T&T Advising Cheat Sheet

Advisers often only deal with policies and practices intermittently, so here is a quick reference for every stage of the process of advising a student. For additional information about any of these points, consult the T&T Handbook or email us at TandT@ucf.edu.

Students in Coursework:
- Students often need help choosing **courses** appropriate to their research interests and area of specialization. To see electives by specialization, check the Catalog.
- Students often need help identifying and applying for **conferences** appropriate to their area of specialization and career goals.
- Students often need help identifying and submitting to scholarly **journals** appropriate to their area of specialization and career goals.
  - Students are required to submit an article for publication in order to graduate.
- Students often need general **support and guidance**.

Exams:
- A T&T core faculty member **chairing** for the first time must have a co-chair who has successfully chaired T&T exams to completion.
  - **Exams committees** consist of three T&T faculty.
- The student should secure all required signatures on the Candidacy Exam Committee form (PDF; email/scan/electronic signatures are fine) and submit to the T&T office.
- Students may choose to add a fourth (external) member. This is optional for exams but required for dissertation. It may be beneficial to invite the external member early to contribute to developing the specialized reading lists.
- The **Candidacy Examination** has three parts
  - Core Exam: Based on a selection of 30 texts from the core T&T Reading list. Two questions, six pages per question, 24 hours. The first question of the core exam asks about Texts and Technology as a field, but the specific phrasing is not fixed.
  - Primary Exam: Based on 25-30 texts in the student's primary field of concentration. Two questions, twelve pages per question, 48 hours.
  - Secondary Exam: Based on 25-30 texts in a distinct secondary field or subfield of the student's research. Two questions, twelve pages per question, 48 hours.
- Students may not **enroll in ENC 7919 Doctoral Research** (Exams) or schedule Candidacy Examinations until their last semester of formal coursework.
  - Complete a Restricted Registration Dynamic Form for a minimum of 3 credits of ENC 7919, to be graded S/U.
  - Students who are on graduate assistantships or fellowships may enroll for additional hours of ENC 7919 if needed to maintain their full-time status (9 total hours fall/spring; 6 hours summer).
  - On the form, near the middle, is a box in where students must list what they hope to accomplish (e.g. Exam 1 September 1, Exam 2 October 1, Exam 3 November 1). This box cannot be left empty!
  - If the student does not take and pass all parts of the Candidacy Examination in one semester, they must register for at least one credit hour in ENC 7919 during the

semester they complete the exam. They must be enrolled in order to sit for any exam.

- Students **must complete all portions of the Candidacy Examination within one semester (16 weeks)**. This can be a 16-week period that spans two semesters, e.g., Part 1 in September, Part 2 in November, and Part 3 in January.
    - o Students can take exams on any schedule mutually agreed with the committee within that 16 weeks, but the recommendation is to allow a month between exams to have time to incorporate feedback.
    - o To go on to Dissertation (ENC 7980) in the next semester, students must take their last exam no later the dissertation defense deadline (4 weeks before the end of classes).
- In constructing the exam, the chair solicits **questions** from the committee. The usual protocol is for each committee member to submit one question each for the Core Exam and two questions each for the other two exams.
- On the day of the exam, the usual **procedure** is for the chair to email the questions at an agreed time and ask the student to confirm receipt.
    - o Once the student has written the exam, they should return it by email by the end of the time period (24 hours for the first exam, 48 hours for the second and third).
- Committee members generally **provide feedback** in writing within two weeks of each exam.
    - o Faculty should provide feedback and a grade of pass/fail on each examination (Core/Primary/Secondary) and essay (two per examination), using [the program rubric](), to identify specific areas of strength and weakness, but the overall result of the Candidacy Examination process will be based on the holistic evaluation of the full body of work.
    - o Students who fail the candidacy examination twice cannot continue in the program.
  - During exams, students should also begin the process of **finding the external member** for their dissertation committee.
    - o The CV for the external dissertation committee member (if they have not served on a T&T committee before) has to be submitted to [TandT@ucf.edu]() for approval no later than the format review deadline for the semester (6 weeks before the end of classes).
    - o The student's dissertation committee form must be signed by all committee members and submitted to T&T no later the dissertation defense deadline (4 weeks before the end of classes).
  - As a quick reference on **deadlines**
    - o The CV for a non-UCF external must be submitted by the format review deadline for the semester (6 weeks before the end of classes).
    - o The last exam must be taken and the dissertation committee form signed by all members by the defense deadline (4 weeks before the end of classes).
    - o The final exam must be passed and the candidacy paperwork submitted to CGS by the final dissertation submission deadline (2 weeks before the end of classes).

Dissertation

- The **dissertation committee** can be comprised of the same faculty that served on the candidacy committee, or it can be different.
  - Committees should be filed using the [CGS Dynamic Form](#).
  - By university policy, a faculty member is only eligible to be chair if they have served on another thesis or dissertation committee to completion.
  - By T&T policy, a faculty member chairing a UCF dissertation for the first time must have a co-chair who has successfully chaired a UCF dissertation to completion.
  - If a faculty member is in doubt regarding their eligibility, please contact the T&T administration for clarification.
  - Committees consist of at least four members who are approved members of the UCF Graduate Faculty or Graduate Faculty Scholars. At least three members must be Texts & Technology faculty, one of whom must serve as the chair.
  - Students also need **a fourth member who is from outside the College of Arts & Humanities**. They can be from UCF, from another institution, or from industry.
  - If an external member is from outside of UCF, they must be nominated as a Graduate Faculty Scholar. Not all external faculty or industry mentors are eligible, so be sure to [review the guidelines](#).
  - All dissertation committee members, including outside readers, must hold a PhD or another relevant terminal degree.
  - The CV for the external dissertation committee member (if they have not served on a T&T committee before) has to be submitted to TandT@ucf.edu for approval no later than the format review deadline, six weeks before the last day of classes.
- Students cannot register for **dissertation credit (ENC 7980)** until the semester after they have successfully completed the candidacy examination.
  - Students must complete a [Restricted Registration Dynamic Form](#) for a minimum of 3 credits of ENC 7980, to be graded S/U.
  - Dissertation research is considered a full-time effort, and post-candidacy enrollment in at least 3 ENC 7980 credit hours constitutes full-time graduate status.
  - Students on assistantships should usually register for more hours to ensure that all 15 hours are completed by the end of their assistantship, dividing by the number of semesters of funding that remain.
  - Once students have completed 15 hours, they may decrease enrollment to 1 hour.
  - On the form, near the middle, is a box in which the student must list what they hope to accomplish during the term for which they are registering (e.g. complete and defend dissertation prospectus). This box cannot be left empty! See the attached sample form.
  - Each term, the student must complete this form and submit it to the T&T office.
  - Students with extenuating circumstances who need to interrupt their dissertation work must submit a [Leave of Absence Dynamic Form.](#) The form must be submitted and approved before the first day of classes of the term of non-enrollment.
- It is expected that a T&T student will **develop a prospectus during the first semester** enrolled in ENC 7980 Dissertation Research
  - Students are required to submit and defend a written dissertation proposal during the first year in dissertation. Failure to do so will result in dismissal from the program. Consult the handbook for the petition process if there are extenuating circumstances.

- o For projects with a digital component, the student will negotiate the scope of the project/digital component vs. the scope of the text component that is appropriate to the project with the dissertation committee as part of the prospectus process.
- o All members vote on acceptance or rejection of the dissertation proposal. The proposal must be approved by a majority of the committee.
- Prior to the **final Dissertation Defense**, it is good practice for the student to meet with their Dissertation Chair as well as the committee members to determine whether the Dissertation is ready to defend.
  - o Students must provide a dissertation announcement showing date, time, and location. Dissertation defenses run 90-120 minutes.
  - o Dissertation defenses may be virtual, physical, or hybrid. For a hybrid defense, while members may attend virtually, at a minimum the student and Dissertation Chair must be present physically. Students are required to reserve a location for physical dissertation defenses.
  - o Students must submit their defense announcement using the [Defense Announcement Form](#) located on the [Forms and References](#) webpage at least 3 weeks prior to their defense date.
    - ▪ Students must provide a copy of their dissertation announcement showing date, time, and location to their Dissertation Chair for review prior to submitting the form.
  - o Before the defense, the student must provide the Thesis and Dissertation Approval Form to the Chair. Only the student can request the Dissertation Approval Form from the [Thesis and Dissertation Webcourse](#).
  - o The Dissertation Chair's signature on the Approval Form indicates that the Review for Original Work requirement has been met. The Chair is responsible for submitting the dissertation through iThenticate.
  - o The student should bring the Thesis and Dissertation Approval Form to the defense. Members of the committee may withhold signing the Dissertation until additional revisions have been made. For a virtual defense, the form must be sent to one committee member at a time.
  - o Dissertations must be approved by the majority of the committee members, and all committee members must sign off on the form for a Dissertation to be considered successfully defended.