

Welcome to the Graduate Program in English University of Louisiana at Lafayette

Welcome

Welcome to our English Department community. We hope you will enjoy your time here at UL and make the most of the cultural and educational opportunities here in Lafayette.

English Department Orientation

Most daytime events Orientation Week are mandatory for all incoming graduate students. There are also social events in the evenings. These sessions will give you a chance to meet your fellow students and will include necessary information about the program. Events begin Tuesday, Aug. 14 at 12:00 in HLG 109b.

Graduate School Orientation

The Graduate School orientation sessions on Wed. Aug. 15 are helpful for new grad students. For fellows and GAs, the Human Resources session at the Grad School orientation is mandatory. This session includes some essential paperwork for new graduate assistants and fellows. More information on this session will be forthcoming from the Graduate School. The agenda is on their website and linked into our Orientation Week Schedule.

University email address

The University, the English Department, and Moodle announcements will be sent via your UL C00 email address – so check that email account regularly.

Wiselist: Required Enrollment Follow instructions at this site:

<https://lists.louisiana.edu/mailman/listinfo/wiselist>

Sign up for wiselist, the English graduate student listserv as soon as possible. Important information -- including dates and deadlines -- is posted here. Wiselist also serves, along with the EGSA Facebook, as a graduate student forum.

Moodle English 500 Classroom

New MA and PhD all enroll in English 500. This enrollment puts those students into the Engl 500 Moodle classroom which will show up as a class when logged into the Moodle Learning Management system. Announcements for this group will often come via C00-number email, as a Moodle class announcement.

Moodle Information and Resources Site

All English Grad Students are automatically enrolled in a helpful Moodle shell called “English Graduate Studies Information and Resources” which contains plans of study, course descriptions and various forms. Access Moodle through ULink. If you do not see this course among your other courses, email Jeanna Mason.

Facebook: Optional Enrollment

EGSA: English Grad Student Association Facebook page

EGSA: Private Grad Student Facebook page

English Department Facebook page

Graduate Assistant Duties for MA and PhD

Writing Center and WC Training

MA graduate assistants tutor in the Writing Center their first year in preparation to teach first year writing their second year. At Orientation, you will meet Ms. Denise Rogers, Director of the Writing Center, Jude Marr, Assistant Director, and Jodi Johnson, Assistant Manager of Online Tutoring. They will provide the information you need and give you training at that specific session on Thursday.

First Year Writing Program and FYW Training

PhD teaching assistants will be teaching in the First-Year Writing Program. You will meet Dr. Jonathan Goodwin, Director of First-Year Writing at Orientation. He enrolls you in the FYW Moodle so that you can access resources and information about this program.

There are three sessions for FYW teachers during Orientation Week: two Thursday and one Friday morning. They are required for new students who are teaching; returning students new to teaching are encouraged to attend.

Advising and Registration

Make sure you look at the Plan of Study for your concentration so that you are registering for classes that apply to your required course of study. When you received your acceptance letter from the Graduate School, you should have received a ULID (e.g. C00123456). This will be your username when you log in to the ULink Portal on the UL website, and will be necessary to register for classes online. In order to register for classes, enter ULink and press on the Student tab -- you will see a Registration information. ULink also gives you access to Zimbra and Moodle. Descriptions of fall classes are available on the Moodle page for English Graduate Studies Information and Resources.

Faculty Advisors

Each student will be assigned a faculty advisor who will give advice and answer questions. Students must take their updated plans of study to a meeting with their advisors each semester so that their advising holds can be lifted for registration. Once the student has a dissertation committee, advising duties are transferred to the dissertation chair. TESOL students have Mr. Mark Honegger as advisor.

Fulltime Status

Graduate students typically take 9 credit hours per term. Graduate Assistants and Fellows are required to enroll in 9 hours per semester in order to maintain fulltime status.

Transfer Credits

As a PhD student you can transfer in up to 27 credit hrs. from your MA/MFA so long as these hours were taken in graduate-level classes, you received an A or B, and equivalent courses are offered here at UL. If you have courses that you can transfer in that fit some of the requirements on your Plan of Study, then make sure you don't double up on those requirements. Creative Writing students must take at least 3 workshops in 2 different genres here at UL.

English 500

Engl 500 is a series of workshops on special topics relevant to graduate student success, including teaching, conferences, publishing, service, and preparation for professionalization. There will be about seven one-hour workshops held each semester, and students are expected to attend five of these each semester. The workshops will be announced at least a week in advance and will always be Wednesdays 12-1, (not M/F as indicated on schedule). The first Engl. 500 meeting during the school year is Wed. Aug. 22

English 596

All incoming graduate students must take Engl 596 Research Methods, unless you have recently taken a similar Research Methods class, in which case you will need to complete the paperwork to receive transfer credit for it.

English Graduate Handbook

Specific Information important to both MA and PhD students can be found in the [English Graduate Student Handbook](#). This is the official guide for graduate policies in the English department; bookmark it!

Departmental Website

More information about our program can be found on the [English Department website](#).

Graduate School Website

Check the Graduate School website for the [Graduate Catalog](#) and a great deal more information about graduate study here at UL.

EGSA, English Graduate Student Association

As an English grad student you are automatically a member of EGSA, so you should try to attend the meetings and keep up with the activities. First meeting of EGSA, Friday, Aug. 17, 1:30, just after the EGSA sponsored luncheon at 12:30.

EGSA Elected Officers 2018-19

President -- Caitlin Vance
Vice President -- Samantha Castleman
M.A. Liaison -- Emily Fontenot
Ph.D Liaison -- Patti Pangborn
Treasurer -- Kevin Stones
Secretary -- Chandler Steckbeck

Grad Student Mentors, EGSA Sponsored

Volunteers from EGSA have agreed to serve as mentors to new students. You will meet your mentor at Orientation, and it is hoped that you will see each other throughout your first year.

Department Committee Grad Student Representation

Placement Committee -- Hannah Chapple, plus one more seat open
Sophomore Lit Committee -- Cimmerian Urbanek and Chandler Steckbeck
Grad Program Recruitment Committee -- Jeanna Mason, Khirsten Doolan, Britton Andrews (all ex officio), Drew Cook, plus two more seats open

Sigma Tau Delta, English Honors Society

Graduate students are encouraged to join our Lambda Zeta chapter of Sigma Tau Delta, the English Honors Society. Contact Prof. Sherry Jackson: saj8131@louisiana.edu. Sigma Tau Delta previous president is Jeanna Mason, new president needed

Parking

GTAs get your parking permits via ULINK. Under "Campus Services," link to "Access My Parking Account." This allows you to buy permits. Last year permits cost \$40. We hope to have good news regarding the parking permit situation soon.

Mailboxes, Offices, and Keys

GAs and fellows have mailboxes in the English Dept Office and offices in Griffin Hall, HLG. The paperwork for office keys can be obtained by seeing Ms. Cinthia. Once you have the permission slip, take it to the physical plan to pick up the key. A \$2 deposit is required, cash or check.

Health Insurance

Insurance Navigators will give a presentation at Orientation. Insurance is purchased through links connected to the ACA instead of through the University.

Contact Information

Everyone's name, office number, office phone number, and @louisiana.edu email will be listed on the Web through a link on the Department webpage called [Contact Information](#).

Graduate Coordinators

Dr. Elizabeth Bobo, Graduate Coordinator for Incoming Students

Office: HLG 248

Email: elizabeth.bobo@louisiana.edu

Office phone: (337) 482-5509

Cell phone: (773) 272-2932

Dr. Clancy Ratliff, Graduate Coordinator for Continuing Students

Office: HLG 349

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Office phone: (337) 482-5505

Graduate Coordinators' Assistants

Jeanna Mason, Assistant to Graduate Coordinator

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Khirsten Doolan, Assistant to Graduate Coordinator

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Britton Andrews, Assistant to PhD Exam Coordinator

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Office Staff

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Cinthia Anderson, Administrative Assistant III

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Felicia Brown, Administrative Assistant

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Ms. Felicia and Ms. Cinthia hold our department together. They are always willing to help if you have questions in your roles as student or teacher.