

TEXTS & TECHNOLOGY PH.D.

University of Central Florida

College of Arts and Humanities

Doctoral Student Handbook

2018-2019

Updated August 23, 2018



Useful Links

Academic Calendar	Graduate Student Association	Support, College of Arts & Humanities
Bus / Shuttle Transit	Graduate Student Center	Support, College of Graduate Studies
Catalog, Graduate UCF	Housing	Texts & Technology
Counseling Center	UCF Global	Thesis and Dissertation (ETD)
Dissertation Services	Library	Writing & Rhetoric Department
English Department	Map, main campus	
Faculty Center for Teaching & Learning (FCTL)	Parking Services	
	Communication & Media	

College of Graduate Studies: www.graduate.ucf.edu

The College of Graduate Studies website is the portal site that leads you into the areas that most students and faculty/staff need the most access to, from the prospective and current students section, information regarding UCF, the graduate catalog, the application process, registration, financials, academic progress and thesis and dissertation.

Graduate Catalog: www.graduatematerial.ucf.edu

The Graduate Catalog provides students and faculty with detailed information on UCF, graduate research, graduate programs, application information, financial information, policies, faculty and courses offered.

Graduate Faculty: <http://catalog.ucf.edu/content.php?catoid=4&navoid=240>

A list of the Graduate Faculty employed by UCF and have the qualifications to serve on candidacy and dissertation committees.

Graduate Students: www.students.graduate.ucf.edu

The Graduate Students website assists prospective and current students by providing information regarding UCF, the graduate programs, the application process, registration, academic progress and graduate services offered.

Program Profile: www.admin.graduate.ucf.edu/programprofile/

This site provides statistical information for each program by term.

Technology Sales, Service, and Support: <http://www.cst.ucf.edu/about/technology-sales-service-and-support/>

Global UCF: <http://www.globalucf.com>. Provides students and faculty with a resource on immigration issues and processes that effect UCF's international population. The site also includes information on international employment and taxation of students, faculty and researchers.

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Texts and Technology PhD

INTRODUCTION

The UCF [Graduate Student Handbook](#) and the Texts & Technology Ph.D. program handbook serve as your main guides throughout your doctoral career. The Graduate Student Handbook includes university information, policies, requirements, and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in the Texts & Technology program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College at any time.

ACADEMIC INTEGRITY

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

All students newly admitted to doctoral programs must complete [Academic Integrity Training](#) prior to the student's advancement to candidacy.

Here are some resources to help you better understand your responsibilities:

- [Graduate Student Policies](#)
- [Academic Integrity Training](#)

DEGREE REQUIREMENTS

The University of Central Florida's doctoral program in Texts and Technology (T&T) is an important part of the mission of both the College of Arts and Humanities and the University of Central Florida that focuses on the challenges of digital and other technologies in twenty-first century literacy. The program provides a solid grounding in theory and research relevant to understanding literate practice in the digital age as well as practical experiences with digital technology and with the challenges of teaching in online environments.

The doctoral program in Texts and Technology initiates an interdisciplinary field combining scholarly study, creative production, and assessment of digital media texts. Texts include visual, audio, multimedia, and performance, as well as printed and spoken words. The curriculum emphasizes theory and practice in new media supplemented by historical grounding in pre-digital media studies. This unique and innovative program prepares students for research, teaching, and program development. Areas of research and production include web design, multimedia production, distributed education, entertainment, publishing, information architecture, digital archiving, game design, and visualization.



Required Courses—15 Credit Hours

Core—12 Credit Hours

- ENG 6800 Introduction to Texts and Technology (3 credit hours)
- ENG 6810 Theories of Texts and Technology (3 credit hours)
- ENG 6801 Texts and Technology in History (3 credit hours)
- DIG 6836 Design and Development for Texts and Technology (3 credit hours)

Research Methods—3 Credit Hours

Select one course from the list below, or an alternate 6000-level methods course subject to approval by the instructor and the Texts and Technology Program Director.

- ENG 6812 Research Methods for Texts and Technology (3 credit hours)
- DIG 6825 Research Methods for Digital Media (3 credit hours)
- ENC 6720 Research Methods in Rhetoric and Composition (3 credit hours)
- HIS 6159 Historiography (3 credit hours)

Elective Courses—18 Credit Hours

Area of Specialization—9 Credit Hours

After 18 credit hours in the program, students are expected to select an Area of Specialization. Students are required to select 9 credit hours from the Area of Specialization as noted below, or other graduate courses in the discipline subject to approval by the instructor and the Texts and Technology Program Director.

Digital Humanities

ENG 6812 Research Methods for Texts and Technology (3 credit hours) is the recommended Methods course.

This list is only an example of courses accepted for elective credit in this Area of Specialization. Please contact the program office if you would like to know if a particular course can be approved as an elective.

- DIG 5137 Information Architecture (3 credit hours)
- DIG 6546 Previsualization and Concept Development (3 credit hours)
- DIG 6647 Science and Technology of Dynamic Media (3 credit hours)
- ENC 5225 Theory and Practice of Document Usability (3 credit hours)
- ENC 6426 Visual Texts and Technology (3 credit hours)
- ENC 6428 Rhetoric of Digital Literacy (3 credit hours)
- ENC 6939 Topics in Texts and Technology (may be repeated for credit) (3 credit hours)
- ENG 6806 Digital Editing and Databases (3 credit hours)
- ENG 6808 Narrative Information Visualization (3 credit hours)
- ENG 6811 Cultural Contexts in Texts and Technology (3 credit hours)
- ENG 6814 Gender in Texts and Technology (3 credit hours)
- ENG 6948 Teaching Practicum in Texts and Technology (3 credit hours)
- FIL 5800 Research Methods in Film and Digital Media (3 credit hours)
- PHI 5665 Knowledge, Responsibility and Society (3 credit hours)
- PHI 6679 Digital Ethics (3 credit hours)
- PHM 5035 Environmental Philosophy (3 credit hours)
- THE 5545 Theatre for Social Change (3 credit hours)
- TPP 5248C Storytelling as a Theatrical Art Form (3 credit hours)
- WST 5347 Research in Women and Gender Studies (3 credit hours)
- WST 5601 Theories in Gender Studies (3 credit hours)



Digital Media

DIG 6825 Digital Media Research Methods (3 credit hours) is the recommended Methods course.

This list is only an example of courses accepted for elective credit in this Area of Specialization. Please contact the program office if you would like to know if a particular course can be approved as an elective.

DIG 5137 Information Architecture
DIG 5487 Principles of Visual Language
DIG 6136 Design for New Media
DIG 6432 Transmedia Story Creation
DIG 6546 Previsualization and Concept Development
DIG 6605 Physical Computing
DIG 6647 Science and Technology of Digital Media
DIG 6812 Digital Interaction for Informal Learning
ENC 5225 Theory and Practice of Document Usability
ENC 6296 Writing and Designing Online Help Systems
ENC 6428 Rhetoric of Digital Literacy

Public History

If the student does not hold a master's degree in History, HIS 6159 Historiography (3 credit hours) is the recommended Methods course. If the student holds a master's degree in history, the recommended Methods course is ENG 6812 Research Methods for Texts and Technology (3 credit hours).

This list is only an example of courses accepted for elective credit in this Area of Specialization. Please contact the program office if you would like to know if a particular course can be approved as an elective.

- AMH 5378 History of Technology (3 credit hours)
- AMH 5636 Colloquium in U.S. Environmental History (3 credit hours)
- AMH 6346 Seminar in the History of American Automobility (3 credit hours)
- AMH 6429 Seminar in Community and Local History (3 credit hours)
- AMH 6592 Seminar in Oral History (3 credit hours)
- ENG 6808 Narrative Information Visualization (3 credit hours)
- HIS 5067 Introduction to Public History (3 credit hours)
- HIS 5083 Cultural Heritage Management (3 credit hours)
- HIS 5925 History in the Digital Age (3 credit hours)
- HIS 6068 Seminar in Documentary Editing and New Media (3 credit hours)
- HIS 6096 Seminar in Historic Preservation (3 credit hours)
- HIS 6165 Digital Tools for Historians (3 credit hours)
- HIS 6942 Public History Internship (3 credit hours)
- PHI 6679 Digital Ethics (3 credit hours)

Rhetoric and Composition

ENC 6720 Research Methods in Rhetoric and Composition (3 credit hours) is the recommended Methods course.

This list is only an example of courses accepted for elective credit in this Area of Specialization. Please contact the program office if you would like to know if a particular course can be approved as an elective.



- ENC 5337 Rhetorical Theory (3 credit hours)
- ENC 5705 Theory and Practice in Composition (3 credit hours)
- ENC 6245 Teaching Professional Writing (3 credit hours)
- ENC 6332 Gendered Rhetoric (3 credit hours)
- ENC 6333 Contemporary Rhetoric and Composition Theory (3 credit hours)
- ENC 6335 Rhetorical Traditions (required) (3 credit hours)
- ENC 6338 The Rhetorics of Public Debate (3 credit hours)
- ENC 6339 Rhetorical Movements (3 credit hours)
- ENC 6428 Rhetoric of Digital Literacy (3 credit hours)
- ENC 6712 Studies in Literacy and Writing (3 credit hours)
- ENC 6740 Topics in Rhetoric and Composition (3 credit hours)
- ENC 6945 Community Literacy Practicum (3 credit hours)
- ENG 6808 Narrative Information Visualization (3 credit hours)
- ENG 6811 Cultural Contexts in Texts and Technology (3 credit hours)
- PHI 6679 Digital Ethics (3 credit hours)

Scientific and Technical Communication

ENG 6812 Research Methods for Texts and Technology (3 credit hours) is the recommended Methods course.

- ENC 6261 Technical Writing: Theory and Practice (required) (3 credit hours)
- ENC 5225 Theory and Practice of Document Usability (3 credit hours)
- ENC 6217 Technical Editing (3 credit hours)
- ENC 6292 Project Management for Technical Writers (3 credit hours)
- ENC 6297 Production and Publication Methods (3 credit hours)
- ENC 6296 Writing and Designing Online Help Systems (3 credit hours)
- ENC 6425 Hypertext Theory and Design (3 credit hours)
- ENG 6074 Historical Movements in Literary, Cultural and Textual Theory (3 credit hours)
- ENG 6078 Contemporary Movements in Literary, Cultural and Textual Theory (3 credit hours)
- ENG 6808 Narrative Information Visualization (3 credit hours)
- LIT 6435 Rhetoric of Science (3 credit hours)
- LIT 6936 Studies in Literary, Cultural and Textual Theory (3 credit hours)
- PHI 6679 Digital Ethics (3 credit hours)

Interdisciplinary Electives—9 Credit Hours

Students select 9 credit hours of interdisciplinary electives from any Area of Specialization, or from other departments within the university, subject to approval by the instructor and the Texts and Technology Program Director. This requirement encourages students to find graduate-level coursework best suited to develop their research agendas and to prepare for their dissertation.

Internship and Practicum—6 Credit Hours

- ENG 6813 Teaching Online in Texts and Technology (3 credit hours)
- ENG 6947 Internship in Texts and Technology (3 credit hours)

Dissertation—18 Credit Hours

Candidacy Examination—3 Credit Hours

- ENC 7919 Doctoral Research (3 credit hours)

Students are admitted to doctoral candidacy status upon completion of a written examination with three parts—one part based on a reading list reviewed biennially by the Texts and Technology faculty and the other two parts based on reading lists prepared by each student and approved by the examination committee. The candidacy examination for each student is written



and evaluated by a committee of three UCF graduate faculty chosen by the student; however, at least two members of each candidacy examination committee must be members of the Texts and Technology core or associated faculty.

Students must be registered for ENC 7919 during the semester in which they take their candidacy examination and they must find a Texts and Technology core faculty member to serve as the chair of their examination during the semester before taking ENC 7919. Students cannot register for dissertation credit (ENC 7980) until the semester after they have successfully completed the candidacy examination. Students who fail the candidacy examination a second time cannot continue in the program.

Admission to Candidacy

The following items are required in order to be admitted to candidacy and enroll in dissertation hours:

- Successful completion of all course work, except for dissertation hours.
- Successful completion of all components of the candidacy examination.
- An approved dissertation advisory committee form on file, consisting of approved graduate faculty and graduate faculty scholars. This may require the nomination of an external member as a Graduate Scholar which should be done before submitting the dissertation committee form.
- A current, approved program of study on file (refer to your *myUCF* account)

Dissertation and Oral Defense—15 Credit Hours

- ENC 7980 Doctoral Dissertation (15 credit hours)

Students choose their dissertation adviser and committee from among the faculty in the Texts and Technology PhD program. They choose the adviser and committee after they have completed approximately 27 credit hours toward the degree or after the first year-and-a-half of course work. All dissertation committee members, including outside readers, must hold a PhD or another relevant terminal degree.

Students must write a dissertation on their research that will explain and defend a significant original contribution to the field of Texts and Technology. It may be of a theoretical, historical or pragmatic nature, but must meet conventional academic standards. Students are required to submit and defend a written dissertation proposal during the first year in dissertation. The dissertation committee administers the candidate's oral defense of the dissertation, with passing determined by acceptance by a majority of the committee. The dissertation adviser, the dissertation committee and the dean of the college or designee must approve the final dissertation. Format approval is required from the Thesis and Dissertation Office and final approval of degree requirement completion by the College of Graduate Studies (Millican Hall 230).

Students will submit at least one substantial scholarly article to a national and/or international peer-reviewed journal with the approval and assistance of the dissertation chair and the director of the doctoral program.

While not a formal requirement, students are strongly encouraged to develop a set of technical skills and proficiencies throughout their time as a PhD student in order to facilitate coursework, Candidacy Examination, and Dissertation performance. Knowledge of, and experience with, various forms of social media, web design and usability, and XML coding, for example,



strengthen a candidate's credentials upon graduation and when they apply for academic and industry positions.

Students are encouraged to participate in structured writing groups (or to form their own writing groups) to assist with developing regular and productive academic writing habits.

Milestones for Completion of Ph.D. Degree (for full-time students)

- Complete a First Year Review (scheduled with the Program Director following the conclusion of 18 credit hours in the program)
- Complete Core Coursework and Electives (requires approximately two years)
- Participate in an Internship
- Successfully pass the Candidacy Examination
- Develop and defend a Dissertation Prospectus (requires approximately one semester)
- Write Dissertation (requires approximately one-two years)
- Submit a substantial scholarly article to a peer-reviewed journal
- Defend the Dissertation

Timeline for Completion

Full-time Note that at least one summer course must be taken in order to complete the program in four years.

FALL YEAR ONE	SPRING YEAR ONE	SUMMER YEAR ONE
ENG 6800 Intro to T&T ENG 6812 Research Methods XXX xxxx Elective 9 credits	ENG 6810 Theories of T&T ENG 6801 T&T in History XXX xxxx Elective 9 credits	
FALL YEAR TWO	SPRING YEAR TWO	SUMMER YEAR TWO
DIG 6853 Design & Develop for T&T ENG 6947 Internship in T&T XXX xxxx Elective 9 credits	ENG 6813 Teaching Online in T&T XXX xxxx Elective XXX xxxx Elective 9 credits	Study for Candidacy
FALL YEAR THREE	SPRING YEAR THREE	SUMMER YEAR THREE
XXX xxxx Elective ENC 7919 Doctoral Research (3-6cr) (exams) 6-9 credits	ENC 7980 Dissertation 4 credits (up to 5cr)	ENC 7980 Dissertation 3 credits
FALL YEAR FOUR	SPRING YEAR FOUR	
ENC 7980 Dissertation 4 credits (up to 5cr)	ENC 7980 Dissertation 4 credits (up to 5cr)	4 YEARS

Part-time The schedule outlined below can be accelerated if classes are taken in the summer, and if dissertation is pursued over fewer terms.

FALL YEAR ONE	SPRING YEAR ONE	SUMMER YEAR ONE
ENG 6800 Intro to T&T ENG 6812 Research Methods in T&T 6 credits	ENG 6810 Theories of T&T ENG 6801 T&T in History 6 credits	
FALL YEAR TWO	SPRING YEAR TWO	SUMMER YEAR TWO
DIG 6853 Design & Develop for T&T ENG 6947 Internship in T&T 6 credits	ENG 6813 Teaching Online in T&T XXX xxxx Elective 6 credits	

FALL YEAR THREE	SPRING YEAR THREE	SUMMER YEAR THREE
XXX xxxx Elective XXX xxxx Elective 6 credits	XXX xxxx Elective XXX xxxx Elective 6 credits	
FALL YEAR FOUR	SPRING YEAR FOUR	SUMMER YEAR FOUR
XXX xxxx Elective 3 credits	ENC 7919 Doctoral Research (exams) 3 credits	
FALL YEAR FIVE	SPRING YEAR FIVE	SUMMER YEAR FIVE
ENC 7980 Dissertation 3 credits	ENC 7980 Dissertation 3 credits	ENC 7980 Dissertation 3 credits
FALL YEAR SIX	SPRING YEAR SIX	
ENC 7980 Dissertation 3 credits	ENC 7980 Dissertation 3 credits	6 YEARS

*The program reserves the right to change course offerings or schedules as needed - please refer to [myUCF](#) for up to date course schedules.

Fast-Track Masters to Ph.D.

The Texts & Technology Ph.D. program requires a minimum of 42 credit hours beyond the master's degree. At least 3 credit hours must be in ENC 7919 Doctoral Research and at least 15 credit hours must be in ENC 7980 Dissertation. Up to 15 credit hours may be waived for work completed at the master's level or above, subject to review and approval by the Texts & Technology program director. These credits may be waived from the program requirements.

Graduation

Intent to Graduate

Students who intend to graduate must complete the online Intent to Graduate Form by logging into *myUCF* and navigating to the Student Center – Academics > Undergraduate and Graduate Careers > Intent to Graduate: Apply.

Once the online form is completed, students will receive e-mail communications from the College of Graduate Studies at various stages of the review process. Students can also log in to *myUCF* and check the status of their Intent to Graduate at any time by navigating to the Student Center - Intent to Graduate: Status.

The ability to file online opens at mid-term of the semester prior to the semester of graduation. Intent to graduate should be filed online no later than the last day of registration for the semester of graduation.

NOTE: *If more than two Intent to Graduate forms are filed, Graduate Studies requires that the program review the student's progress toward completion of the dissertation.*

Deadlines for Dissertation Format Review

To qualify for graduation, students must also meet the deadlines associated with completing the dissertation and filing the final, electronic copy with the University Thesis Editor. The student



should familiarize him/herself with the steps and deadlines required for the [Electronic Thesis and Dissertation](#) (ETD).

Required Enrollment

UCF requires that doctoral students register for at least one hour of ENC 7980 in their graduating semester even if they have completed all the hours required in their degree plan.

Commencement

[Commencement information](#) is available on the UCF website.

Steps to Defense – See also pp 40-41

- Prior to scheduling the defense, ensure that all committee members can attend the defense on your proposed date.
- **Submit Your Thesis or Dissertation Release Option eForm**
 - Review the dissemination (release) options for your thesis or dissertation in the Graduate Catalog [Dissertation Policies](#) section.
 - Make an appointment with your adviser to discuss the dissemination option, final title, and defense date for your thesis or dissertation.
 - Determine this information early in your final semester as it needs to be recorded in your records before you can defend your thesis or dissertation.
 - **Submit the Thesis and Dissertation Release Option form at [myUCF](#) > Student Self Service > Graduate Students (scroll down on page to this section; do not use "Graduate Students" menu link) > Choose Graduate Form > TD Release Option**
 - This form must list the correct term, the term in which you will be submitting your thesis or dissertation. If the correct term is not listed, please check your Intent to Graduate
 - After completing this form, College of Graduate Studies staff will need to process it and the information from it will be added to your records and Defense Approval Form
- Schedule a date and time for the defense, and secure a location. Students have reserved the Presentation Room in the [Graduate Student Center](#), or Room 205 in the [Faculty Center for Teaching and Learning](#). You should reserve the location for a two-hour time slot and notify the T&T office (phurter@ucf.edu) of your plans.
- Prepare your dissertation announcement (sample on page 15).
- Have your Chair approve your dissertation announcement and email it to phurter@ucf.edu. Patty will enter the dissertation announcement in the Events Calendar of the Graduate College and will distribute it to the CAH listserv. **The approved defense announcement should be provided to the T&T Office two weeks in advance of the defense date.**
- Before the defense, provide the **Thesis and Dissertation Approval Form** to your Chair. At the latest, you should bring a printed copy of this form to your defense. If corrections need to be made, contact editor@ucf.edu so that corrections can be made in the university system and a new Approval Form printed for your defense.

- Your dissertation Chair's signature on the Approval Form indicates that the [Review for Original Work](#) requirement has been met. Follow up with your Chair to make certain that your work has been submitted through [iThenticate](#) so that the results can be reviewed and approved by the Dissertation Chair and discussed with the advisory committee at the defense.
- Ensure that your Chair (or you) brings the [Thesis and Dissertation Approval Form](#) to the defense. If only minor changes to the dissertation are required, then most committee members will sign the approval form at the defense. If major changes are required, then signatures may have to be obtained later. If deadlines are looming, it is important that you provide your Chair with the best information on how to contact each of the advisory committee members before the end of the semester in order to get signatures.
- Attend your defense. It is common for you to give a general presentation of your research and then allow committee members to ask questions. If time permits, your chair may invite other members of the audience to ask questions. Following the Q&A period, your chair will dismiss you and the general members of the audience, and the advisory committee will then review and evaluate your research. Following the committee's deliberations, you will be invited back into the room and you will be advised as to whether you have passed the defense and whether or not changes to your dissertation will be required before final approval.
- All dissertation defenses should be held when scheduled, unless there are truly extraordinary circumstances. If there are extraordinary circumstances and the dissertation defense cannot be held at the time scheduled, then the defense will be cancelled, and then rescheduled and re-announced.



SAMPLE DISSERTATION ANNOUNCEMENT

(NOTE: The announcement is limited to one page.)

Announcing the Final Examination of Amy Larner Giroux for the degree of Doctor of Philosophy in Texts and Technology

Date: Tuesday, July 8, 2014

Time: 3:00 p.m. to 5:00 p.m.

Room: Graduate Student Center, Presentation Room, Colbourn Hall, Suite 128

Dissertation title: Kaleidoscopic Community History: Theories of Databased Cultural Rhetoric

To accurately describe the past, historians must strive to learn the cultural logics of the time and place they study so their interpretations are situated in the context of *that* period and not in the present. This exploration of historical context becomes critical when researching marginalized groups, as evidence of their rhetorics and cultural logics are usually submerged within those of the dominant society. This project focuses on how factors, such as rhetor/audience perspective, influence cross-cultural historical interpretation, and how a community history database can be designed to illuminate and affect these factors.

Theories of contact zones and rhetorical listening were explored to determine their applicability both to history-making and to the creation of a community history database where cross-cultural, multi-vocal, historical narratives may be encountered, created, and extended. Contact zones are dynamic spaces where changing connections, accommodations, negotiations, and power struggles occur, and this concept can be applied to history-making, especially histories of marginalized groups. Rhetorical listening focuses on how perspective influences understanding the past, and listening principles are crucial to both historians and the consumers of history. Perspectives are grounded in cultural logics, and rhetorical listening focuses on how tropes describe and shape these perspectives. Becoming aware of tropes—both of self and other—can bring to view the commonalities and differences between cultures, and allow a better opportunity for cross-cultural understanding. Rhetorical listening steers the historian and consumer of history towards looking at who is writing the history, and how both the rhetor and audience's perspective may affect the outcome.

These theories of contact zones and rhetorical listening influenced the design of the project database and website by bringing perspective to the forefront. The visualization of rhetor/audience tropes in conjunction with the co-creation of history can help to foster cross-cultural understanding.

Outline of Studies:

Major: Texts and Technology

Educational Career:

A.S., Seminole Community College, 1983

B.S.E.T., University of Central Florida, 1985

M.A., University of Central Florida, 2009

Committee in Charge:

Dr. J. Blake Scott

Dr. Stacey Pigg

Dr. Angela Rounsaville

Dr. Scot French

Approved for distribution by J. Blake Scott, Committee Chair, on 6 June 2014.

The public is welcome to attend.

BEST PRACTICES FOR SUCCESS

Please refer to the *Timeline for Completion* section for details regarding when the required Texts & Technology courses will be offered. For elective course offerings, please refer to the schedule online via *myUCF*, or seek counsel from your adviser, the course instructor, or the T&T office (phurter@ucf.edu).

Alumni Advice

Buy the texts and read them carefully. Hold onto the best ones. Build a library and use it. Learn HTML. Read widely in our field every day (Scientific American, Future Tense, VOX, All Tech Considered, Columbia Journalism Review, Neiman Lab) and bring these stories to bear on your studies. Hone in on a few major theorists that you will study exhaustively and use them in all of your courses. (Daniel Powell, 2017)

Begin thinking about your dissertation project immediately. This does not mean make a decision in your first semester or before you arrive, but rather than the project should always been a part of your thinking. Consider who would make a good advisor, what aspects of term papers could be expanded or adapted, and what publication opportunities exist from the beginning rather than waiting until officially enrolled in dissertation hours. (Aaron Zwintscher, 2017)

It is all about fortitude. Do the work and stick with it. It's pretty simple. Also, find some other students to befriend and support each other. (Jennifer Wojton, 2016)

Find a way to organize all of the information you are learning: theories, scholars, dissertation ideas, important texts and journals. Also-- attend the many workshops and conventions that take place on campus and in town. (Maggie Cotto 2016).

Start thinking about exam and dissertation early on, and do not spend too long getting started with that final portion of the program after the coursework is done. (John Bork, 2015)

Start thinking about your dissertation in the first semester and work as many of your course papers and projects towards that goal. By the time you make it to the exam phase you will have a lot of readings that are relevant and your exams can help start the dissertation. (Amy Giroux, 2014)

Think about the dissertation starting before Day One. Each of your courses will teach you something even without a diss in mind, but if you have a final project already at least vaguely defined, every step of this process really can be applied directly to that goal. The program thrives on its flexibility, so use that toward your goal. Let the program follow your project, not the other way around. (Chris Friend, 2014)

Always focus on the dissertation, from day one. Spend just 30 minutes every week learning something new about the most often used programs (Word, PowerPoint, etc.)—with a degree named Texts and TECHNOLOGY, you WILL be asked thousands of technical questions in your work place. (Warren Jones, 2013)

Weigh the financial impact of supporting a family through a program that may last many years, and have a good strategy in place to support them. (David Rogers, 2013)

First off, if you don't have any idea what your dissertation will be about, put the program on hold until you do. I found that in an interdisciplinary program there is such a range of information and options that you really need to sort out which will be useful to you. That is not to suggest that you can't, and perhaps should, change your research objectives, but I found it very useful to be at least try to contextualize all of the different concepts presented in the coursework. (Mark Pollitt, 2013)

Don't play it safe in your assignments. Use each course to experiment with new ideas and new tools. (Meghan Griffin, 2012)

Preparing for Doctoral Coursework

Doctoral coursework can be very intimidating. In addition to a great deal of reading, writing, thinking, researching, and creating, students are also exposed to new groups of peers and faculty, various forms and files, administrative procedures and deadlines, and a variety of other stressful conditions. It is recommended that students carefully develop a clear organizational plan and timeline to help manage their scheduled courses and assignments. Such a plan should include sufficient dedicated weekly time for reading, taking notes, preparing lecture notes and teaching materials (if applicable), and completing assignments. The following set of best practices below, adapted from original recommendations of core T&T faculty member Barry Mauer, can be useful in structuring your approaches to readings and in-class presentations.

Best Practices for Reading

When reading, students should consider using the following guiding questions to gauge how well they are absorbing and understanding the material:

1. What is the subject of the reading?
2. What is the thesis?
3. List at least three main points used to support the thesis.
4. What evidence is offered in support of the major argument?
5. What is the subtext (the author's purpose)?
6. Who is the audience?
7. Is the work credible?
8. What applications can the work have (how might it be used)?
9. What are the implications/significance?

Best Practices for Classroom Presentations

In many courses, students lead roundtable discussion sessions or provide other class presentations of reading material to the instructor and class. Because much of the reading material for T&T coursework is often abstract and complex, making it usable is crucial if students are to succeed in using the readings effectively. Often, the student will need to explain to others what was done and why. To the extent that the work of the authors can be distilled,

the student will do both his/her readers and him/herself a great favor. In general, students should understand the formal elements of presentations:

1. Orientation: What has been discussed in the class so far? How does the current topic relate to the cumulative knowledge generated by the class?
2. Abstract: provide a brief synopsis of the topics to be covered.
3. Problem statement: what is the significance of the material to be presented? What problems or areas of knowledge was it meant to address?
4. Target: how is this knowledge going to help accomplish the assignments?
5. Method: what steps are necessary in order to use this knowledge successfully? This could mean applying a concept to a particular case, or following a procedure.
6. Demonstration: show classmates how it's done.
7. Assessment: discuss the value of the knowledge, how easy or difficult it is to apply, and how it will help in the work of students.

Here are some additional suggestions for presentations and roundtables:

1. Provide a printed handout or PowerPoint presentation to the students in the class.
2. List and define key terms from the readings.
3. As much as possible, show the relationship of key ideas using graphs and tables.
4. The instructor may distribute discussion questions to the class before the readings are due. If so, use these or come up with new discussion questions. Good questions don't always have definite answers. For instance, a great question is "who cares?"
5. Discuss areas that are confusing or problematic. Also, be free to argue for or against the positions of the authors. If the presenter is having trouble understanding a portion of the reading, chances are, s/he is not the only one!
6. Indicate what these ideas suggest about papers or assignments and/or how best to plan to use these ideas in the paper or assignment.
7. Engage the class in discussion about key findings. The point of these discussions should be to move the class closer to a goal of understanding and using particular theories or analytic methods effectively.
8. Don't aim for "coverage," i.e. a detailed representation of all the readings for the week. Rather, be selective and strategic; choose the most significant parts and make the greatest use of those.
9. Look for patterns across the readings. If the presenter notices the same themes, ideas, examples, arguments, topics, and/or terms reappear in the works of different authors, pursue the connections.
10. If working in a group, members of the group may decide to divide the work of the presentation. One approach is to have each member focus on a different part of the reading. Another approach is to work conceptually or by topic, with one member looking at history, another at theory, another at themes, and so on.

Satisfactory Academic Performance

Satisfactory performance involves maintaining the standards of academic progress and professional integrity expected in a particular discipline or program. Failure to maintain these standards may result in termination of the student from the program. A T&T student's academic performance is evaluated during



a First Year Review and again during the Candidacy Examination. The following policies governing satisfactory academic performance are enforced by the Graduate Office of the College of Arts & Humanities:

Students are required to maintain a 3.00 GPA in all coursework included in the program of study. A grade of B- (2.75) negatively impacts one's GPA. Students are allowed to have no more than six hours of C (2.00) grades or lower (including U and I) in their program of study. Grades of D+ and lower count against a graduate GPA and cannot be used toward completion of a degree requirement.

A program GPA below 3.00 at the end of any semester will result in a student being placed on 'academic provisional' status. In this status, a student is not eligible for tuition waiver support or employment in a graduate position. Such students are given the next nine hours of their program coursework to improve their GPA to 3.00 or better. Exceeding six hours of C or lower grades or a program GPA of 2.00 or lower will result in removal from the program.

Grading/Evaluation in Texts & Technology Courses

All T&T courses use the +/- system. In general, grading is more stringent in PhD-level courses than students may have experienced in master's-level graduate courses. Individual instructors, however, set the criteria for evaluation of assignments and assignment of final grades in their courses, but students can expect that instructors' individual policies will reflect the following general guidelines.

A A final grade of "A" in a graduate course indicates consistently strong and outstanding achievement. Students receiving an "A" have not only fulfilled all course requirements but have exceeded them by the skill and originality of their written and oral work.

A- A final grade of "A-" indicates that students have successfully fulfilled all course requirements satisfactorily.

B+ A final grade of "B+" indicates that a student has fulfilled all course requirements with minor exceptions.

B A final grade of "B" indicates that a student has done passable work in the course although there may be some significant problems in some aspects of his/her performance. While this grade often indicates a potential greater than the finished work demonstrates, a student who receives "B" grades on a regular basis should seriously consider the kind and amount of commitment he or she is able to give to graduate school.

B- A final grade of "B-" indicates that while some of the student's work was acceptable, other aspects of the work failed to fulfill the basic expectations for PhD -level work.

C/D Final grades of "C+," "C," "C-," "D+," "D," and "D-," indicates various degrees of substandard performance. Anyone who receives a grade below a "B-" must meet with the T&T Director to discuss the advisability of continuing in the program.

F *Failure.*



Students are also evaluated according to progress made in meeting each of the following T&T program objectives:

- Exhibits familiarity with a range of theoretic and analytic perspectives;
- Exhibits understanding of appropriate theoretical perspectives;
- Exhibits familiarity with the history of relations between Texts & Technology;
- Demonstrates knowledge of research methodologies;
- Demonstrates knowledge of digital design technologies;
- Demonstrates complexity and rigor of intellectual engagement;
- Presents ideas clearly and coherently to others; and
- Situates ideas within a professional context of existing discourse appropriate for publication

Enrolling in Courses

New Students

Your first step as a new student should be to log into [myUCF](#) and accept your offer of admission. You should also establish a [Knights Email account](#). Be sure to do this as soon as possible, as both of these steps ensure you will be properly contacted by offices on campus concerning orientation and financial aid information. As Knights Mail is our official contact address for UCF, after your first semester all official notices will go to this account, so be sure to set it up as soon as possible and check it regularly.

Graduate Course Registration

Texts & Technology courses operate on Closed Enrollment. Closed Enrollment essentially makes all of our courses appear full or closed to students in *myUCF*, and will require an individual permission number for each seat in each course. Once registration opens, simply email the T&T office (phurter@ucf.edu) a list of the courses you want to take and then, based on the order we receive requests, a permission number will be emailed to you for each course so that you can register on *myUCF*.

The first thing you should do is log onto *myUCF* and verify your Enrollment Appointment. This is the date the university sets to be the first date you can register for classes. This date is based upon seniority and student status. While you will be unable to use the permission numbers to register before your enrollment appointment, you may secure your numbers (and thus reserve your seat) at any point after the registration dates published online at <http://calendar.ucf.edu/>. Permission numbers received before your enrollment appointment will remain active until you have the opportunity to use them, but will expire during the first week of classes.

All Students enroll in courses online through their *myUCF* accounts. If Consent of the Instructor (CI) is required for a course in a department outside of Texts & Technology, then the student



should contact both the instructor and the T&T office for permission to register. If a T&T course requires a permission number, please contact the Texts & Technology office (phurter@ucf.edu) for the number. Permission numbers can be used only once. If a student drops the course after having registered for it but then decides to take the course, s/he will need to obtain a new permission number to register for that course again.

To enroll in **Candidacy Hours, Dissertation Hours, Independent Study, or Directed Research**, students must complete and submit the Restricted Registration form which is available through the Texts & Technology office (phurter@ucf.edu).

UCF Employees

If you are using your [tuition waiver benefit](#), UCF Employee registration occurs on the last day of Registration for each term, at the time specified on the [Academic Calendar](#). Should a UCF employee register for the courses to which the waiver will apply prior to the prescribed date and time, the fee waiver will become invalid and the UCF employee will be liable for all applicable fees. If you were issued a permission number by the program, please do not use it until your designated registration time! An employee may register for courses for which they are not requesting a fee waiver at their scheduled appointment time.

Employees may not use their tuition waiver benefit for courses offered through other universities or community colleges in Florida; Continuing Education; independent study; practicums, supervised research; supervised teaching labs; thesis or dissertation hours; internships; co-ops; College of Medicine courses;; or individualized instruction such as in Music, Art, or Dance. A third attempt repeat course is not eligible for a waiver.

Course Offerings

As an interdisciplinary program in the College of Arts & Humanities, Texts & Technology students take courses through a variety of departments: English, Writing & Rhetoric, Philosophy, History, Digital Media, and others.

Course Descriptions are available in the [online graduate catalog](#).

Syllabi for Texts & Technology courses may be found on the [T&T website](#) under the Courses > Syllabi section. Please contact the Texts & Technology office if you need assistance regarding courses and contacts in various departments across campus (phurter@ucf.edu, 407-823-2126).

Suggested Courses

Please refer to the [degree requirements](#) for a list of suggested courses. As not all available courses are listed, we encourage students to contact their advisers as soon as possible to review what courses are recommended for them in the upcoming semester. Some required courses are offered every other year, and missing these may be detrimental to your study depending on your Area of Specialization.



Advising appointments are available to students at any time. Below are contacts for the major areas of interest. To schedule a meeting in person or virtually, please contact the appropriate person below.

Texts & Technology

Barry Mauer, bmauer@ucf.edu

Patty Hurter, phurter@ucf.edu

Cognitive Sciences

Mason Cash, mason.cash@ucf.edu

Digital Media

Natalie Underberg-Goode, Natalie.Underberg-goode@ucf.edu

Education

Mike Hynes, michael.hynes@ucf.edu

English

James Campbell, james.campbell@ucf.edu

Geographic Information Systems

John Walker, john.walker@ucf.edu

Interactive Entertainment

Ben Noel, bnoel@fiea.ucf.edu

Sara Troiano, admission@fiea.ucf.edu

Modeling & Simulation

Joseph LaViola, Jr., jjl@eecs.ucf.edu

Sabrina Gordon, sabrina.gordon@ucf.edu

Public History

Scot French, scot.french@ucf.edu

Rhetoric and Composition

Martha Brenckle, martha.brenckle@ucf.edu

Scientific & Technical Communication

James Campbell, james.campbell@ucf.edu

Requirements for Non-Degree Seeking Students

Students enrolled at UCF as Non-Degree Seeking hold secondary priority to our degree-seeking T&T students. This is done to ensure those accepted to the program have priority for the courses



needed for the degree. We also require instructor permission, received via email, for all students classified as Non-Degree Seeking to ensure they are able to keep up with the coursework in the classes they desire. Students seeking to enroll as Non-Degree Seeking should follow these steps:

1. Apply online as a non-degree seeking graduate student: (<https://graduate.ucf.edu/apply-now/>).
2. Decide which courses you want to take at least one month before registration begins.
3. Contact the instructor teaching the course via his/her university email to request permission to enroll. This email should contain a brief statement about your academic standing, why you wish to take the course, your academic goals, and how the course will benefit your studies. You should also cc phurter@ucf.edu to ensure that T&T has a record of your request.
4. Once permission is acquired, forward the faculty member's email response to phurter@ucf.edu.
5. Ultimate decisions for granting course permission to Non-Degree Seeking students lie with the instructor of the course and the T&T Program Director.
6. Credits in T&T courses earned while a non-degree seeking student may transfer toward T&T's degree requirements should a non-degree seeking student apply and be accepted to the T&T program. Please refer to page 11 for further information on the transfer of credits.

First Year Review

At the end of the first year of study, each full-time student's performance will be reviewed. Students must submit a narrative self-evaluation of their performance in the first year of the program to the Program Director. For part-time students this review will occur after eighteen hours of coursework or two years of study, whichever occurs first. The First Year Review is intended to help identify student strengths and weaknesses in completing the Texts and Technology program. Students who pass their First Year Review continue their coursework and face no additional programmatic evaluation until their Candidacy Examination. Students whose First Year Review identifies significant problems will be given feedback about those problems and will be required to have a second review during the second regular (excluding summer) semester after their first review. Students who do not make sufficient progress in addressing the problems identified in their First Year Review by the time of their second review will be dismissed from the program.

During the First Year Review, evaluation of a student's progress is based on three components: GPA (3.5 or higher is expected), the student's progress in moving through the program's requirements (completing core courses successfully, clearing any incompletes), and evaluations written by the instructors of the student's Texts and Technology courses during the appropriate period. The written evaluations are submitted to the T&T Program Director who will summarize the student's progress (including both strengths and weaknesses) and inform the student of his/her progress.

First Year Review meetings take place in August of every year and should be scheduled by the student by contacting the T&T office (phurter@ucf.edu).

Internship

The purpose of the internship is to provide students the opportunity to integrate valuable practical experience with the theory and content of their courses in the Texts and Technology program. Additionally, students who are working as interns should make a meaningful contribution to the company or organization during the internship experience.

The internship will normally be completed in eight to fifteen weeks. In some cases, companies may need interns for a longer period. The minimum number of contact hours for the entire internship experience is eighty hours, and most students work 15-20 hours per week. Details of the internship, including timeframe and hours per week, must be outlined in the student's internship proposal.

By the conclusion of the first week of classes during the semester in which the student is participating in an internship, a proposal (in memorandum format) must be submitted to the T&T faculty internship supervisor. The proposal must clearly describe the student's background and research interests (submitting a current CV is desirable), the internship responsibilities, the time commitment for the internship, a brief background of the company, a communications plan, and other helpful details concerning the student's planned contribution. The student is also required to complete a T&T Internship Rubric that will be provided by the faculty internship supervisor.

Compensation may be negotiated for some internships, but any negotiation for compensation is strictly between the student and the company or organization. The Texts and Technology program does not handle compensation for internships. Most internships are on a voluntary basis.

Eligibility

To apply for an internship for credit in Texts & Technology, students must meet the following criteria:

- Completion of at least twelve credit hours of required T&T coursework;
- Enrollment in ENG 6947 Internship in Texts and Technology (3 credit hours);
- Submittal of three copies of an internship proposal; and
- Submittal of one copy of an internship approval form with the signatures of the student, the Texts & Technology Program Director, the faculty internship supervisor, and the company or organization mentor; and
- Completion of the Texts and Technology Internship Rubric provided by the faculty supervisor.

Securing the Internship

Students in this course must contact and obtain an internship from an appropriate for-profit or non-profit company or organization in industry; local, state, or federal government; the military; the arts; or education. Involvement in various grassroots companies or organizations is encouraged. The internship experience must include some emphasis on technology—ranging from using technology to helping to develop technology.

If a student is unable to find an appropriate internship, the faculty member teaching the internship course will attempt to locate one with them. Students should plan on doing the research and



laying the foundation for the internship themselves. If students have an interest in a company or organization or if they have a contact for a possible internship, they should follow up on any possible opportunities. In most cases, potential interns will need to submit an application, cover letter, and/or resume and then interview for the position.

Most internships begin during the fall semester and the student should, therefore, arrange the internship during the prior summer months. The faculty supervisor is available to consult and work with the student in making these arrangements and/or to discuss internship possibilities.

Internship Waiver

Students who have significant experience in industry may petition the T&T Program Director to waive this requirement. If this petition is granted, the student must replace this requirement with three additional hours of coursework in T&T or Interdisciplinary Elective courses.

CANDIDACY EXAMINATION REQUIREMENTS

Candidacy Examination Committee

Each part of the Candidacy Examination is written and evaluated by a committee of three UCF graduate faculty chosen by the student. This Candidacy Examination Committee must be comprised of three members: a chair and at least two members. The chair and at least one of the members must be from the Texts and Technology core or associate faculty (associate faculty members are eligible to chair Candidacy Examination Committees, but not Dissertation Committees). Prior to registering for ENC 7919, students must submit a completed Candidacy Examination Committee form for approval by the Program Director. This form is available in the Texts & Technology office or by contacting phurter@ucf.edu.

Texts and Technology PhD Candidacy Exam Committee Approval Form

Student's Name and ~~Empl~~ ID

Only students who have completed 39 hours of coursework are eligible to take the candidacy exam. Each candidacy exam committee must consist of a chair and at least two additional departmental members. This form must be signed and approved by the Texts and Technology Program Director prior to the student taking his/her candidacy exam. A copy of this form should be included in the student's file, once all signatures have been obtained.

The following individuals agree to serve on this candidacy exam committee:

Committee Chair (required):

Signature _____	Printed Name _____
-----------------	--------------------

Departmental Committee Members (required):

Signature _____	Printed Name _____
-----------------	--------------------

Signature _____	Printed Name _____
-----------------	--------------------

Additional Committee Member (optional):

Signature _____	Printed Name _____
-----------------	--------------------

The following individuals approve of the committee membership indicated above:

Student's Signature _____	Date _____	Printed Name _____
---------------------------	------------	--------------------

Program Director's Signature _____	Date _____	Printed Name _____
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Students may choose to add a fourth external member to their Candidacy Examination Committee. This requirement is optional for the Candidacy Committee, but will be required when forming the Dissertation Committee. There may be advantages to inviting the participation



of an external member early so that s/he can contribute to the development of the specialized reading lists and the Dissertation Prospectus.

A list of current [Texts & Technology Faculty](#) and their research specializations may be found on the T&T website and in the [UCF Graduate Catalog](#).

Candidacy Examination

The Candidacy Examination consists of three parts: (1) a general core exam based on a selection of texts from the core [Texts & Technology PhD Candidacy Exam Reading list](#); (2) an exam based on the student's primary field of concentration; and (3) an exam based on a distinct secondary field or subfield of the student's research.

The Candidacy Examination is best viewed as a preparatory experience for the dissertation, one that serves as a scaffold from thinking about texts and technology in the first year review, then formal course work and examinations, and finally through to the prospectus and dissertation. First, the student's first-year review will ask him/her to think about the relationship between texts and technology. Second, the core exam will encourage students to make connections between authors and ideas. Third, the two specialized exams will push students to examine other researchers' arguments. Fourth, the prospectus will require students to defend their own arguments in both written and oral form. This process culminates in the student's production of original work in the dissertation.

Students should begin preparing for their Candidacy Examination early in the program, taking careful notes and organizing materials throughout their formal coursework. Students should adopt a notetaking/citation management system early in their doctoral careers to systematically capture and access key information. UCF offers students two of the most popular programs, [EndNote](#) and [RefWorks](#), at no charge.

1. Core Exam

The general core exam is a non-proctored 5-hour exam based on approximately 30 texts (chosen out of the 50 or so reviewed biennially by the Texts and Technology faculty). Students are asked to answer two questions developed by his/her candidacy exam committee, one of which will address the field of Texts and Technology, its definition, and the student's role in it. Students may use resources such as notes, books, and the Internet. The student should schedule the exam with his/her chair and the Texts & Technology office.

2. Primary Field Exam

3. Secondary Field Exam

The primary and secondary exam areas or fields must be based on reading lists prepared by each student and approved by that student's Candidacy Examination Committee. A "field" is typically defined by established period, subject, or approach, such as "narratology," "digital humanities," or "professional and technical communication," but

other areas of specialty, such as “TEI coding,” will be allowed as long as they meet Candidacy Examination Committee approval and reading list guidelines.

The reading lists for these two parts of the Candidacy Examination must *each* consist of 25-30 texts. At least 10% of the primary and secondary field reading lists (at least three sources on each) must be composed of scholarly digital sources (academic blogs, digital installations, or other relevant online materials). It will be up to the student to explain to his/her Candidacy Examination Committee how these sources are relevant and appropriate for these reading lists.

Students are not permitted to enroll in ENC 7919 Doctoral Research hours or to schedule their Candidacy Examination until their last semester of formal coursework.

Students must be registered for ENC 7919 during the semester in which they take their Candidacy Examination, and are expected to begin the process of identifying a Candidacy Examination Chair and committee during the semester in which they complete their final coursework (typically the semester before they plan to begin doctoral research). Contact the T&T office for the appropriate registration form (phurter@ucf.edu).

In the first semester in which a student enrolls in ENC 7919 Doctoral Research, s/he must enroll for at least three hours of credit. If the student does not take and pass all parts of the Candidacy Examination in that semester, s/he must be registered for at least one credit hour during the semester when s/he takes the examination or any portion thereof (the student must be enrolled in order to sit for any portion of the exam). Students who are on graduate assistantships or fellowships may enroll for up to nine hours of ENC 7919 in order to maintain their full-time status. Contact the T&T office for the appropriate course registration form (phurter@ucf.edu).

NOTE: *students must be enrolled for at least one credit hour to use the university library facilities even during summer semesters.*

College of
CAH
ARTS • HUMANITIES

RESTRICTED REGISTRATION AGREEMENT FORM

Directed Independent Studies (only 6 hours) 5907 or 6908
Directed Research 6918
Internships, Practica, Clinical Practice 5944 or 6946
Study Abroad 5957 or 6958
Research Report 6909
Thesis 6971
Doctoral Research 7919
Doctoral Dissertation (must have candidacy status) 7980
Graduation Requirement IDS 6999

*** STUDENT INFORMATION:**

NAME: _____

PID: _____

EMAIL: _____

PROGRAM: _____

TERM*: _____ YEAR: _____

*For Summer, include session A, B, C, or D

OVERWRITE

COURSE: _____

Class # (Key Code)
Prefix
Course #
Title
Credits

RESTRICTED REGISTRATION

1. COURSE: ENC 7919

Prefix Course # Credits

2. TITLES: For Independent Study and Directed Research courses only. Limit to 13 characters.

5907/6908 (IS); 6918 (RES): _____

3. DESCRIPTION OF ASSIGNMENTS AND EXPECTATIONS

Due by: _____

Assignments and list of specific items for which the student is responsible, such as papers, notebooks, examinations, reports or programs. Provide due dates if possible:

GRADE SCALE (CHECK ONE): ☒ S/U ☐ A/F

(All students in the same section must be graded on the same scale; 6909, 6971, & 7980 must be graded S/U)

☐ I, _____, Hereby Agree to the terms outlined above and/or attached to this form for completion of this Restricted Course. I Hereby Agree to observe all safety rules (if applicable) of this Restricted Course. I Hereby Understand that it is my responsibility to ensure that my overall enrollment for the semester is correct.

I accept responsibility for payment of my semester tuition and fees by the published deadline. I understand that if I fail to pay my tuition and fees by the deadline, I will be charged a \$100 Late Payment Fee; my records will be put on hold, my account will be referred to a collection agency; and I may incur other financial consequences.

Signature of Student _____

Date _____

Signature of Instructor _____

Date _____

Printed Instructor's Name _____

OFFICE USE ONLY: Build or Assign: _____ Class Number: _____

Candidacy Passed: _____ T/D Committee Approved: _____ Hold: _____

Authorized College Representative _____ Date _____

Form revised 8/13/10

Students must complete all portions of the Candidacy Examination within one semester or its equivalent. A standard practice is to take the entire examination over the course of a semester, leaving at least two weeks between exams to receive feedback from the examination committee. Students may take the series of three exams over a 16-week period that spans two semesters if desired, e.g., Part 1 in September; Part 2 in November; and Part 3 in January. In order to take any portion of the Candidacy Examination, the student must be enrolled in ENC 7919.

To promote testing equity within the program, core examination questions will be written by the entire Candidacy Examination Committee and access to previous examination questions may be requested from the Program Director. Committee members will not solicit examination questions, in part or whole, from the student.

Students are encouraged to speak with Examination Committee Members or the T&T office (phurter@ucf.edu) about questions they may have as they prepare for their examinations. If practice examinations are used by a committee, actual examination questions will be sufficiently



different to ensure rigor and fairness. All actual examination questions will be written by the entire examination committee, and will be retained by the committee, with final copies also provided to the Program Director.

Scheduling Your Candidacy Exams

When you are nearing the completion of your formal coursework, meet with your Candidacy Committee Chair to discuss the scheduling of your exams. This meeting should take place at least three-four weeks prior to when you would like to take your first exam. To schedule any of your candidacy exams, speak first with your Candidacy Exam Committee chair to agree upon a date, and then contact the T&T office (phurter@ucf.edu) to confirm the time and location.

Candidacy Examination Grading

All Candidacy Examination Committee members will review and make notes regarding the student's responses on each part of the examination, using an [evaluation rubric](#). A student can expect to receive notification of examination status within two weeks following the taking of any portion of the exam, unless the three exams are taken in an accelerated fashion. If the three parts of the examination are taken in close succession, the student can expect to receive notification of his/her examination status, to include all reviews at once, within three to four weeks of submitting the final exam portion.

If the written answers provided by a student are not satisfactory, the Exam Committee Chairs will have the option to assemble the committee and ask the student more questions about the exam. At this point, the exam chair may specify whether an oral defense by the student or a written follow up from the student is most appropriate. An oral defense of the examination is not required; however, an examination committee chair may choose to schedule one.

Students who do not pass all three sections of the examination on the first attempt may retake the examination *once*. In such a case, the student's Candidacy Examination Committee will decide whether the student needs to retake the entire Candidacy Examination or a portion thereof.

Students who do not pass the Candidacy Examination on the second attempt will be dismissed from the program.

Any student who enrolls for more than nine hours of ENC 7919, or who registers for ENC 7919 in three or more semesters before successfully completing the Candidacy Examination, must secure approval from the T&T Program Director before s/he can register for additional ENC 7919 hours. Students on university support who fail the Candidacy Examination can be supported for a maximum total of eighteen hours of ENC 7919.

Students are admitted to doctoral candidacy status upon successfully passing all parts of the Candidacy Examination. Students will not be able to register for ENC 7980 Dissertation until the semester after they have successfully passed the Candidacy Examination and submitted a completed Dissertation Committee form.

Best Practices for the Candidacy Examination

Exams test a student's overall knowledge of the larger field of Texts & Technology, as well as sufficiency of breadth and depth within the student's fields of specialty.

The Core Exam

The core exam aims to assess the student's knowledge of 30 foundational texts selected in consultation with his/her Candidacy Exam Committee and taken from the list of Core Ph.D. Candidacy Exam Readings current at the time the student enters the program. As the student reads each of these texts throughout the first years in the program, the following guiding questions should be considered in order to fully understand the material in each:

- What is the subject of the reading?
- What is the thesis?
- List at least three main points used to support the thesis.
- What evidence is offered in support of the major argument?
- What is the subtext (the author's purpose)?
- Who is the audience?
- Is the work credible?
- What applications can the work have (how might it be used)?
- What are the implications and significance of these applications?

Students are strongly encouraged to adopt a notetaking/citation management system early in their doctoral careers to systematically capture and access key information. UCF offers students two of the most popular programs, [EndNote](#) and [RefWorks](#), at no charge.

The core exam typically asks the student to select two questions from a list of three-five prepared by his/her Candidacy Exam Committee and to thoroughly respond to each question with an essay that meets the minimum of six double-spaced pages. Students are given a maximum of five hours to complete their responses. The exam responses will be evaluated on the student's ability to answer the questions and provide substantive responses in an organized, clear, coherent manner. The Candidacy Committee grades the essays separately as Pass/Fail.

It is important that the essay responses are not merely a rehashing of the theorists' work, but reflect the student's individuality in applying these concepts and theories to a particular field. The essay responses should demonstrate the student's ability to think and apply information independently.

The Primary and Secondary Field Exams

The exam process is an exciting time for faculty because they see students frame their research areas and choose texts that address specific interests while preparing to begin their dissertations. Most of the faculty will see titles of texts on these exam lists that they have not read, so they also hope to learn new things from the students.

Each exam is unique to the student and tailored towards each student's interests. The process is meant to develop the tools needed to approach the dissertation. The exams are not just hoops to

jump through, and they should be taken seriously and not be rushed. While faculty members know there is often anxiety about exams, they also want to see students approach their writing with enthusiasm. They want to know what you have to say.

Please follow these guidelines as you write:

1. You are not just writing to demonstrate your knowledge. Consider your reader and make your responses reader-friendly.
2. Begin by addressing the question explicitly. The purposes of doing so are to acknowledge the question, show how you understand it, and frame the issues before you move ahead into the discussion.
 - a. Explain how you interpret the question.
 - b. Explain the significance/relevance of the question.
3. Provide a brief overview of the rest of your response: what resources—conceptual, methodological—are you bringing to the question? How will you proceed?
4. Define all key terms before you begin a discourse about them. Even if you think your committee members share an understanding of the definition of these terms, they want to see how you define the term before moving ahead. If a definition is contested—different writers define the term in different ways—make sure you acknowledge these differences and explain why you favor one definition over the others.
5. When citing the works on your list, do not assume your readers understand the whole framework of these texts. So, provide an overview before proceeding. They want you to treat the material dialectically, meaning that you show the reader how a branch of knowledge or school of thought relates to other branches or schools, how the branch you are treating is divided, and how the parts relate to each other. Be systematic.
6. State your thesis clearly. What is your position? How will you back up your claim?
7. If there are obvious counter-arguments to your claim, present them clearly and refute them systematically and with evidence and clear reasoning. Do not dismiss them out of hand without first engaging them.
8. In your writing, you should alternate between the conceptual and the concrete. In other words, if you discuss a concept, show the reader how it applies to a particular case. If you discuss a case, explain which concepts help the reader make sense of it.
9. Always explain the warrants—i.e. the logical connections—between your claims. Make sure your readers can follow your connections.
10. Avoid common stylistic errors such as the use of vague pronouns—“it” and “this” are the usual suspects here, passive voice sentences that hide agency, and watch out for common punctuation problems such as comma splices, etc.

DISSERTATION REQUIREMENTS

Students must write a Dissertation on their research that will explain and defend a significant original contribution to the field of Texts and Technology. It may be of a theoretical, historical, or programmatic nature but must meet academic standards of rigor, scholarship, relevance, and excellence.

The Dissertation consists of an original and substantial research study designed, conducted, and reported by the student with the guidance of the Dissertation Advisory Committee. The written Dissertation must include a common theme with an introduction and literature review, details of the study, and results and conclusions prepared in accordance with program and university requirements. The Dissertation is expected to represent a significant contribution to the discipline. Since this work must be original, it is very important that care is taken in properly citing ideas and quotations of others. Failure to do so is academic dishonesty and subject to termination from the program without receiving the degree. An oral defense of the Dissertation is required.

Students should begin the process of identifying a Dissertation Chair and committee as they complete the Candidacy Examination. Depending on their progress or the interdisciplinary nature of their study, some students may require additional time to form their committees, but as the Candidacy Examination draws to completion, students should have begun formulating their dissertation project and prospectus. Depending on a student's program or development, the Dissertation Chair and committee may, or may not be, the same members as the Candidacy Examination Chair and committee.

Enrollment in Dissertation Hours

Following the passing of your second candidacy exam, the next step is to form your dissertation committee, file with Grad Studies to have that committee approved, and then register for dissertation hours. Here is how that moves along:

1. Confirm your dissertation committee by inviting a minimum of a chair and three members to participate. Once they've agreed to support your dissertation research, please have each member of your dissertation committee initial the Doctoral Committee/Candidacy Status Form. Email/scan/electronic initials are fine.

Your committee can be comprised of the same faculty that served on your candidacy committee, or they can be different. **You will also need a fourth member who is from outside the College of Arts & Humanities.** They can be from UCF or from another institution or from industry. If from outside of UCF, we will need to nominate them to be approved as a UCF Graduate Scholar. This requires that you have that individual provide you with a current CV. If they are an academic, it is helpful if their CV includes information about the thesis and dissertation committees they've chaired, or on which they have served. If you need suggestions for an outside member, please consult with your intended dissertation chair.

The approval of an outside member may take some time through Grad Studies, so please work on this first if the individual is not already approved as Graduate Faculty at UCF.

2. While waiting for your outside member to be approved (if applicable), and for your committee to be approved by Grad Studies, you should complete a Restricted Registration form for a minimum of 3 credits of ENC 7980, to be graded S/U. You must register for 3 credits each term, including summers, until you graduate. Fifteen credits of dissertation are required to graduate from the program and each term will require that you complete this form and submit it the T&T office so the hours can be added to your schedule. On the form, near the middle, is a box in which you must list what you hope to accomplish during the term for which you are registering (e.g. complete and defend dissertation prospectus). This form, once signed by your chair, comes back to the T&T office and they will request that the hours be added to your schedule. Please remember that you must register for dissertation hours every term --- including summers --- until you graduate.

Please contact the T&T office (phurter@ucf.edu) for the form used to select your Dissertation Committee.



Doctoral Committee / Candidacy Status Form

Please Check as Appropriate:

- ☐ Initial Committee Formation ☐ Revision to Committee
- ☐ Notification of Passing Candidacy Exam ☐ Existing Committee (Date of Formation: _____)

Submit this form (in PDF) as attachment to gradcommittee@ucf.edu

This form must be submitted once the student has passed the candidacy exam and before enrolling in dissertation hours. This form must be resubmitted for review and approval any time changes are made to the committee membership.

The Committee must contain the following:

- **Chair** (Graduate Faculty member who is eligible to chair a dissertation committee)
- **Minimum of four committee members** (all must hold a Graduate Faculty or Graduate Faculty Scholar appointment)
 - At least three, and a majority of the committee, must be members of the Graduate Faculty
 - At least one member must be from outside the department (or college, if a college-wide program)
 - At least one member must have served previously on a thesis or dissertation committee that graduated a student, either at UCF or at another accredited institution. If the Chair does not have this experience, another graduate faculty member who has this experience may serve in this role as Vice Chair. Under certain circumstances (see page 2), a graduate faculty scholar who has previous committee experience may serve as Vice Chair.

Student Information

Last Name: _____ First Name: _____

UCFID: _____ Knights Email Address: _____

Degree Program/Track: _____

Date Candidacy Exam Passed (MM-DD-YYYY): _____

Student's first term enrolling in dissertation _____

The following individuals agree to serve on this dissertation committee (Please indicate if a member is also a co-chair or vice chair). See page 2 for an explanation of committee roles:

	Committee	Co-Chair?	Vice Chair?	Printed Name	Initials	Department/School	Graduate Faculty Standing	
							Grad Faculty	GF Scholar
Required	Chair						<input type="checkbox"/>	
	Member	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	Member	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	Outside Member	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
Optional	Member	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	Member	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
	Member	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Students must begin the process of identifying a Dissertation Chair and committee during the semester in which they successfully pass the Candidacy Examination. At this point students must begin formulating their dissertation project and prospectus.

The university requires all doctoral students to take a minimum of 15 credit hours of doctoral dissertation hours. Dissertation research is considered to be a full-time effort, and post-candidacy enrollment in at least three doctoral dissertation (ENC 7980) credit hours constitutes full-time graduate status. Doctoral students who have passed candidacy and have begun taking doctoral dissertation hours (ENC 7980) must enroll in at least three dissertation hours each semester (including summers, without skipping a semester) until completion of minimum program coursework and dissertation hours. After completing 15 hours of dissertation, with approval of the dissertation chair or advisor, students may enroll in minimum of one dissertation hour per semester. Students who need to interrupt their dissertation work for extenuating circumstances must submit a [Leave of Absence Form](#) to the College of Graduate Studies. Submission and approval of the form must be obtained prior to the first day of classes for the term of non-enrollment.

Dissertation Advisory Committee

Doctoral students must have an approved Dissertation Committee prior to advancement to candidacy status. The Committee will consist of a minimum of four members who are approved members of the Graduate Faculty or Graduate Faculty Scholars (see [Graduate Faculty](#)). At least three members must be Texts & Technology Graduate Faculty, one of whom must serve as the chair of the committee. One member must be an external member from either outside the College of Arts & Humanities or outside the university.

Students choose their Dissertation Chair from the core T&T faculty, matching as closely as possible their research interests with a faculty member's research specialties. Because Texts and Technology is an interdisciplinary field, students also need to pay attention to selecting a chair and committee members who reflect as best as possible their chosen field with respect to its subspecialties. Students should seek a chair with whom they can establish a mutually productive working relationship. In this regard students should assess their strengths and weaknesses as a writer honestly, and find a faculty member who can work with them to improve their performance.

Students who plan to have an outside committee member who is not a faculty member at UCF must consult with the T&T Program Director. All Dissertation Committee members, including outside readers, must hold a PhD or other relevant terminal degree, and their credentials must be approved by the College of Arts and Humanities Graduate Office and the College of Graduate Studies. One adjunct or one visiting faculty member may serve as a departmental or outside committee member. Adjuncts, visiting faculty, and external committee members who are not approved as graduate faculty at UCF must be nominated to serve as Graduate Scholars. The nomination form may be obtained from the Texts & Technology office (phurter@ucf.edu).

Please note that a student's external committee member must be nominated and accepted by the UCF College of Graduate Studies as a Graduate Scholar if they are outside the university before a student can seek approval of his/her dissertation committee. Once the dissertation committee is approved, a student may register for dissertation hours.



Nomination and Appointment to Graduate Faculty and Graduate Faculty Scholars

The faculty who teach, advise and mentor graduate students are the heart of graduate education at UCF, and their efforts make the graduate experience what it is. We are indebted to their service on behalf of UCF's graduate students and graduate programs.

Prior to participating in graduate level instruction, an individual must be appointed either as a member of the UCF Graduate Faculty or as a Graduate Faculty Scholar. UCF faculty who are tenured, tenure-earning, ranked Clinical or ranked Research professors, or ranked lecturers, instructors, or librarians are eligible to be appointed as members of the Graduate Faculty. Other UCF faculty (e.g. research associates, adjuncts, etc.) and individuals not employed by UCF may participate as Graduate Faculty Scholars. Teaching credentials must still be certified by the Office of Faculty Affairs if serving as an instructor of record.

Please see page 2 for a detailed description of the appointment roles, the process of the appointment, and submission of the nomination.

FACULTY INFORMATION (Please Type or Print)

Family or Last Name: _____ First Name: _____

UCFID: _____ Email: _____

Newly Hired Faculty/Date of Hire: _____ Faculty Rank: _____

Highest Earned Degree: _____

Previous GF or GFS Appointment? ☐ Yes ☐ No

Nominating Graduate Program and Degree Level: _____

NOMINATION STATUS:

☐ Graduate Faculty

Number of thesis and/or dissertation committees served to completion: (e.g. 0, 1-5, >5) _____

☐ Eligible to chair doctoral dissertation advisory committees.

☐ Graduate Faculty Scholar

Number of thesis and/or dissertation committees served to completion: (e.g. 0, 1-5, >5) _____

☐ Teaching only (ineligible to serve on thesis/dissertation committees).

Additional Information Regarding Nomination Status:

ENDORSEMENTS OF NOMINATION (Signatures Required):

Graduate Program Director:

Email: _____ Date: _____

Department Chair or Director:

Email: _____ Date: _____

College Dean, if required:

Email: _____ Date: _____

APPOINTMENT BY THE COLLEGE OF GRADUATE STUDIES: ☐ Approved ☐ Denied

ASSOCIATE DEAN SIGNATURE:

Associate Dean of the Graduate College: _____ Date: _____

Committee membership must be approved by the Program Director and submitted to the College of Graduate Studies. All members must be in fields related to the dissertation topic. The UCF College of Graduate Studies reserves the right to review appointments to a Dissertation Committee, place a representative on any Dissertation Committee, or appoint a co-chair. A



student may request a change in membership of the Dissertation Committee with the approval of the Program Director and submission of a revised Dissertation Committee form to the College of Graduate Studies.

All members vote on acceptance or rejection of the dissertation proposal and the final Dissertation. The dissertation proposal and final Dissertation must be approved by a majority of the committee.

Continuous Enrollment for Doctoral Candidates

Doctoral students who have passed candidacy and have begun taking doctoral dissertation hours (ENC 7980) must enroll in at least three dissertation hours each semester (including summers, without skipping a semester) until completion of minimum program coursework and dissertation hours. After which, with approval of the dissertation chair or advisor, students may enroll in minimum of one dissertation hour per semester. Students who need to interrupt their dissertation work for extenuating circumstances must submit a [Leave of Absence Form](#) to the College of Graduate Studies. Submission and approval of the form must be obtained prior to the first day of classes for the term of non-enrollment.

NOTE: *Doctoral candidates on UCF fellowship or departmental assistantships are considered full time if they enroll in three hours of ENC 7980 per semester. However, a student may be held to other requirements for full-time status outside of UCF (e.g., financial aid agencies, veteran status, or employers).*

The Dissertation Prospectus

After completion of the Candidacy Examination, doctoral candidates prepare a prospectus that serves as a proposal for the dissertation project. The prospectus is required to be submitted to the student's Dissertation Committee within one year of beginning ENC 7980 Dissertation. The prospectus must provide a description of the dissertation project that specifies its potential contribution to the field of Texts and Technology, a review of literature relevant to the project, a discussion of the methodologies that will be used, and a proposed timetable for completion of the project. Proposals are generally 20-30 pages in length, but they can be longer or shorter depending on the preferences of the student's Dissertation Committee.

The purpose of a prospectus for the Texts & Technology Doctoral Program is to propose original and independent research under the guidance of the Dissertation Committee. A dissertation prospectus should delineate a theoretically informed framework to guide the study that will make significant and substantive contributions to the body of knowledge in the field of endeavor.

1. It is expected that a T&T student will spend the first semester enrolled in *ENC 7980 Dissertation Research* developing a prospectus in accordance with the guidelines found herein.
2. A Texts & Technology prospectus is typically 20-30 pages in length.

3. The student's Dissertation Committee has flexibility in determining the time allowed for the completion of a prospectus, but should be mindful that a full-time student is expected to complete all dissertation work within four semesters of becoming ABD, including summers. Part-time students generally take six semesters to complete.
4. Approximately 6 weeks prior to the end of the semester in which the student proposes finalizing the prospectus, s/he should circulate the draft prospectus to each member of his/her committee for comment.
 - Committee members should provide feedback/notes to the student in writing within two weeks of receiving the draft prospectus.
 - The student should revise the prospectus and resubmit it to committee members approximately 3 weeks prior to the end of the term.

Defending the Prospectus

- After submitting the revised prospectus, the student should schedule a time to discuss the prospectus with the entire committee at a face-to-face meeting arranged by the student in consultation with his/her Dissertation Committee chair. Out-of-town members may arrange to Skype in to the meeting. Assistance in booking a location may be obtained by contacting phurter@ucf.edu.
 - The prospectus defense is up to your committee to design and arrange. Check with your chair to review the committee's plan and expectations, and how you should best prepare.
 - Following the face-to-face prospectus review, the Dissertation Committee will notify the student in writing (via email) whether s/he may continue to develop the dissertation based on the prospectus discussed, or needs to provide further revisions to the prospectus. **This notification must be copied to the Program Director (bmauer@ucf.edu) and the program Assistant Director (phurter@ucf.edu).**
5. Should the student need to continue revisions, the same process should be followed into the subsequent term of enrollment in ENC 7980.

Prospectus Content

A satisfactory prospectus contains four basic components: a research question; a statement of theoretical context including a short literature review; a research design; and a working bibliography.

1. The Research Question

What is the Dissertation about? The prospectus should begin by stating the central question or puzzle that is to be addressed in the Dissertation. The question should be phrased precisely, since it will determine what is or is not germane to the Dissertation. The central research question should be stated clearly and succinctly. This is also the appropriate place to identify the general approach adopted in the Dissertation: historical, geographical, temporal, and/or substantive scope.

Treat this as an opportunity to state with clarity and conviction exactly what the core of the Dissertation will be. This section should be no longer than two to three pages in length. It should be similar to writing an abstract.

2. Statement of Theoretical Context

This part of the prospectus addresses the important question, "so what?" In other words, why should one devote a thesis to the question set out in the preceding section? An effective answer requires two distinct arguments. First, you should provide a well-focused summary of the current debate(s) in your chosen subfield. This will allow your committee to see how you situate your project in the existing literature. Second, you should outline in precise terms the specific contribution(s) your Dissertation will make to the subfield. If you believe you are studying a neglected yet significant subject, specify what part of that subject has been missed, and how your study will fill the gap. If you are building on an important literature in the field, say what has been achieved, and how your proposal adds to it. If your proposal is a case study or a comparison of multiple cases, this is an appropriate place to justify your selection of cases with reference to theory.

This section should contain specific research hypotheses the student is considering to test. The rationale for developing hypotheses should be included.

Six or seven pages should suffice for this part of the prospectus. Although in cases where the resolution of contending interpretations is an especially important part of the thesis, a bit more detail is appropriate. Whatever you do, do not set out to review the literature in depth here. Instead, write this part with the assumption that both you and your committee are familiar with the field.

3. Research Design

This part answers the question, "How will you answer the question set out in Part 1?" While Part 2 shows the importance of the issue, this section indicates the process you will use to examine the issue(s)/question(s). Depending on the area, this part will cover different elements, but all will need to address the following: What specifically do you intend to do and what does each research step contribute to the project as a whole? In what order do you intend to proceed? If your investigation is empirical, what sort of evidence will you consider? If theoretical, what material will you cover and what will you do with it? Are you planning to do library work, field work, and/or quantitative analysis or statistical modeling?

Obviously, you will not know everything you would like about this part at the time you have to defend your prospectus. But you should be able to provide your best, educated guess. In the end, your committee will be looking for solid evidence that (1) if everything goes according to plan, you will be able to complete a satisfactory dissertation, and (2) there is a reasonable chance that everything will in fact go well.

Ten to twelve pages should be enough to cover this material. You should try to provide the following types of information:

Data: What will be the raw material for your analysis? How do you propose to obtain it? Any information you provide that pertains to reading, coding, interviewing, observing, and the like is helpful. A clear statement of the methodology should be used to both identify and capture the data that will be analyzed.

Measurement Instrument(s): What is your measurement instrument? How do you determine the reliability and validity of the instrument? Are the study variables operationally defined and measured?

Proposed Analytical Model: You should specify the analytical model for validation if you formulate an analytical model.

Feasibility: Is there adequate data or other materials available? Do you know where to find it? Can you obtain it? Do you possess the necessary linguistic and/or quantitative skills, if relevant? Do you have any preliminary hunches or results with which to substantiate your claims?

IRB: Are you using [human subjects](#)? If so, have you addressed [Institutional Review Board](#) approval and included it in your timeline?

Selection of Method: What specific research methods will you use? If there are other ways to research your topic, why is yours preferable? What is your sampling frame? How do you determine the adequacy of your sample size?

Chapter Summary: Even at this early stage in the Dissertation, it is helpful to construct a chapter-by-chapter organization of the project, however provisional. This will communicate to your committee the relative importance you attach to various aspects of your investigation, and the structure with which you will offer answers to your central thesis.

Timeline: How long do you expect various parts of your proposed research to take? Is there a part of it which is already substantially completed?

Funding Sources: If appropriate, specify the granting/funding agencies to which you have applied or intend to apply in the near future.

4. Working Bibliography: This is self-explanatory, and essential.

In preparing the prospectus, the student is expected to consult with the Dissertation Chair and other members of the committee.

Additional guidance on the contents of a dissertation prospectus and formatting can be found in (1) *MLA Handbook for Writers of Research Papers* (7th ed); (2) Robert Gaines's *The Chicago Manual of Styles*, 14th edition; and (3) James E. Mauch and Namgi Park's *Guide to the Successful Thesis and Dissertation*. The dissertation should follow the MLA Style Guide, but an alternate style may be adopted based on the requirements of the student's Dissertation Chair and committee.

<https://graduate.ucf.edu/thesis-and-dissertation/>

Writing the Dissertation

It is expected that in your dissertation you will:

- Exhibit the ability to define an appropriate research question/problem.
- Demonstrate application of appropriate theoretic and analytic perspectives.
- Create an appropriate literature review (currency and breadth of resources; appropriate to the subject).
- Effectively apply research methodologies to develop new knowledge.
- Support your arguments with appropriate reasoning and evidence throughout the dissertation.
- Demonstrate knowledge of formal elements of textual and/or digital design.
- Demonstrate complexity and rigor of intellectual engagement.
- Present your ideas clearly and coherently to others.
- Situate your ideas within a professional context of existing discourse appropriate for publication.

In writing the Dissertation, students must communicate clearly with their Chair and the rest of the Dissertation Committee in a timely manner. It is not uncommon for a student to submit drafts to his/her Chair one chapter at a time and revise these chapters until the Chair thinks they are ready for the committee to see. The revised chapters are then circulated to the committee members for their comments while the student is working with the Chair on the next chapter. Such a process provides the committee members with the necessary time to read the chapters. Students benefit from this arrangement because they learn about the various expectations that the committee members have and can learn to anticipate criticism and concerns while drafting, thus reducing the amount of subsequent rewriting. Also, by reading the chapters as the Dissertation is written, the committee members can communicate opinions and concerns to the Chair rather than waiting for the Dissertation defense to introduce them at a point in the process that might delay graduation. One of the great challenges of writing a dissertation arises when the advice of committee members' conflicts; in these circumstances, the student should communicate clearly with all parties until a resolution is determined.

Remember that each committee is unique; some chairs may demand more or fewer drafts, as will some committee members. As a rule of thumb, students should be in frequent contact with their Chair throughout the writing process, and they should consult their committee members at least once a semester to apprise them of their progress in writing.

Abstract Page

The abstract page is required for all manuscripts. Its purpose is to briefly summarize:

- What did you do?
- Why did you do it?
- How did you do it?
- What did you find?
- Why is your study useful, important, and unique?



Your abstract is limited to one paragraph of 300 words or less and should use the keywords that will help readers find your study through online search engines. It cannot contain formulas, equations, figures, references, footnotes, or special characters.

Students should review **Module 2** of the [Thesis and Dissertation Webcourse](#) for additional details. Information is also included in the UCF Thesis and Dissertation Manual (accessed in the TD Webcourse) . Questions may be directed to editor@ucf.edu.

Publication/Article

As part of their advanced studies, students are required to submit at least one substantial scholarly article to a peer-reviewed journal with a national reputation with the approval and assistance of their Dissertation Committee Chair. Please contact your Dissertation Chair or the T&T office (phurter@ucf.edu) for a list of possible publications.

Preparing for the Dissertation Defense

- Prior to scheduling the defense, ensure that all Dissertation Committee members can attend the defense. While members may attend virtually, you and your Dissertation Chair must be physically be present.
- Schedule the defense through the T&T office (phurter@ucf.edu). Please provide a date and time you would like for the defense. Students are required to reserve a location for their dissertation defenses (the UCF Graduate Student Center provides spaces for this purpose).
- Prepare your dissertation announcement (see sample in this handbook).
- Have your Chair approve your dissertation announcement and email it to phurter@ucf.edu. Patty will enter the dissertation announcement in the Events Calendar of the Graduate College and will distribute it to the CAH listsrv. **The approved defense announcement should be provided to the T&T Office two weeks in advance of the defense date.**
- Before the defense, provide the Thesis and Dissertation Approval Form to your Chair. If corrections need to be made, contact editor@ucf.edu so that corrections can be made in the university system and a new Approval Form printed for your defense. Only the student can request the Dissertation Approval Form on the Thesis & Dissertation website: https://ww2.graduate.ucf.edu/ETD_Student_Services/
- Your Dissertation Chair's signature on the Approval Form indicates that the [Review for Original Work](#) requirement has been met. Follow up with your Chair to make certain that your work has been submitted through [iThenticate](#) so that the results can be reviewed and approved by the Dissertation Chair and discussed with the advisory committee at the defense.

- Ensure that you bring the Thesis and Dissertation Approval Form to the defense. If only minor changes to the dissertation are required, then most committee members will sign the approval form at the defense and your Chair will be the custodian of the form until you have made the requested edits.. If major changes are required, then signatures may have to be obtained later. If deadlines are looming, it is important that you provide your Chair with the best information on how to contact each of the advisory committee members before the end of the semester in order to get signatures.
- Attend your defense. It is common to hold a general presentation of the research and allow the audience to ask questions, and then to dismiss general members of the audience, and have the advisory committee review the research, ask questions, and finally evaluate the research. At a minimum, the Chair must host the defense at a location on campus. All others may Skype or video in if necessary.
- All thesis/dissertation defenses should be held when scheduled, unless there are truly extraordinary circumstances. If there are extraordinary circumstances and the thesis/dissertation defense cannot be held at the time scheduled, then the defense will be cancelled, and then rescheduled and re-announced.

Dissertation Defense

Prior to the Dissertation Defense, it is good practice for the student to meet with his/her Dissertation Chair, and to meet with the committee members as well, to determine whether the Dissertation is ready to defend.

Students should discuss with their chairs the protocols to expect in the Dissertation defense. The following norms provide a good set of expectations for students preparing for their Dissertation defense, but students should consult with their Chair to determine if any variations from the following structure are planned:

The doctoral student begins the defense with a presentation of a conference-length paper. Students should prepare for this presentation as they would for a scholarly conference, as well as for potential job interviews. The goal is to present a succinct yet compelling overview of one's contribution to the field. Typically, such presentations last no more than thirty minutes; some chairs prefer for them to run a shorter length, in the fifteen- to twenty-minute range. The presentation should be addressed to the committee. Although defenses are public, and friends and family may attend, the Dissertation defense primarily involves a dialogue and discussion of the student's project to show committee members its intellectual merit and its contribution to the field.

Following the student's presentation, each committee member and the Chair asks his/her questions. This section of the exam lasts approximately forty-five minutes to one hour. The floor may then be opened for audience members to ask questions for a period of ten to fifteen minutes.

Following the Q&A session, the candidate and audience leave the room for the committee to discuss the examination. Frequently, committee members discuss ways in which they believe the student should advance his/her studies after graduation. Once consensus is reached, the candidate

and audience are invited to return. The Chair informs the student of the committee's assessment of his/her work and the requirements for revision, including who on the committee requests an additional round of revisions. This portion of the examination requires approximately fifteen minutes. Dissertations must be approved by the majority of the committee members, and all committee members must sign off on the necessary form for a Dissertation to be considered successfully defended. Members of the committee may withhold signing the Dissertation until additional revisions have been made.

Dissertation defenses run approximately ninety minutes to two hours. Again, remember that these are norms, not rules, and so it is to the student's advantage to discuss with the committee their expectations for the defense prior to beginning the oral defense.

The Dissertation Chair, all members of the Dissertation Committee, the T&T Program Director, and the Dean of the College of Arts and Humanities or designee must approve the final Dissertation. Further approval is required from the Vice Provost and Dean of Graduate Studies before final acceptance of the Dissertation is confirmed as fulfilling degree requirements. Format approval is also required from the Thesis and Dissertation Editor and final approval of satisfaction of all degree requirements must be confirmed by the Division of Graduate Studies (Millican Hall 230). For complete details and information, please be certain to review all components of the College of Graduate Studies' Electronic Thesis & Dissertation (ETD) process here: [ETD Process](#).

iThenticate

The university requires all students submitting a dissertation as part of their graduate degree requirements to first submit their electronic documents through iThenticate for advisement purposes and for review of originality. The thesis or dissertation chair is responsible for scheduling this submission to iThenticate and for reviewing the results from iThenticate with the student's dissertation committee. The committee uses the results to assist the student in the preparation of their final dissertation.

Before the student may be approved for final submission to the university, the dissertation chair must indicate completion of the Review for Original Work through iThenticate by signing the Thesis Approval Form or Dissertation Approval Form.

For information about iThenticate at UCF, see [iThenticate](#) on the [Responsible Conduct of Research](#) website, Office of Research and Commercialization.

<http://www.rcr.ucf.edu/ithenticate.html>

Dissertation Formatting and Resources

The College of Graduate Studies maintains the [Thesis and Dissertation \(ETD\)](#) website specifically for graduate students. Students should make certain to bookmark these pages and refer to them often as they are proceeding through dissertation. Preparation, submission, and acceptance of a dissertation must be in accordance with instructions within the University's guidelines on these sites. Invaluable information about policies, deadlines, processes, formatting



requirements and resources, workshops, campus resources, copyright, binding vendors, and a final semester checklist are also included.

Students may contact the College of Graduate Studies Thesis and Dissertation office with any questions by emailing editor@mail.ucf.edu.

Dissertations from T&T alumni may be accessed and viewed online through the [UCF Library](#) by entering the author's name or dissertation title and clicking "search."

Students are responsible for being aware of all important deadlines found on the [UCF Academic Calendar](#).

GRADUATE RESEARCH

Research Methods

As an interdisciplinary field, Texts and Technology embraces a wide variety of research methods and requires the interplay of theory, history, and empirical research. T&T students are expected to demonstrate basic competence (i.e., the ability to read and understand research) in bibliographic, historical, theoretical, qualitative, and quantitative methods. In addition, T&T students must develop expertise in the research methods necessary to carry out innovative dissertation projects. Competence in bibliographic research provides a base for such expertise, but students must move beyond this base to ground their work in theory and to extend existing theory through the use of other research methodology (e.g., historiography, close reading/rhetorical analysis of texts, discourse analysis, and qualitative or quantitative empirical research).

Human Subjects

If students conduct research that involves human subjects (i.e. surveys, interviews, etc.), they must gain [Institutional Review Board](#) (IRB) approval prior to beginning the study. For access to the IRB submission form and sample consent forms, please visit the [Office of Research and Commercialization](#) website.

Travel Support

The College of Graduate Studies offers a [Conference Presentation Fellowship](#) award that provides funding for masters, specialist, and doctoral students to deliver a research paper or comparable creative activity at a professional meeting. Students must be the primary author and presenter.

The Student Government Association also funds individual student and group travel requests. The Student Outreach Services office in the Student Union, Room 208, provides a brochure describing the steps in applying for this travel funding. Students can also pick up this brochure in the Graduate Student Center in Trevor Colbourn Hall or by contacting sosgrad@ucf.edu.

T&T students should also contact the T&T office to notify them of professional travel. Funds are frequently available to help with poster production and travel.

Academic Integrity Training

All doctoral students are required to take training designed to inculcate an awareness and understanding of the fundamental issues of academic integrity and the responsible conduct of research in a manner that is consistent with federal regulations. Students must complete an online module and four face-to-face workshops prior to entering into candidacy.

More information on the Academic Integrity Training through CITI, and access to enrollment may be found at the Graduate Studies website: [Academic Integrity Training](#).

Ethics in Research

Researchers in every discipline are responsible for ethical awareness because the status of the profession rests with each individual researcher. The ethical collection and use of information includes, but is by no means limited to, the following: confidentiality, accuracy, relevance, self-responsibility, honesty, and awareness of conflict of interest.

Plagiarism, Cheating, and Academic Dishonesty

Professors in the Texts and Technology PhD program will assume for its courses that students adhere to the academic creed of UCF and will maintain the highest standards of academic integrity. Representing the work of others as one's own is a serious breach of the ethics and practices of academic research and will not be tolerated in the T&T program. All work that students submit for T&T classes must be their own. Any sources consulted for writing essays, exams, and dissertations must be properly documented. "Rewriting," in which a student consults a source, changes a few words, and presents the ideas as his/her own, is plagiarism. All of the following activities can constitute plagiarism:

- turning in someone else's work as one's own;
- copying words or ideas from someone else without giving credit;
- failing to put a quotation in quotation marks;
- giving incorrect information about the source of a quotation;
- changing words but copying the sentence structure of a source without giving credit; and
- copying so many words or ideas from a source that it makes up the majority of one's work, whether one gives credit or not.

As a rule, students are expected to produce new papers in each seminar, including substantively different arguments and secondary sources. If students want to use work for more than one class, they must *always* discuss this situation with both professors before submitting the work. As graduate students are building a field of knowledge to successfully complete a dissertation, it is sometimes beneficial to one's studies to continue a project from one class to another, or to work on related projects simultaneously; under these circumstances, explain clearly and beforehand to both professors how these projects interrelate but do not constitute "double-dipping." If students have any questions about plagiarism, they should contact their professors prior to submitting work for a grade.

The standard punishment for plagiarism and cheating of any kind on an examination, quiz, or assignment is an "F" for the assignment and, at the professor's discretion, for the entire course; students may also be subject to expulsion from the T&T PhD program. A professor who suspects plagiarism during any aspect of the T&T program (coursework, Candidacy Examination, Dissertation) will inform the concerned student of the charge and the penalties that the professor plans to impose. If the student does not deny the charge of plagiarism, the penalty (or penalties) will be imposed. If the student denies the charge of plagiarism, s/he may appeal to the T&T Program Director in person and/or in writing. The Program Director will assess the case and render a decision, which either party may appeal by petitioning to the T&T Faculty Committee. Both the professor and student will submit their cases for review, and the Faculty Committee will render a final decision for the T&T program. Decisions to fail a student for a course or project must be reached by a simple majority of the faculty; decisions to expel a student from the T&T program must be reached by a two-thirds majority of the faculty. In addition to programmatic



action, students who commit plagiarism may be referred to university authorities under the provisions of the Golden Rule and to the Office of Student Conduct for further disciplinary action. See the [UCF Golden Rule](#) for further information.

Patent and Invention Policy

Although most of the research conducted by T&T students does not require significant financial support by UCF, T&T students should be aware that the products of some graduate student research may be the property of UCF. UCF has three fundamental responsibilities with regard to graduate student research. They are to (1) support an academic environment that stimulates the spirit of inquiry; (2) develop the intellectual property stemming from research; and (3) disseminate the intellectual property to the general public. UCF owns the intellectual property developed using university resources. The graduate students as inventor will, according to this policy, share in the proceeds of the invention.

The full policy is available online from the Graduate Catalog: [Patent and Invention Policy](#).

FINANCIAL SUPPORT

Fellowships

The College of Graduate Studies at UCF awards over one million dollars in university fellowships to graduate students each year. Most fellowships awarded through the UCF College of Graduate Studies are reserved for incoming degree-seeking graduate students who plan to enroll full time. The Delores A. Auzenne Fellowship is currently the only graduate fellowship offered through the College of Graduate Studies that is available to continuing, as well as new, graduate minority students. For award details, visit [Fellowships](#). To be considered for a Fellowship, complete applications must be submitted early, so be mindful of deadlines.

Trustees Doctoral Fellowship

Yearly stipend: \$25,000

Duration: 4 years

Eligibility: all new doctoral students

College-nominated, selected by UCF Graduate Fellowships Committee

Presidential Doctoral Fellowship

Yearly stipend: \$17,000

Duration: 4 years

Eligibility: new doctoral students (U.S. citizens or permanent resident aliens)

College-nominated, selected by UCF Graduate Fellowships Committee

Graduate Dean's Fellowship

Yearly stipend: \$4,000 supplement to a qualifying assistantship or fellowship

Duration: 4 years

Eligibility: all new master's, specialist, or doctoral students

College-nominated

UCF Graduate RAMP Fellowship

Yearly stipend: \$10,000

Duration: 4 years doctoral; 2 years master's

Eligibility: new graduate students who completed the UCF undergraduate RAMP program

Selected by UCF Graduate Fellowships Committee

Fellowship Application Due Date: January 15, 2014 for Fall 2014 Admission

UCF Graduate McNair Fellowship

Yearly stipend: \$17,000 doctoral; \$10,000 master's

Duration: 2 years doctoral; 2 years master's

Eligibility: new graduate students who completed a McNair Scholars program as an undergraduate

Selected by UCF Graduate Fellowships Committee

Fellowship Application Due Date: January 15, 2014 for Fall 2014 Admission



Boyd Lyon Memorial Fellowship

Yearly stipend: \$18,000

Duration: 2 years

Eligibility: new doctoral students admitted to the Conservation Biology PhD program

College-nominated, selected by UCF Graduate Fellowships Committee

Summer Mentoring Fellowship

Summer stipend: \$3,500

Duration: 1 summer semester

Eligibility: all new incoming minority graduate students (U.S. citizens or permanent resident alien)

Program-nominated, February 15, 2014

McKnight Doctoral Fellowship

Yearly stipend: \$12,000

Duration: 5 years

Eligibility: new African American or Hispanic (U.S. citizens) doctoral students

[McKnight Application](#) must be submitted to the Florida Education Fund by January 15, merit-based

Delores A. Auzenne Fellowship

Yearly stipend: \$5,000

Duration: 1 year

Eligibility: new and continuing graduate minority students (U.S. citizens or permanent resident aliens)

Fellowship application due March 1, 2014

GEM—National Consortium for Graduate Degrees for Minorities in Engineering and Sciences, Inc.

GEM Application required, merit-based

GEM e-mail: gem.1@nd.edu

External Funding

Please visit the College of Graduate Studies' [Funding Resources](#) site for additional information, or contact the T&T office (phurter@ucf.edu). Also review <https://grad.ucla.edu/funding/>.

P.E.O. Scholar Awards.

Merit-based award for women of the U.S. and Canada who are pursuing a doctoral level degree at an accredited college or university. Current maximum award is \$15,000.

Travel Funding

The College of Graduate Studies offers [Presentation Funding](#) to those students who plan to present a research paper or comparable creative activity at a professional conference.

[The Student Government Association](#) also offers travel funding to eligible graduate students.



T&T students should also contact the T&T office to notify them of professional travel. Funds are frequently available to help with poster production and travel.

T&T Dissertation Research Award

The Center for Humanities and Digital Research and the Texts and Technology Ph.D. program offers an award program for students at the dissertation research and writing stage of their degree program. The awards are intended to facilitate the timely completion of high-quality dissertations. It is expected that award recipients will complete their dissertations and defenses within 18-24 months after completing the dissertation research supported by the award.

Research support examples that can be covered by this award include: help with travel to archives, libraries, or other sites for primary source access; consultation (or interviews) with subject or method experts; participation in a workshop or appropriate technology conference for specialized training; and/or the purchase of specialized technical equipment, e.g., software, supplies, etc. unique to the student's research and *not available elsewhere at UCF*. The award may not be used toward tuition and fees associated with course registration at UCF.

Applicants for the award must have an approved Dissertation Prospectus on file with the Texts & Technology office. Students who receive awards will be expected to submit a 500-750 word report of their research activities and dissertation progress to the Texts & Technology program director within 30 days of their return. The Dissertation Research Award should be acknowledged in the dissertation.

T&T Dissertation Research Awards are granted on the basis of research plan quality and potential for successful completion, and subject to available funding.

Contact the Texts & Technology office (phurter@ucf.edu) for details regarding the application process and deadlines.

Graduate Assistantships

The College of Arts and Humanities provides a limited number of [Graduate Assistantships](#). Graduate Teaching and Graduate Research Assistantships pay a stipend (\$14,500/year in 2018-19) and provide a tuition waiver in exchange for which students teach two courses in both the fall and spring semesters, or the performance of equivalent work on other research projects. A Graduate Assistantship also provides health insurance coverage for the student. Graduate assistantships are offered only to full-time students.

Students on Graduate Assistantships are contracted and evaluated annually, contingent upon continued academic progress and budget availability. In most cases a student's award is renewed for a period of four years as a full-time student in the T&T program.



Tuition Waiver

The budget for tuition remission is provided by the College of Graduate Studies and may vary from year to year. In past years, the tuition waiver support has covered the costs for nine hours of graduate credit each semester per student; however, support may be reduced for non-resident students after their first year (see section on establishing Florida residency) and after students become doctoral candidates and no longer need to enroll in nine hours of coursework to maintain full time status. Students are responsible for fees associated with registration. [Current Tuition and Fee](#) and [Residency](#) information is online.

Applying for Graduate Assistantships

Most students apply for a graduate assistantship when they make their initial application to the program. However, students may apply for a graduate assistantship at any point during their program of study. The admissions committee for the T&T program assigns priority for graduate assistantships when they consider applications for the next academic year; therefore, all students must apply for GA funding before the admissions deadline for the following academic year (e.g. by January 15, 2017 for the 2017-18 academic year). The admissions committee is charged by the T&T faculty to give priority first to those coming off fellowships, second to new students, and third to students not currently on GA support who have proven their competency. Within these categories, the T&T committee assigns priority according to the merits of each application.

Required Training for Graduate Teaching Assistantships (GTAs)

All students employed as GTAs must complete [GTA training](#). Completing the 12-week [Preparing Tomorrow's Faculty Program](#) offered by the [Faculty Center for Teaching and Learning](#) will satisfy the requirement for GTA Grader, Assistant, and Associate Trainings, but will only meet the GTA Training requirement if completed in a prior semester. It is not sufficient to attend the Certificate course concurrently with your first teaching experience, if you have not taken the GTA Grader, Assistant, and Associate Trainings.

Only those graduate students who have satisfactorily completed and passed more than eighteen credit hours of graduate course work in the major may be classroom Instructor of Record (Graduate Teaching Associate-9183). Departments must verify the 18 hours for these students on the Teaching Qualifications form before a student may be employed as instructor of record.

Mentoring of Teaching

New T&T students teaching within the College of Arts and Humanities on a graduate assistantship contract will be assigned a faculty supervisor by the T&T Program Director in consultation with the Chair of the department in which they will teach. Recipients will be required to attend a T&T GTA orientation prior to the start of the fall semester. They are also required to attend a variety of workshops and events hosted by the T&T program throughout the year focused on professionalism.

Students assigned to teach courses in the Department of English will be supervised by faculty members in the Department. The Chair, Dr. Trey Philpotts (trey.philpotts@ucf.edu; 407-823-5329), can provide more information about specific policies and procedures for English GTA assignments.



Students assigned to teach courses in the Department of Writing and Rhetoric will be supervised by faculty assigned by Dr. Stephanie Vie (stephanie.vie@ucf.edu), Chair of the Department. These students will be required to attend a separate GTA orientation focused on teaching composition. For additional information regarding the Department of Writing and Rhetoric's policies regarding GTAs, please contact Angela.Rounsaville@ucf.edu.

Students assigned to teach courses in the Department of History will be supervised by faculty assigned by Dr. Peter Larson, Chair of the Department (peter.larson@ucf.edu, 407-823-6466). Details regarding departmental policies and procedures for GTAs may be addressed to Dr. Larson.

Students assigned to teach undergraduate courses in the School of Communication & Media will be supervised by faculty members in that department. Dr. Natalie Underberg-Goode (Natalie.Underberg-goode@ucf.edu) or Dr. Anastasia Salter (Anastasia.Salter@ucf.edu) can provide more information about specific policies and procedures for Digital Media GTA assignments.

Any other departmental GTA assignments will follow the policies and procedures of those departments. However, students should remain in regular contact with the T&T Program Director to report progress, attend trainings, and complete necessary paperwork.

All Graduate Assistants, regardless of departmental placement, will need to attend any mandatory T&T GTA and Milestone Workshops offered.

Performance Evaluations

UCF requires that the teaching-related performances of all Graduate Teaching Associates (Position Code 9183), Graduate Teaching Assistants (Position Code 9184), and Graduate Teaching Assistant-Graders (Position Code 9187) be assessed at the end of each term that the student serves as a GTA. To retain a graduate assistantship, students must complete their duties satisfactorily. All graduate assistants who teach courses for the university are evaluated annually by both the College of Arts and Humanities and the College of Graduate Studies. Those who do not pass these evaluations may lose their assistantships unless they can be assigned other responsibilities. Graduate assistants with assignments other than teaching are evaluated by their supervisors and/or the T&T Program Director.

Other Employment While Serving as a GA

Because of the demanding nature of the PhD program, T&T students receiving a departmental graduate assistantship should not have employment elsewhere. If it is discovered that students do have full-time employment, the assistantship may not be renewed for the next term.

International Students / General Employment

According to INS regulations, graduate students who are on an F-1 or J-1 visa may accept employment on campus without prior INS approval. International students may work on campus



for 20 hours per week while school is in session and up to 40 hours per week during summer semesters and school breaks. Students beginning academic programs during summer semesters may only work up to 20 hours per week. International students should not violate their immigration status by working on-campus for more than 20 hours a week while school is in session or more than 40 hours a week during summer and school breaks.

There are various types of off-campus employment available to international students. Eligibility for these types of employment varies and restrictions apply. Off-campus employment always requires authorization from an International Services Center immigration adviser prior to the student beginning employment. Students required or interested in completing an internship must obtain authorization from an immigration adviser prior to beginning employment. ISC defines employment as any work performed or service rendered for money, tuition, fees, supplies, room, food or any other benefit. Failure to follow employment regulations may lead to termination of an international student's immigration status.

Additional information for international students may be found on the [International Affairs and Global Strategies](#) site.

English-speaking Ability for Graduate Teaching / SPEAK Test

Students who are non-native speakers of English and who do not have a degree from a U.S. institution must pass the SPEAK test before they will be permitted to teach as Graduate Teaching Associates (position code 9183) or Graduate Teaching Assistants (position code 9184). The SPEAK test is not required for students who will be appointed as a Graduate Teaching Grader (position code 9187).

The SPEAK test is administered by the Center for Multilingual Multicultural Studies and takes about 20 minutes.

English-speaking ability will be evaluated at UCF using the SPEAK test provided by the Educational Testing Service at the beginning of the Fall and Spring semesters. Should you need to take a SPEAK exam in the summer, please contact the [International Affairs and Global Strategies](#) office directly.

The university provides you with free English-speaking training if your scores are between 45 and 55 on the initial SPEAK test. Further details and useful links may be found in the [Graduate Student Handbook](#).

GRADUATE STUDENT ASSOCIATIONS

The UCF Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit their website. For individual department or graduate program organizations, please see the T&T Program Director.

[Sigma Tau Delta](#) is the International English Honor Society.

PROFESSIONAL DEVELOPMENT

Professional and Personal Development Workshops

The College of Graduate Studies has partnered with several offices around campus to offer a series of professional development workshops under the [Pathways to Success](#) program. Students are encouraged to take advantage of any of the workshops.

Graduate Research Forum

The [Graduate Research Forum](#) provides an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards are presented in various categories, and all participants will receive recognition.

Graduate Awards

UCF sponsors awards for excellence for graduate students. Additional information regarding the awards and the application/nomination process is available online ([Graduate Student Awards](#)) or from the T&T Program Director.

Award for Excellence by a Graduate Teaching Assistant - This award recognizes excellence by Graduate Teaching Assistants who are responsible for a laboratory or other similar teaching assignment under the direction of a faculty member who serves as the instructor of record. It focuses on the quality of the assistance provided by the GTA to the lead instructor and students in the class.

Award for Excellence in Graduate Student Teaching - This award recognizes excellence in teaching by Graduate Teaching Associates who have independent teaching responsibilities. It focuses on the quality of the student's teaching activities and the academic contributions to those activities.

Outstanding Dissertation - The Award for the Outstanding Dissertation recognizes doctoral students for excellence in the dissertation. The focus of this award is on the quality and contribution of the student's dissertation. Excellence of the dissertation may be demonstrated by evidences such as, but not limited to: publications in refereed journals, awards and recognitions from professional organizations, and praise from faculty members and other colleagues in the field.

Order of Pegasus - The Order of Pegasus recognizes exemplary performance by University of Central Florida students. Graduate students are selected based on academic achievement, professional or community service, leadership, and publication or research experiences. The



Order of Pegasus is the most prestigious and significant student award that can be attained at the university. Please visit the [Order of Pegasus](#) website for more information.

Other Opportunities

Students should take opportunities to present a poster or a topic of research at a conference. To obtain financial support to present at a conference (other than through your program) or to engage in comparable creative activity at a professional meeting, visit [Presentation Fellowship](#).

For information about the [Council of Southern Graduate Schools \(CSGS\) thesis and dissertation awards](#), see their website: www.csgs.org/ > Awards.

For grant-proposal writing resources visit the University Writing Center > Find Resources > Writing for Graduate School > Grant Writing (<http://uwc.cah.ucf.edu/find-resources/>)

Job Search

[UCF's Career Services](#) department offers a wide range of programs and services designed to assist graduate students. These services include evaluation and exploration of career goals, preparation for the job search and job search resources. Contact Brian Creel, Assistant Director, Graduate Career Services, at brian.creel@ucf.edu, for additional assistance.

The Modern Language Association offers a variety of resources for students and graduates, such as career and job market information and its [Job Information List](#).

The [Chronicle for Higher Education](#) and [Academic Keys](#) are useful sources for faculty positions.

To learn where Texts & Technology Ph.D. alumni are currently working, contact the Texts & Technology office.



FORMS – LINKS – CONTACTS

Forms

[College of Graduate Studies Forms](#)

A complete listing of general forms and files for graduate students, with direct links, may be found [here](#).

[Thesis and Dissertation Manual](#)

The Thesis and Dissertation Manual is UCF's source for graduate thesis and dissertation formatting requirements. Please Note: students will not be able to format their document correctly using the manual alone. In order to obtain a properly formatted ETD, students need to reference the [Formatting the ETD](#) page.

[Traveling Scholar Form](#)

The Traveling Scholar program enables graduate students to take advantage of special resources available on another campus but not available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections. A traveling scholar must be recommended by his or her own graduate adviser, who will initiate a visiting arrangement with the appropriate faculty member of the host institution. A traveling scholar will normally be limited to one term for a total of six credit hours. Credits earned at another institution while in Traveling Scholar status will be considered resident credits and are not counted as transfer credits under the nine-hour rule. Graduate students should not be traveling scholars in their final term. The Traveling Scholar Form must be completed and submitted to the College of Graduate Studies.

[Transfer of Credit](#)

Nine hours of graduate credit can be transferred into a graduate program from another institution, and only grades "B-" or better will be considered. Up to fifteen credit hours of graduate work completed at UCF may be approved to transfer into the Texts & Technology program. Contact the T&T office for further information (phurter@ucf.edu).

[Doctoral Committee/Candidacy Status Form](#)

A Dissertation Committees must be in place and approved by the T&T Program Director and the CAH Associate Dean of Graduate Studies prior to a student's enrollment into Dissertation Research (ENC 7980). This form is used to validate the passing of candidacy exams as well as to approve a Dissertation Committee. It is also used to make changes to your Dissertation Committee.

[Graduate Petition Form](#)

When unusual situations arise, petitions for exceptions to policy may be requested. Students should contact their program adviser to start the process. This form is also required when you think there are courses that are going to expire (see [7 Year Rule](#)).



Contacts

Texts & Technology PhD:

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