

**Semester Checklist of Due Dates for GIS Exit Exam and Assignments in
ENGL 5397: Guided Integrative Study**

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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 13th week of the semester preceding your GIS¹**—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 13th 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. 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. Carroll at ccarroll@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 15th 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.² 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 [JAN 12-25]**: 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 [FEB 9-15]**: 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 [FEB 23-MAR 1]**: Submit an 8-10 page polished draft of the **historical-bibliographical essay** (literature review).
- **Week 10 [MAR 16-22]**: Provide a substantive draft of an **in-progress GIS paper**.
- **Week 10 [MAR 16-22]**: Submit an initial draft of **five self-generated prompts/questions** for the take-home GIS exit exam.
- **Week 11 [MAR 23-29]**: In conjunction with your director, submit the **final draft of five potential prompts/questions** for the take-home GIS exit exam.
- **Week 12 [MAR 30-APR 5] (Week 12 spring semester or Week 11 or 13 fall semester)⁴** : The week before your scheduled GIS exit exam contact your director to ascertain if you have approval to sit for the exam.

¹ Secure a director and a reader as early as possible.

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

³ Scheduled due dates may be somewhat modified by your director.

⁴ 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 [APR 6-12] (Week 13 spring semester or Week 12 or 14 fall semester)**⁴ 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 [APR 20-26]:** 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.

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