

**Semester Checklist of Due Dates for GIS Exit Exam and Assignments in  
ENGL 5397: Guided Integrative Study  
Director: Dr. Anett Jessop || Reader: Dr. Ann Beebe**

A detailed description of this course, with expanded instructions for projects, is posted on the EGSA website under GIS/THESIS DOCUMENTS. Refer to the University's Academic Calendar for Dates Corresponding to Weeks of the Semester.

**During the Semester Preceding the GIS:**

- ☒ **No later than the 13<sup>th</sup> week of the semester preceding your GIS<sup>1</sup>**—Recruit an ENGL 5397 (Graduate Integrative Study) Committee: two graduate faculty members whose names appear on the Approved List (see the EGSA website). Ask one member to serve as the director and the other as the reader of your GIS. Unless requested to do otherwise at the suggestion or with the permission of the director, the reader will participate only in evaluating the exit examination and the course paper.
- ☒ **After April 1 of the preceding semester or November 1 of the preceding semester but no later than the 13<sup>th</sup> week of the preceding semester**— Complete the GIS Permission to Enroll Form located on the EGSA website and email it to the graduate advisor at [englishma@uttyler.edu](mailto:englishma@uttyler.edu). Upon receipt of the form, the graduate advisor will review your degree plan and verify that you are eligible to enroll. After verification of eligibility, the graduate advisor will forward your approved Permission to Enroll Form to the Department of Literature and Languages administrative assistant, currently Ms. Carter at [shelbycarter@uttyler.edu](mailto:shelbycarter@uttyler.edu), who will then email you an individual course code for enrolling in your GIS section.
- ☒ **During registration April/May for fall GIS enrollment or November/December for spring GIS enrollment**— Enroll in ENGL 5397 GIS using the individual course code assigned to you by Ms. Carter.
- ☐ **No later than the 15<sup>th</sup> week of the semester preceding your GIS**—Provide your GIS director with a tentative reading list of approximately 20 works pertinent to the intended GIS research topic.<sup>2</sup> If you are using a seminar paper from an earlier graduate course as a springboard for your GIS paper, you may include texts cited in that paper.

**During the Semester of the GIS ~ SUGGESTED TIMELINE:**

- ☐ **Week 1 or 2 [AUG 25 - SEPT 7]:** In conjunction with your director, submit a short **paper proposal/plan** (of approx. 250-500 words) for developing a GIS course paper if you are expanding and refining a seminar paper from a previous graduate course OR submit a brief paper proposal/plan for composing an original paper if you elect to write a new paper based on previous graduate English coursework rather than expand an earlier paper.
- ☐ **Week 5 [SEPT 21 - 27]:** Submit a working **annotated bibliography**. (Typically, it consists of at least 20 texts that include primary sources and scholarly secondary sources such as books, book chapters, and scholarly articles).
- ☐ **Week 7 [OCT 5 - 11]:** Submit an 8-10 page polished draft of the **historical-bibliographical essay** (literature review).
- ☐ **Week 10 [OCT 26 – NOV 1]:** Provide a substantive draft of an **in-progress GIS paper**.
- ☐ **Week 10 [OCT 26 – NOV 1]:** Submit an initial draft of **five self-generated prompts/questions** for the take-home GIS exit exam.
- ☐ **Week 11 [NOV 2 – 8]:** In conjunction with your director, submit the **final draft of five potential prompts/questions** for the take-home GIS exit exam.
- ☐ **Week 12 [NOV 9 - 15] (Week 12 spring semester or Week 11 or 13 fall semester)<sup>4</sup>** : The week before your scheduled GIS exit exam contact your director to ascertain if you have approval to sit for the exam.

<sup>1</sup> Secure a director and a reader as early as possible.

<sup>2</sup> Assignments should be submitted only to your director who will forward them as required to your reader.

<sup>3</sup> Scheduled due dates may be somewhat modified by your director.

<sup>4</sup> Week 13 typically falls on Thanksgiving Break. In consultation with your director, the GIS exam may be scheduled for either Week 12 or Week 14 during the fall semester. Week 12 allows more time for the completion of the GIS paper.

\_\_\_\_\_ **Week 13 [NOV 21 or as agreed upon] (Week 13 spring semester or Week 12 or 14 fall semester)**<sup>4</sup> An electronic copy of your **GIS exit exam** will be sent via email Friday at 5:00 pm. Make certain you know how to contact your director in the event you fail to receive the examination.

\_\_\_\_\_ **Week 14 [see above]:** —No later than 8:00 am Monday, submit electronic copy of your completed GIS exam per your director's instructions. Your director will forward a copy of the exam to your reader.

\_\_\_\_\_ **Week 15 [NOV 30 - DEC 6]:** Submit the **final draft of your GIS course paper** per your director's instructions.

\_\_\_\_\_ **FINALS WEEK of the semester:** Via email, submit a clean ELECTRONIC COPY of the completed **GIS Course Portfolio** to the Director of English Graduate Studies at [englishma@uttyler.edu](mailto:englishma@uttyler.edu).

The Portfolio should be one Word document using the following order: 1) cover page with student's name only on this page; 2) table of contents; 3) GIS paper proposal; 4) research plan; 5) annotated bibliography; 6) historical-bibliographic essay; 7) five finalized exam prompts; 8) completed GIS exit exam; & 9) GIS course paper.

## GIS GRADE EVALUATION

The GIS semester is evaluated according to the following percentages:

- 15% Historical-Bibliographic essay
- 15% Annotated bibliography
- 30% Exit exam and five exam prompts
- 40% GIS paper

## POLICY AND PROCEDURE

1.1. Eligibility. When a graduate student has completed a minimum of twenty-seven (27) hours for the non-thesis option or twenty-four (24) hours for the thesis option in the Master of Arts program in English at UT Tyler, the student becomes eligible with permission of the graduate advisor or department chair, to enroll in ENGL 5397 Guided Integrative Study (GIS). Successful completion of the GIS requires a substantive and polished course paper (sec. 2.6), an accompanying annotated bibliography (sec. 2.5) a succinct paper proposal (sec. 2.3), a historical-bibliographical essay (sec. 2.3), a written exit examination covering a specified area of concentration (sec. 2.7), and submission of a course portfolio (sec. 4.1). For the thesis-track student, the GIS research topic may be directly related to the thesis topic and will contribute to completion of requirements for ENGL 5396 Thesis II. Each component of the GIS is described in greater detail below.

1.2. Upon successful completion of ENGL 5397 in combination with all other requirements enumerated in the UT Tyler catalog, a student is eligible to receive the M.A. degree in English.

2.1. Area of interest and selection of committee members. During the semester prior to enrolling in ENGL 5397, the student may select to expand a course paper completed in a previous English graduate class, use a course paper in progress, or propose a topic that integrates coursework from previous graduate English courses. Based on his or her selected research focus, the student should select one qualified graduate faculty as director for the GIS and a second qualified faculty member as a reader for the exit examination and the course paper. A student wishing to write a thesis should select a GIS director and reader who have achieved the status of Research Faculty since the GIS director and reader may then also serve as part of that student's thesis committee. An addendum to this document contains a listing of eligible faculty members and their areas of specialization

2.2. Reading list. During the semester before beginning ENGL 5397, the prospective GIS student will submit a tentative reading list of approximately twenty (20) literary works related to the intended area of research and study. The reading list should exhibit an appropriate balance of primary and secondary works, which may include but are not limited to poems, short stories, essays, novels, plays, biographies, historical documents, theoretical

treatises, and applied criticism in the form of books, book chapters, and/or scholarly articles. This list will lay the groundwork for the longer annotated bibliography required for the course.

2.3. Paper Proposal. During the first two weeks of the GIS semester, submit a short paper proposal/plan (of approx. 250-500 words) for developing a GIS course paper if you are expanding and refining a seminar paper from a previous graduate course OR submit a brief paper proposal/plan for composing an original paper if you elect to write a new paper based on previous graduate English coursework rather than expand an earlier paper.

2.4. Annotated bibliography. No later than the fifth week of the semester or at a time specified by the GIS director in consultation with the student, the student will submit a working annotated bibliography of at least twenty-five (25) sources, including primary sources and applied criticism consisting of books, book chapters and/or scholarly articles.

2.5. Historical-bibliographical essay. No later than the seventh week of the semester or at a time specified by the GIS director in consultation with the student, the student will submit an eight to ten page draft of a historical bibliographical essay that describes how critical approaches to the student's chosen research topic have developed over time.

2.6. Course paper. Within the first two weeks of the semester of GIS enrollment or at a time specified by the GIS director in consultation with the student, the student will submit a brief plan for expanding the GIS course paper if developing a seminar paper from a previous or in-progress graduate course OR a brief plan for completing an original paper if electing to write a new paper based on previous graduate English coursework instead of expanding an earlier paper. For non-thesis-track students, the plan focus is a course paper or at least twenty (20) pages, excluding extraneous matter such as a preface, graphics, appendices, and/or the Works Cited page. For thesis-track students, the plan focus is the development of a substantive draft of at least twenty (20) pages of a thesis draft to be refined and expanded as a requirement for ENGL 5396 Thesis II. Electronic copies of the finalized GIS paper or thesis draft must be submitted to the GIS director by 5:00 p.m. Friday of the fifteenth week of the semester or at a time specified by the GIS director. The director is responsible for providing a copy of the completed paper to the GIS reader.

3.1. Examination—preliminary prompts. No later than the tenth week of the semester or at a time specified by the director in consultation with the student, the student should submit a preliminary draft of five self-generated examination prompts/questions that complement the focus of the course paper, with particular attention being paid to works on the annotated bibliography. These prompts/questions, when refined and approved by the director, will become the subject pool for the take-home GIS exit examination.

3.2. Approval to sit for examination. If the student has met the prerequisites, the director will approve the student to begin the exit exam on Friday of week thirteen (spring semester) or of week twelve or fourteen (fall semester). Students who have not met the prerequisites for the examination may compose a written request to the GIS director and the English graduate director to take the examination during week the examination week of the following semester. (See fn 1.)

3.3. Examination—refined prompts. By week eleven, the director, in consultation with the student, should have produced the final draft of five (5) potential prompts/questions for the take-home exit examination. From these prompts/questions, the director will select two (2) prompts to be submitted to the student on the day of the exam. The student will select one (1) of the two (2) prompts as the subject of his or her essay response.

3.4. Examination—administration. At 5:00 p.m. on Friday of week 13 (spring semester) or 5:00 p.m. on week 12 or 14 (fall semester) (see fn. 1), a copy of the take-home essay exam will be distributed to the qualifying student with instructions to submit the completed exam to the GIS director by 8:00 a.m. the following Monday (see fn. 2). The director will forward a copy of the completed examination to the reader. The essay prompt, generated by the student's director from the finalized list of five (5) exam prompts/questions, will require the student to demonstrate a strong knowledge base in his or her area of concentration and mastery of higher level thinking skills, addressing cultures, periods, genres, and/or critical theories and applied criticism as appropriate. The essay response should be typed on standard 8-1/2" x 11" paper, double-spaced, with 1" margins and 12 point Arial or Times New Roman font. The completed exam should be no less than eight (8) and no more than twelve (12)

pages.

3.5. Examination – Evaluation. In consultation with each other, the director and the reader will award the examination a high pass, pass, low pass, or fail. In the event of discrepancy between the GIS director's and the reader's evaluations of the exit examination and/or the course paper, the GIS director will make the final grade determination. If the discrepancy in evaluation is significant and difficult to resolve, upon the notification and written consent of the GIS student, the English graduate committee may be asked to meet to assess the exam and/or GIS paper and to make the grade determination.

4.1. GIS portfolio. At a time specified by the GIS director but not later than the last day of finals' week, the student will submit to his or her GIS director and to Director of English Graduate Studies at englishma@uttyler.edu a clean, electronic copy of the GIS Portfolio containing the following items:

**Brief GIS Paper Proposal**

Annotated bibliography 15% of ENGL 5397 grade

Historical-bibliographical essay 15% of ENGL 5397 grade

Exit examination and five exam prompts 30% of ENGL 5397 grade

GIS paper or thesis draft 40% of ENGL 5397 grade

Other materials if requested by the GIS director

5.1 Failure to successfully complete the GIS. A student who (a) does not meet the prerequisites to take the exit exam, or (b) who fails the exit exam, or (c) who passes the exit exam but fails the course due to a poor quality course paper or a low course grade average, or (d) does not complete the course for good reason may be assigned an "I" (Incomplete) for the course at the discretion of the GIS director in agreement with the GIS reader. The student should make every attempt to successfully complete the GIS during the long semester immediately following the assignment of an Incomplete. The student has no more than two (2) long semesters or one (1) year to successfully complete the GIS course. Failure to do so within the allocated time frame will result in an automatic "F".

6.1 Committee guidelines. Within the broad guidelines for successful completion of ENGL 5397, a student's GIS director has the authority to modify particulars that include but are not necessarily limited to submission timeline, submission sequence, bibliographic content, and composition of reading list. Significant departures from the stated requirements must be reviewed and sanctioned by the English graduate committee and receive final approval of the department chair.

## **Quick Guide to ENGL 5397 Guided Integrative Study**

### ***What is it?***

Guided Integrative Study (GIS) is a required capstone course tailored to the individual student's research interest as discovered and developed in an earlier course. Typically, the subject matter for research originates with a previously written English graduate seminar paper or a paper currently in-progress, which is then expanded into highly researched and polished essay. The course also includes the graduate student's GIS exit examination (see below).

### ***If I plan to write a thesis, do I have to enroll in ENGL 5397?***

Yes. A requirement of the GIS is successful completion of an exit examination, which all students must take. In general, students may substitute ENGL 5397 for ENGL 5395 Thesis I. Thesis hours consist of ENGL 5397 GIS followed by ENGL 5396 Thesis II. If you plan to write a thesis, discuss course options and sequencing with the graduate advisor and/or your GIS/thesis director the semester prior to enrolling in each course.

### ***When should I enroll in the course?***

With permission of the English graduate advisor, ENGL 5397 GIS may be taken during a fall or spring semester when the student is within 9 hours of completing English graduate coursework (non-thesis) or 12 hours (thesis) or under special circumstances after permission from the graduate advisor. Students planning to write a thesis must successfully complete ENGL 5397 prior to enrolling in ENGL 5396 Thesis II.

***May I take the GIS during a summer session?***

No. The GIS is offered only during the fall and spring semesters.

***How do I choose a topic for my GIS?***

There are two options:

1. Select a research topic based on a paper associated with a former English graduate class for further research and development.

2. Make a connection between 2-3 completed English graduate classes, and generate a proposed topic based on a unifying subject: authors, genres, literary movements, texts, themes, etc.

By the end of the GIS, a student should have a paper almost ready for submission to a respected academic journal.

***May I take an independent study in place of the GIS?***

No. Independent studies and the GIS serve different purposes. An independent study allows a student to study material not offered in a regularly scheduled graduate course. The GIS topic, on the other hand, should be connected in some way with the work the student has started in other graduate classes. Picking an entirely new topic over an area not covered in a previous MA classes is not a recommended option. That would be the topic for an independent study.

***May I use a paper from an independent study as the basis for my GIS?***

Yes. Some students have created an independent study in one semester and then taken the topic to the capstone level in a GIS course the following semester. Unlike ENGL 5396 Thesis II, an independent study may be taken concurrently with the GIS.

***Who will be my instructor?***

1. You will need a director. The semester before enrolling in ENGL 5397, email a professor of your choosing and request that he/she direct your GIS. If you elect to develop a paper from one of your graduate seminars, the professor who taught the seminar is a strong candidate for this role.

2. You will also need a reader. The reader is a second faculty member who you feel is qualified to participate in evaluating your exit examination and the final draft of your course paper. You must also email this faculty member to request his or her participation.

3. You need email confirmation from both director and reader prior to GIS enrollment.

***What does the course entail?***

The course includes 1) a 250-500 word research proposal, 2) an annotated bibliography of at least 25 works, 3) an 8-10 page historical-bibliography essay (literature review), 4) five proposed exit exam prompts based on your research topic, 5) a take-home exit examination, and 6) a 20-25-page course paper.

***What is the exit exam? How do I prepare for it?***

The exit examination is co-written by the student and the GIS director. Approximately two-thirds of the way through ENGL 5397, the student will compose and submit five exit examination prompts/questions for the director's comments, revisions, and approval. Each question should address an aspect of the research topic that is associated with but not central to the course paper's thesis. Although there may be a relationship between ideas, the exit examination essay must have an original thesis and mount an original argument. It can be neither a summary of nor an excerpt from the GIS course paper. Two of the approved questions will be chosen by the director for inclusion on the GIS exit exam, which will be given to the student on a Friday at 5:00 p.m. and must be returned no later than the following Monday at 8:00 a.m. Of the two questions on the exam, the student is to select one and write a highly focused essay of 8-12 pages that demonstrates mastery of the subject matter and high-level critical thinking skills. The completed exam is evaluated by both the GIS director and the reader, and the student is awarded a high pass, pass, low pass, or fail.

***What if I don't pass the exit exam?***

At the discretion of the student's GIS director in agreement with his or her reader, unsuccessful students may receive an Incomplete in ENGL 5397 and take a second exit exam no later than the final week of the upcoming semester. To be awarded an M.A. in English, students must pass the exit exam. A maximum of two attempts is allowed.

### **Where is the syllabus for my GIS?**

Instead of a formal syllabus, the GIS consists of a Timeline with due dates for required assignments (see “What does the courses entail?” above). The Timeline can be accessed via the EGSA “GIS” page in Canvas. (Note: your director, in consultation with you, has final authority to determine sequencing and assignment due dates.)

### ***How do I enroll in ENGL 5397?***

First, find two faculty members who agree to serve as the director and the reader for your GIS. Next, complete the GIS Permission to Enroll Form and submit it to the graduate advisor (Dr. Matt Kelly) at [englishma@uttyler.edu](mailto:englishma@uttyler.edu). When the graduate advisor has verified that you are qualified to take ENGL 5397, he will forward your approved Permission to Enroll Form to the Department of Literature and Language administrative assistant, (Shelby Carter, [shelbycarter@uttyler.edu](mailto:shelbycarter@uttyler.edu)). Once Mrs. Carter has received your approved form, she will email you a course permission number that allows you to enroll in your GIS section.

**Note about Time Management & Online Classes:** A 12-hour course schedule is considered full-time for an undergraduate university student. Why? For every 3-credit class, a student is expected to spend 6 hours per week outside of the classroom reading and writing. That means a student is expected to dedicate 9 hours minimum per week for each 3-credit course. 12 hours in class + 24 hours outside of class = 36 hours = full-time student. You all maintain some sort of weekly calendar where you block out time for your F2F (face-to-face) classes as well as meetings, job schedule, appointments, etc. Block out 9 hours each week for your ENGL 4345 / 5346 online course now. [An online course does not magically get finished](#). You can work on your own schedule with an online class, but you must set the time aside each week to complete the reading, writing, and exams.

### ***AI Policy for ENGL 5397:***

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools’ ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler’s Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course (see below) is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler’s Academic Integrity Policy. For this course, I expect all work students submit for this course to be their own. I have carefully designed all assignments and class activities to support your learning. Doing your own work, without human or artificial intelligence assistance, is best for your efforts in mastering course learning objectives. **For this course, I expressly forbid using ChatGPT or any other artificial intelligence (AI) tools for any stages of the work process, including brainstorming. Deviations from these guidelines will be considered a violation of UT Tyler’s Honor Code and academic honesty values.**