

# Graduate Handbook

*University of West Florida  
Department of English and Foreign Languages  
Issued Fall 2011*

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# 1. Postgraduate Studies

## 1.1 Welcome from the Chair

Welcome to the Department of English and Foreign Languages. Working here with us is a two-way street of the mind: as teachers, we pose questions and seek answers; in return, we ask the same from our graduate students.

Studying with us is also multipliciously rewarding. Together we read—to understand, to enjoy, to be awed and broadened—and we speak, we write, to clarify, to capture ideas, to share with others the new insights we have stumbled upon, inherited, earned. The department is a hub of loud, embracing energy that generates student awareness of language and culture that is crucial for success in the professional world. Our faculty all hold advanced degrees—from the Universities of Oxford, Washington, Miami, Michigan, North Carolina, South Carolina, Southern California, Florida State, Syracuse, Duke, Samford, Rutgers, Yale and West Florida. We regularly contribute to the international conversation of scholars and critics, publishing translations, editions, articles, monographs and book-length studies on, among other topics, William Blake, Shakespeare, Chaucer, Hemingway, James Joyce, literary theory, film, television, gender and sexuality, even bullfighting. We have been named Fellows of the National Humanities Center, the Center for Advanced Study in the Humanities at the University of Edinburgh, the American Council of Learned Societies, and the Mellon Foundation, at Harvard University. One of us is a past-President of the South Atlantic Modern Language Association. We have several times received grants from the National Endowment for the Humanities. We look forward to using such contacts and experiences to help you reach your career objectives.

The work of our faculty encompasses both critical and creative pursuits. The poets and fiction-writers in our Creative Writing specialty have won many prizes and awards, including significant recognition by the National Endowment for the Arts. Also, in conjunction with the Department of Fine and Performing Arts, we sponsor a series of readings—Writers in the Gallery—that brings important authors from around the country onto campus twice each year to share their craft and talk with students. So please—consider this a beginning of our relationship with you. As Chair, let me extend greetings from every member of the department—students and faculty alike—and invite you to get to know us better. Drop by Building 50 with a question—or just come to say hello. I—we—look forward to meeting you face-to-face.

## 1.2 Expectations

Assuredly, graduate school is different than undergrad: in ideology, in methodology, in subjects studied, and in application and aspiration. Professors have different expectations for graduate students. This section examines in what ways graduate school is different.

On the most basic level, graduate students are expected to have a strong foundation in their discipline. Papers and bibliographies will be longer. Reading assignments will be lengthier. Ideas may be more complex. But a strong foundation in English studies helps you deal with each of these new challenges. On a deeper level, though, graduate students are expected to possess certain character traits if they are to be successful in their endeavors. A graduate student should first be dedicated. Students enrolled in graduate classes should be passionate and motivated to study beyond the classroom. These students should come into graduate school with an idea of what interests them and the intent to research and explore those areas. Classes filled with these students become less about learning facts than about inquiry and conversation, debate and mental exercise.

Along with this new level of discourse comes an expanded relationship with the institution, discipline, and faculty. Graduate students find themselves in a kind of limbo. They are moving toward becoming their professors' colleagues but still have a long way to go before they reach that status. Yet, they have left behind their simple student status as well. Graduate students have made the choice to become professional students, and it is that sense of professionalism that defines the very best of them and guides them in their interaction with their professors. These students set their own expectations beyond those that their professors place upon them. They (respectfully) see their professors and other scholars and writers as their tape measure for success. These students are unafraid to ask questions and share ideas. They know what they want to learn and pursue their studies outside of class assignments. These students take control of their education and the resources that surround them and accomplish the lofty goals that they set before themselves, not because they are necessarily the smartest or most talented, but because they are the most dedicated and the hardest working amongst their peers.

Graduate school is a significant commitment of time and money, and the only thing that justifies this commitment is passion. Graduate students must necessarily have the passion and drive to see their studies through to the conclusion of the program. They must be willing and excited to work at a level and proficiency that they have never achieved before. The prospect of such work may sound daunting, but that is the reality of advanced study. The very best students engage in this study not for the end result but out of a desire to achieve and surpass excellence, to accomplish their own lofty notions of success.

So while the basic differences between graduate and undergraduate coursework can seem relatively minor, the real difference is in the approach of the student. To be successful, a graduate student cannot simply set out to meet his or her professor's expectations. Instead, the student must go beyond such expectations to meet his or her own. Rather than fulfilling the minimum requirements, which is so often the attitude with undergraduate students, the graduate works hard to exceed all expectations.

## 1.3 Career Advice

So someone in your family or your group of friends has finally asked you the dreaded question: “What are you going to do with an English Grad degree?” Well, rest easy, because there are probably more options out there for you than you know. First, there are the obvious career fields of publishing and teaching. You know that your command of the English language gives you leave to edit, proofread, or publish anything from magazines to novels. Likewise, your knowledge of literature and your ability to think critically about texts makes you perfect for passing those skills on to the next generation, whether at the secondary or post-secondary levels.

What you might not have thought about are jobs in fields such as politics, public relations, advertising, broadcasting, and virtually any other field that requires critical thinking and a command of the English language. You can write speeches, do technical writing, or deal with interpersonal situations that require exposure to a wide range of subjects. Fear not: Ye who enter here need not abandon all hope!

And, of course, if your grandparents are still being overbearing and pushy, you can always let them know that, statistically, literature is one of the most common majors for students who are accepted into law school.

Some possible occupations for English MAs include:

- Teaching
- Editing
- Political speech writing
- Technical writing
- Advertising
- Publication
- Broadcasting
- Public Relations
- Interpersonal Communications
- Law School

## 1.4 Calendar of Expectations

This timeline is a guide that includes both suggested courses and opportunities for graduate students. While the university considers 9 credit hours full time, the standard course load for the English department is 6 hours. For this reason, the calendar is organized by hours rather than semesters.

<b>Calendar of Expectations</b>	
<b>During Admission</b>	This is obviously when you choose between the Literature or Creative Writing tracks. Keep in mind as well whether you are aspiring towards the Thesis or the Non-thesis option. Much of this has to do with what you want to do with your M.A. See descriptions of these tracks below
<b>First Class</b>	ENG 5009 Intro to Advanced Literary Study
<b>18 hrs</b>	At this point you are eligible for the Teaching Assistant Program, but first you must complete 1-2 semesters of the T.A. Mentoring program, in addition to the required training course. Please see the Composition Program Director to register for Mentoring.
<b>30 hrs</b>	With a GPA of 3.5 or better, completion of 30 hours, and approval from the Chair, students are eligible for the Thesis track (i.e. enrolling in ENG 6971). For approval, you must a) submit a Letter of Intent; b) request a Thesis Director and Reader  See: <a href="#">Thesis Guidelines – Department of English and Foreign Languages</a>
<b>33 hrs</b>	This is the earliest for completion of Thesis Track.
<b>36 hrs</b>	36 hours mark the completion of Non-Thesis Track
<b>30-36 hrs</b>	Before Graduation you must: a) pass foreign language requirement, b) apply for graduation c) complete the English Department Exit Survey

Further information about listed courses may be found in the UWF Academic Catalog or online at <http://catalog.uwf.edu/courseinformation/courses>.

## 1.5 Time Management for Graduate Students

**Sympathy:** Sympathy is in short supply in graduate school. After all, you did volunteer for it. You probably had to cut deals with coworkers and family to carve out time for class and projects. Though it varies from student-to-student and class-to-class, a good rule of thumb is to spend 3 times the amount of classroom time per week outside the classroom in preparation. UWF considers 9 credit hours as full time for a graduate student, which equates to 27 hours of study, preparation, and research. If you have to work while you are going to school, which is the case for most graduate students, then 9 credit hours might be a bit much. You still need to live a balanced life, so your first priority is to make a realistic self-assessment of your personal abilities and your available time.

**Time:** The biggest obstacle to success is time management. You have just stacked a lot of extra work into your life for some perceived gain down the road, so invest a little time in

planning. The most powerful planning tool available to budget your valuable time is a calendar of some sort. So avail yourself of time management tools to maximize the likelihood of success. You have access to a Google Calendar through your UWF Gmail, or you can use any paper or electronic calendar tailored to suit your purposes. There are plenty of free options available on the web and probably a few lurking in software you already own. Bottom line: you need a scheduling system. Take the syllabi for the courses you signed up for, pluck out deadlines, and put them in your calendar. Put in reminders in advance of these deadlines and consult your calendar frequently. It only works if you use it.

To do lists: To-do lists are vital, and you can make one for every aspect of your life, but ensure you have some way to integrate them so you can identify conflicting personal, professional, and school related obligations.

**Contact lists:** No one goes through graduate school alone, though sometimes it will feel that way. Establish at least one contact per class. Many classes will build their own websites or other collaboration sites that utilize the school's information systems. The best advice is to get familiar with the school's information systems as rapidly as possible, but nothing beats a pencil and paper for initial contact. Find a friendly face and get a phone number or email address.

**Tasks:** Start early, start often. Graduate school projects do not lend themselves well to procrastination. Take your big tasks like end-of-term papers and break them into easily manageable tasks such as "research" or "interviews." Take these tasks and import them into your planner and to-do lists. Self-imposed deadlines are useful. Remember: You eat the elephant the same way you eat everything else, one bite at a time.

**Prioritization:** You probably have more to do than you ever thought was possible. Some stuff needs to be done now; some stuff can wait; some stuff may never get done. Find out what is important and tackle those items first. Reevaluate your priorities often. You're not just reevaluating your school obligations. You have family and friends that all need a piece of your time. As was mentioned before, no one goes through graduate school alone. You need those people in your life to be on your side, so be sure to include them in your prioritization scheme. Allow time for distractions.

**Just Say No:** Sometimes enough is enough. Carefully consider every extra obligation before you take it on.

**Make Use of Wasted Time:** Avail yourself of every opportunity to be productive. Carry the article you have to review or the book that needs to be read so when you find yourself at the Department of Motor Vehicles or the doctor's office, you can make some progress.

***Communicate:*** As mentioned in the beginning sympathy is in short supply, but emergencies do happen. Cars break down, work runs late, people get sick. In no case does bad news ever get better over time. Be professional and inform your professor or classmates, if involved in a group project, as soon as possible of anything that will impact your performance and contributions.

***Discouragement:*** *illegitimi non carborundum*. Look it up. You're in graduate school so take a moment and congratulate yourself. Precious few have the time, talent, or treasure to avail themselves of the opportunity, but somehow you found a way to make it work.

## 2. Academic Requirements

### 2.1 General Degree Requirements

The M.A. in English offers two specializations: Literature and Creative Writing. Thesis and non-thesis track options are available (see Thesis Guidelines section). 33 semester hours of course work are required for graduation; 18 semester hours of those courses must be at the 6000 level. A student may take 3 semester hours at the 4000 level, but the course must be approved by an adviser and annotated for graduate credit.

Only students that complete 18 semester hours at the 6000 level with a GPA of 3.5 or above are eligible for the thesis track; those with a GPA lower than 3.5 may petition the Chair of the Department to pursue the thesis track.

Upon completion of 30 semester hours of graduate-level work, students in the thesis track are required to begin the thesis process by registering for ENG 6971. Non-thesis track students will, upon completion of 30 hours, complete an additional six semester hours of course work.

#### Core Requirements

ENG 5009 - Introduction to Advanced Literary Study

\*\*Please note that ENG 5009 must be taken concurrently with or prior to ENG 6018

ENG 6018 - History of Literary Theory

ENG 6019 - Topics in Literary Theory

In addition to the general University requirements, students seeking an M.A. in English in both the thesis and a non-thesis track must demonstrate reading competency in one foreign language through high school and/or postsecondary coursework or standardized testing. The following are requirements for the Thesis or Non-Thesis options:

#### Thesis Track

18 hours of coursework at the 6000 level

3.50 GPA or higher

#### Non-Thesis Track

18 hours of coursework at the 6000 level

Completion of an additional six semester hours of course work

## 2.2 Creative Writing Track

The Creative Writing specialization offers workshop-style courses in poetry, fiction, and creative non-fiction. A thesis of creative work or an additional two elective courses are also required.

### **Creative Track Requirements (33-36 hours)**

In addition to the Core Requirements, students in the Creative Writing track will choose 4 courses from the following list:

- CRW 6130 - Workshop in Fiction Writing
- CRW 6236 - Workshop in Creative Non-Fiction Writing
- CRW 6331 - Workshop in Poetry Writing
- CRW 6806 - Workshop in Teaching Creative Writing
- CRW 6934 - Special Topics in Creative Writing

AND three (3) courses from the following four blocks:

#### BLOCK I

- ENL 6297 - Topics in British Literature to the Romantics

#### BLOCK II

- ENL 6298 - Topics in British Literature from the Romantics to Present

#### BLOCK III

- AML 6455 - Topics in American Literature

#### BLOCK IV

- LIT 5018 - Topics in Fiction
- LIT 5037 - Topics in Poetry
- LIT 5047 - Topics in Drama
- LIT 5105 - Topics in World Literature

## 2.3 Literature Track

The Literature specialization offers courses in American and English literature that include a variety of theoretical perspectives and philosophies. A critical thesis or an additional two elective courses are also required.

### **Literature Track Requirements (33-36 hours)**

In addition to Core Requirements, Literature Track students must take the following three required courses:

- ENL 6297 - Topics in British Literature to the Romantics
- ENL 6298 - Topics in British Literature from the Romantics to Present
- AML 6455 - Topics in American Literature

one course from the following list:

- CRW 6130 - Workshop in Fiction Writing
- CRW 6236 - Workshop in Creative Non-Fiction Writing
- CRW 6331 - Workshop in Poetry Writing
- CRW 6806 - Workshop in Teaching Creative Writing
- CRW 6934 - Special Topics in Creative Writing
- LIT 5018 - Topics in Fiction
- LIT 5037 - Topics in Poetry
- LIT 5047 - Topics in Drama
- LIT 5105 - Topics in World Literature

AND nine (9) hours of English electives at the 5000/6000 level.

## 2.4 Thesis Guidelines

The University of West Florida's English M.A. program offers students the choice between a thesis track and a non-thesis track. This choice offers different avenues to students with diverse interests. The thesis track prepares students who plan to continue on to Ph.D. work as well as those who plan to pursue a career in creative writing. The non-thesis track is geared toward students who do not plan to pursue a Ph.D., but want to broaden their knowledge of literary studies.

At the time of admission, students will indicate their choice of program, specializing either in literature or in creative writing, and, after 18 semester hours of coursework at the 6000-level, declare whether they intend to pursue the thesis or the non-thesis track.

### Thesis Guidelines

The master's thesis provides students with an opportunity to demonstrate their mastery of the conventions of a scholarly or creative sub-field. Your thesis must demonstrate your ability to conceive a project of professional quality as well as prove your familiarity with the current, relevant critical and creative conversations. It must also make a sustained attempt to contribute to the larger intellectual conversation in the subject area you choose.

Writing a master's thesis in the literature specialization requires that you become familiar with current scholarly debates and available scholarly resources and that you develop a good working knowledge of research methods.

In the creative writing specialization, your thesis will be a creative work or body of works demonstrating your knowledge of the stylistic conventions of the genre within which you are working and a knowledge of the relevant contemporary works in that genre.

**Students pursuing the thesis option must submit in sequence THREE separate documents to satisfy the departmental thesis requirement:**

- a letter of intent
- a formal prospectus
- a thesis approved by your thesis director and reader, the department chair, and the dean of the Graduate School

Writing a thesis will further your understanding of the breadth and depth of advanced work in English and the humanities. Writing a thesis also

- Helps prepare students to pursue a Ph.D. or M.F.A. by refining the reading and writing skills necessary for professional scholarly or creative publication
- Provides prospective teachers in secondary education and community colleges with requisite knowledge, skills, and credentials
- Prepares students for future engagement with a wider scholarly and creative community through publication. Publication is not required for the successful completion of your thesis, but some stages in the process will require you to demonstrate familiarity with your subject area's publication standards and conventions.

### **Components, Scope, and Format**

- Graduate School regulations require students to be registered for at least one thesis hour each semester. This will allow you continued access to UWF library facilities or faculty consultation.
- You are required to complete a total of three thesis hours (ENG 6971).
- These credit hours will be used to count for three of the required 33 master's degree hours.
- You are not permitted to register for thesis hours if you have not completed the thesis within three years from the first submission of your letter of intent.
- Thesis direction and evaluation cannot be completed during the summer terms without the prior and full consent of your thesis director and reader.

### **University thesis requirements**

In order to be approved at the Dean's level your theses must conform to University standards. Please consult the thesis guide available at:

[http://uwf.edu/graduate/theses\\_dissertations.html](http://uwf.edu/graduate/theses_dissertations.html)

## 3. Paying For It

College is expensive, and grad school even more so. The following section is designed to show you some of the resources that are available to you to ease the burden of financial strain. Becoming a teaching assistant or working in the Writing Lab are not only ways to support yourself through grad school, but also excellent sources of experience for your professional life.

### 3.1 Campus Employment

#### Teaching Assistant

A Teaching Assistant (TA) is a graduate student who is participating in the Graduate Teaching Assistant Training Program or who has completed the program and is qualified to teach ENC1101 or ENC1102 independently. The UWF English Department places great emphasis on student immersion in the academic community. The TA apprenticeship facilitates such immersion and prepares its students for professional application of coursework.

Teaching Assistants in training will each be assigned by the Director of Composition to an experienced composition instructor who will provide teaching, guidance, and professional development of the TA. After 1-2 semesters of shadowing and with a good recommendation, TA's may take the role of instructor in one of our composition or introduction to literature courses. In addition to preparation, grading, and class meetings, TA's will meet with their mentor-instructors and will hold two weekly office hours for meeting with students. TA's are expected to teach in the UWF Composition Program for at least two semesters, and to spend as much time as needed to get the work of teaching, preparation, and grading done.

#### Requirements

- 18 semester hours of graduate study in English
- One pedagogy course: either ENC5333 Topics in Rhetoric, offered in the English Department, or COM5206 Communication Training, offered in the Communication Department.
- Candidates must take the Writing Lab's diagnostic exam. Further work with the Writing Lab depends on the exam score.

### **Research Assistant**

The Research Assistant position is appointed by the Chair of the Department. Responsibilities vary according to the needs of faculty, including any and all duties relating to culling and organizing research and/or course materials for English Department teaching staff.

Please contact the Chair of the English Department for more information.

### **Writing Lab Assistant**

Working in the Writing Lab provides graduate students with invaluable experiences in tutoring, public relations, record keeping, research, and paper reading. In addition, a successful semester as a graduate lab assistant qualifies you for positions in the composition program as a teaching assistant and later as an instructor for Comp I and II classes.

#### **Description of Duties**

Writing Lab assistants' duties include tutoring students; reading students' papers for contents, documentation, and correctness of expression; giving presentations of English language skills, writing, and Writing Lab services; grading tests, exercises, and grammar mini-lessons; answering Grammar Hotline questions; keeping records; developing and administering worksheets, lessons, and tests; and performing other Lab-related functions, especially those related to your specific "working title" and description.

#### **Requirements**

- 3.0 or above GPA
- Enrolled in the semester for which you are applying to work
- Intuitive knowledge of grammar and other English language skills
- Excellent writing and speaking skills as well as proofreading and editing skills
- A basic knowledge of MLA, APA, and/or Turabian documentation styles
- Willing to work in a structured environment of processes and procedures as a student-employee

### **Other Employment**

For additional campus employment opportunities visit [https://jobs.uwf.edu/applicants/jsp/shared/Welcome\\_css.jsp](https://jobs.uwf.edu/applicants/jsp/shared/Welcome_css.jsp).

## 3.2 Financial Aid

### **SGA/SCAC Research and Travel Funds**

Student grants for conference travel and research funds are available through both the Student Government Association (SGA) and the Scholarly and Creative Activities Committee (SCAC).

SGA - Students can receive a maximum of \$500 for academic travel. The form for application can be downloaded at [http://uwf.edu/sga/Request\\_Form\\_2010-2011\[1\].pdf](http://uwf.edu/sga/Request_Form_2010-2011[1].pdf). The SGA accepts applications throughout the semester; there is no official application deadline.

SCAC - Students can apply for a grant of up to \$1,000 for travel or research funds. Graduate students may receive a grant through this organization only twice over the course of their graduate studies, so applications should be reserved for conference travel or thesis research. Awards are highly competitive, so documentation guidelines are to be followed closely. More information can be found online at <https://nautical.uwf.edu/org/disporg.cfm?orgunitid=CREATE>.

### **Additional Scholarships, Loans, and Grants**

For more information on financial aid please visit <http://www.uwf.edu/finaid/>.

## 4. Professional Development

As a graduate student, it is important not to neglect professional development. As you work through your degree plan, it is in your best interest to begin thinking of your post-graduation plans. Do you want to continue on to Ph.D.-level studies? If so, think about attending conferences or submitting papers to academic journals. Do you want to write creatively? Well, graduate school is a good time to rack up some publication credits. Maybe you feel that you lack a worldly perspective or you missed out on that post-graduation tour of Europe. Why not try studying or teaching abroad?

The following section is designed to show you how to start being a part of your professional community. There are various publications that are always accepting submissions from our graduate students, and a fair opportunity for students to travel to conferences, or to go abroad for further cultural submersion. If taken advantage of, professional development offered on or around the UWF campus could help you begin you assent to professional excellence.

### 4.1 Local Publishing Opportunities

#### The Troubadour

*The Troubadour* is the University of West Florida's annual student anthology. The journal features poetry, short fiction, creative non-fiction, photography, and creative artwork. Submission guidelines are announced early during the fall semester. Visit *The Troubadour* at <http://uwf.edu/english/journals/> to follow the latest issue.

To submit, please email your work as an attachment and include your name, major, and UWF student email address in the body of the email. Because of *The Troubadour's* desire to capture the spectrum of student work being done at UWF, you may submit only five pieces for consideration in each category: prose, poetry, and artwork. *The Troubadour* does not have a theme for each semester. Instead, it relies on the work selected for publication to set the tone for the year's magazine; as a result, you may submit work on any topic. Please send any questions and submissions to [troubadour@uwf.edu](mailto:troubadour@uwf.edu).

#### Panhandler

*Panhandler* is an annual literary journal published by the University of West Florida's Department of English and Foreign Languages. Unique among literary journals, *Panhandler* is published in three distinct ways: as an open-source e-magazine, as a downloadable pdf, and as a printed, full-color magazine. The editorial policy of *Panhandler* is to present in each issue many of the aesthetic forms that the majority of contemporary magazines do not have the space or the desire to publish. With the goal of bringing many of these genres to a wider

audience, *Panhandler* publishes substantial folios of poetry, fiction, nonfiction, drama, art, interviews, and criticism.

The *Panhandler* website offers additional access to video interviews, current issue and back issues, and more current news regarding the magazine. Visit the website at <http://www.uwf.edu/panhandler/index.html>.

### **The Voyager**

*The Voyager* is the University of West Florida's student-run, award-winning school newspaper. Since 1968, the paper has provided UWF students, faculty, and staff with news, commentary, and entertainment. *The Voyager* offers two different ways to contribute to the newspaper: as a regular contributor or as a one-time contributor.

All submissions should be sent to the editor through *The Voyager* webpage at <http://www.thevoyager.net/contribute-2/>.

To become a regular contributor, please fill out an online application at [http://voyager.moskeedo.net/?page\\_id=287](http://voyager.moskeedo.net/?page_id=287).

## **4.2 Awards, Conferences, and Study Abroad**

### **The Laurie O'Brien Awards**

The Laurie O'Brien Creative Writing Awards is an annual contest for UWF students. Graduate students may compete for awards in three categories: fiction, non-fiction, and poetry. Submission guidelines for this contest are usually circulated via email in the spring semester.

### **Women's Studies Conference**

The UWF Annual Women's Studies Conference seeks student submissions that address women's issues in literature, politics, religion, history, culture, etc. Individual or group submissions may include essays, films, artwork, and performances. Panels are welcome. Each presenter will be granted no more than 15 minutes for his or her presentation.

Please send your completed paper, or a 200-250 word description of your project, in the form of a Microsoft Word attachment to Michelle Vidensek at [womens@uwf.edu](mailto:womens@uwf.edu). Along with your paper/abstract, please include your name, the title of your project, and sufficient contact information. Submissions usually required in late January for the April conference.

For additional information, please contact Michelle Vidensek at [womens@uwf.edu](mailto:womens@uwf.edu) or (850) 474-2969. The University of West Florida's Women Studies homepage can be found at <http://uwf.edu/womens/>

### **UPenn Call for Papers**

The University of Pennsylvania offers a comprehensive Call for Papers database through which various international universities and organizations post requests for abstracts for admission to upcoming conferences. CFPS are searchable by discipline, period, or topic. See the UPenn Call for Papers website for more information: <http://call-for-papers.sas.upenn.edu/>.

### **Study Abroad**

For English graduate students interested in studying abroad or teaching abroad, there are numerous opportunities available through UWF. For more information on the opportunity to teach and/or study abroad, contact Sara Brake at [sbrake@uwf.edu](mailto:sbrake@uwf.edu). Ask about the new program that offers a one-year teaching assignment in another country.

# 5. Resources

The first few weeks at a new university can be difficult. In addition to new classes, it may take a while to locate all the resources you are sure to require. What follows is a brief overview of the many resources you may need during your time at UWF. Contact information is included in almost every instance alongside links to valuable websites and short descriptions of the many resources that UWF has to offer.

## 5.1 UWF Services

The best source of information on the variety of resources available to students is the University's website [www.uwf.edu](http://www.uwf.edu). The English Department will also disseminate important information via Gmail and your departmental mailboxes. Please check your student email on a regular basis, as this the Department's primary venue for providing important information.

The resources noted below are for basic services you will need when seeking admission to the University and the English Department's Master's Program.

### Graduate Admissions

Phone: (850) 473-7716 or (866) 931-4872  
Email: [gradadmissions@uwf.edu](mailto:gradadmissions@uwf.edu)  
Campus Location: Bldg 11  
[www.uwf.edu/graduate](http://www.uwf.edu/graduate)

### Financial Aid

Phone: (850) 474-2400  
Fax: (850) 474-3145  
Email: [finaid@uwf.edu](mailto:finaid@uwf.edu)  
Campus Location: Bldg 20E  
[www.uwf.edu/finaid](http://www.uwf.edu/finaid)

### Nautilus Card Office

Phone: (850) 474-3324  
Campus Location: Bldg 20W  
Email: [idcard@uwf.edu](mailto:idcard@uwf.edu)  
ADM locations: Commons-Bldg 22, Curriculum Materials Library-Bldg 86, SAIL Lab-Bldg 79, and the Pace Library-Bldg 32.

### Testing Office

Phone: (850) 473-7340

Fax: (850) 473-7341  
Email: [testing@uwf.edu](mailto:testing@uwf.edu)  
Campus Location: Bldg 21/Rm 120  
[www.uwf.edu/testing](http://www.uwf.edu/testing)

### **Orientation**

[http://www.uwf.edu/graduate/new\\_student\\_orientation.html](http://www.uwf.edu/graduate/new_student_orientation.html)

The University offers a fully *Online Orientation for New Graduate Students*. This service is offered at the start of each semester and can be accessed through either Argus or Lighthouse. Detailed instructions for attending the *Online Orientation for New Graduate Students* can be found at the above address.

### **LightHouse**

<https://nautical.uwf.edu/lighthouse/>

If you have been admitted to the University but have not yet registered for classes, use LightHouse to access personal student information online. To sign on, you must have your UWF ID Number and create a PIN.

## **5.2 John C. Pace Library Services**

<http://library.uwf.edu/>

The University of West Florida maintains three libraries, two on the main campus and one at the Fort Walton Beach campus: the John C. Pace Library, the Curriculum Materials Library, and the Fort Walton Beach Campus Library. The information below is for the Pace Library; however, services between the Pace Library and the Fort Walton Beach Campus Library are similar. The Curriculum Materials Library houses information specific to the Education Program and for instructional use in grades Pre-K through twelve. For more information on specific library services, please visit the address above. To check out physical items from the library, you must have a Nautilus Card or a card issued by one of the University's three libraries.

Campus Location: Bldg 32  
Phone Numbers:  
Circulation Desk: 474-2414  
Reference/Information Desk: 474-2424

### **Items Available for Check-Out**

The following items are available to be checked out by all students: books, audio books, DVDs, reserve materials, laptops, Kindles, iPads, headphones, copy holders, digital cameras,

digital video cameras, projectors, and (although you may never need them as an English graduate student) graphing calculators.

Graduate students may also check out bound and current periodicals as well as semester study carrels. Requests for semester carrels should be submitted online:

<http://library.uwf.edu/about/policies/carrels.cfm>.

### **Subject Specialists**

Subject Specialists are fluent in discipline-specific research utilizing the tools available through the UWF libraries. For a complete listing of Research Specialists and their subject areas, please visit the library's website.

The Subject Specialist for the English Department is Britt McGowan. Britt has developed Research Guides that can help you figure out how to research your topic. You can access these guides through the library's website on the "Research Help" link. Britt is for available research consultation in the Pace Library by appointment.

Phone Number: (850) 474-2048

Office Location: Bldg 32/Rm 135

Email Address: [bmcgowan@uwf.edu](mailto:bmcgowan@uwf.edu)

### **Inter-Library Loan (ILL) & UBorrow**

The Pace Library will request materials from another library for you if they are not 1) owned by the University but housed in a different library (for that you need an inter-campus loan request), and 2) available through ILL or UBorrow. Visit

<https://uwf.illiad.oclc.org/illiad/ill.html> to access the ILL and Inter-Campus Loan Requests request form.

The UBorrow system is comprised of all state university libraries. When you search the Pace Library's catalog for specific material, the UBorrow link appears at the top of the page if your search terms have matched holdings within the UBorrow system. There are no forms for UBorrow; simply click the link and enter your ArgoNet user name and password when prompted.

### **Other Resources**

The library offers a variety of other resources for students:

- Course Reserves contains items that faculty members have requested the library hold for student use.
- Databases are searchable indexes of critical, bibliographic, visual, and general reference information. You can browse the available databases alphabetically or by subject area.

- Print journals and periodicals to which the Library currently subscribes can be found on the second floor, which is also where microforms and the bound journals/periodicals are located.
- Skylab, a non-traditional computer lab, information literacy classroom, multimedia studio, and media conversion center, and semester study carrels available for use by graduate students.

### 5.3 Argus

<https://argus.uwf.edu/cp/home/displaylogin>

Argus is the University's access portal for students, faculty, and staff to all web-based services hosted on ArgoNet. To use Argus as a student, you must have already registered for classes. When you register, you will be given an ArgoNet username and a temporary password so you can log-in to Argus. Through Argus, you can access your personal student information, register for classes, get help from ITS, search for services and departments, download software, and access many other services.

### 5.4 Writing Lab

The UWF Writing Lab provides UWF graduate students with face-to-face paper reading services as well as online paper reading. Both of these services are free, but you must meet certain criteria to qualify for the online services. Additionally, the UWF Writing Lab offers thesis readings for graduate students. These paper readings are offered in both one-hour and two-hour time blocks. The paper readers will help you with grammar, punctuation, organization, and formatting. The Writing Lab offers Elluminate sessions through UWF's online system. Elluminate sessions are available for both paper readings and thesis readings. For information about the Elluminate sessions, please call the UWF Writing Lab at 474-2129. For a more complete list of services, please visit the Lab's website: <http://uwf.edu/writelab/reading/>.

### 5.5 Google Apps/Gmail

<http://gmail.students.uwf.edu>.

UWF uses the Gmail function of Google Apps. Log-on to your Gmail account using your ArgoNet user name and password. Your email address is your ArgoNet user name followed by @students.uwf.edu. Through Gmail, you also have access to Google Docs, Calendars, and Sites functions. If you are new to Google Apps functions, the "IT Help" tab has a link titled "Email & Calendar" which connects to an information page. If you encounter problems with any of the Google App functions, first check the "IT Help" page for common issues or visit [Google's Online Help Center](#). If you cannot find the answer to your question, contact the ITS Help Desk at (850) 474-2075 or [helpdesk@uwf.edu](mailto:helpdesk@uwf.edu).

## 5.6 Printing

<https://www.wepanow.com/faq>

A map for the locations of WEPA (Wireless Everywhere Print Anywhere) kiosks, printing instructions, and driver downloads can be accessed through the “My ArgoNet” tab in Argus. Students do not need to register with WEPA; the University will set up an account that is associated with your Nautilus Card. You will receive an email from WEPA with log-on instructions, pricing, and explanations of your options for loading funds for WEPA printing. Files uploaded for printing cannot exceed 20 MB.

## 5.7 Computer Labs

On the first and second floors of the John C. Pace Library, there are over one hundred computers available for student use. The IT Department also supports two general-purpose computer labs on campus: Building 79 (formerly known as the SAIL Lab) and the CyberLounge, in the University Commons.

## 5.8 Answers and Advice for the Non-Traditional Grad Student from GI Mike

### What is the GI Bill?

The Veteran's GI Bill is a great way to propel yourself to the next level! In some select circumstances these benefits can be transferred to you from a relative that served. The GI Bill will not only pay for your classes but will also pay you a living stipend while you go to school. At UWF a full time student will be paid \$1050.00 per month as a full-time student. For the graduate student you will need to take 9 credit hours to be considered full-time. Anything less and the stipend is prorated. For example, 6 credit hours are worth 66% of your tuition, but the Veterans Affairs rounds to the nearest 10% percent. You will receive 70% of the total benefit.

### How do I know if I'm eligible?

Your first step is to access the GI bill website [www.gibill.va.gov](http://www.gibill.va.gov). The VA has contact numbers posted for the specific region that will determine your eligibility and administer your claim. You can apply for your benefits online. Expect to wait at least 30 days to receive an answer. You will need to provide the eligibility documentation to UWF.

### What about admissions?

While you wait for a determination of your eligibility, you can contact various offices that will coordinate your admission. You can start with UWF's Veterans Affairs Office at (850) 474-2240 or the administrative department of the English program at (850) 474-2923. Alternatively, you can also call Graduate Admissions at (850) 473-7718 and begin satisfying

any requirements for admission into the program. Visit the department head to discuss your curriculum, especially if you have been away from the academic environment for a while.

### **What about this health stuff?**

Be sure to contact UWF's health center (1.850.474.2172). As a veteran, you have probably been inoculated for everything from Anthrax to Yellow fever. The Health Department requires that you prove it.

### **A little help with deferment?**

UWF is veteran friendly. The Veteran's Administration (under the Post-911 GI Bill) is going to pay the University directly for the cost of your tuition, and UWF's Veterans Affairs Office will coordinate with the cashier to defer payment. The Veterans Administration is intolerant of errors on your part. Late fees will come out of your own pocket as will any courses you take that are not required for your degree program. Your living stipend will be paid directly to you via direct deposit or by check.

### **Getting to know you: Familiarization and the Campus**

The campus is a big place, and parking is limited. Visit early and walk around. You will need to obtain a student ID and a parking permit. Bring Money. While you are exploring the physical campus, explore the virtual one too. You are most likely familiar with Microsoft productivity software which is advantageous, but are you running the same versions as the school? Have you ever used web-based productivity tools? How about Gmail?

### **The Communication Factor**

Keep in contact with the UWF's Veterans Affairs Office for any changes to your schedule. They will contact the Veterans Administration to ensure you are not overpaid. Overpaid never sounds like a bad thing until the federal government is involved. They will get their money back at the expense of any future payments or benefits you've earned.

## 6. Involvement

### 6.1 Graduate Council

The Graduate Committee in the Department of English and Foreign Languages addresses the objectives that the chairperson of the department establishes at the beginning of each year. The Graduate Committee consists of professors from the English Department and a representative graduate student. The following list is an example of the types of issues taken up by this important governance committee.

**The Graduate Committee is set to evaluate the following issues:**

- Evaluating and planning a language requirement for the MA degree
- Developing and implementing recruitment plans to increase student enrollment
- Developing and implementing methods for increasing TA numbers
- Developing and implementing Internship Program

### 6.2 Volunteering

#### Volunteer UWF!

UWF students have the opportunity to be involved with the Pensacola community through volunteer work that channels personal student interests, knowledge, and skills towards the local and municipal needs of the community.

To schedule an appointment for volunteer service hours through UWF, contact Tiffany Killan Jurey in Career Services:

Phone: 850-474-2254

Fax: 850-473-7255

Email: [tiffanyjurey@uwf.edu](mailto:tiffanyjurey@uwf.edu)

[volunteer@uwf.edu](mailto:volunteer@uwf.edu)

More information may be found online at <http://uwf.edu/volunteer/>.

#### Local Volunteer Programs

Students can also access volunteer work that pertains to individual fields of interest outside a university setting. Websites such as Volunteer Match and Volunteer Solutions match individual areas of interests in volunteer work with particular Non-Profit Organizations, Community Service forums and Volunteer Internship openings.

Volunteer Match: <http://www.volunteermatch.org/>

Volunteer Solutions: <http://volunteer.truist.com/>