cases, a copy of a federal income tax return substantiating residency and dependent or independent student status will be required.

If you are attempting to change your residency status, you must be admitted to the university, have completed one term of enrollment as a non-Florida resident, and provide documentation of 12 months of legal residence in Florida. For more information on establishing Florida [residency](#), please see [here](#).

Health and Wellness

U Matter, We Care: Sexual Violence is not tolerated at the University of Florida. Below are a collection of links to know your rights and report an incident. Confidential services for those impacted by violence, harassment, or other crimes or abuse are available. Contacts include: 352.294.CARE(2273)

[Counseling and Wellness Center](#)

352-392-1575

The University Police Department: 352-392-111 or 9-1-1 for emergencies.

Student Health Care Center

352-392-1161

University Police Department

352-392-1111 (or 9-1-1 for emergencies) <http://police.ufl.edu>