

university of nebraska at omaha
English Graduate Handbook

Letter from the Graduate Program Chair:

I am delighted that you have chosen to pursue a Master's degree with UNO's English Program.

The post-baccalaureate program at UNO includes a Master's degree with both a thesis and a nonthesis option; three 15 credit hour stand-alone certificates in Advanced Writing, Technical Communication, and Teaching English to Speakers of Other Languages (TESOL); and a Minor of nine hours for students enrolled in Master's degree programs in other departments. Nondegree students may also enroll in English graduate courses as long as they do not exceed nine credit hours of total nondegree work.

The Master of Arts degree in English at UNO is a generalist degree with some opportunities for specialization. Course offerings span a wide range of traditional and contemporary subjects, methodologies, and scholarly areas within the professional discipline of English. Graduate students are encouraged to pursue their degrees by tailoring it to their personal interests and needs. The UNO English faculty offer courses in Composition Theory; Rhetoric; and Technical Communication, Creative Nonfiction; Linguistics; British, Irish, Anglophone, and American Literature.

Review this handbook for specific information about the many facets of UNO's Graduate Program in English. If you have any questions, please don't hesitate to contact me. We hope you enjoy learning about our program.

Tracy Bridgeford
English Department Graduate Program Chair

Mission Statement

The English Department the centrality of the language to human endeavor and its effectiveness in achieving an awareness of the complexity of ourselves., our relationships, and our roles in the world.

The Master's program in English at the University of Nebraska at Omaha is dedicated to providing students with a comprehensive education in literacy - specifically the ability to read, write, and think critically – and to promoting research and creative activities by faculty and students as well as skills of analysis, criticism, and written argument that generate valuable creative products and contributions to knowledge.

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1. Admission into the English Graduate Program

To be admitted to graduate study in English, a student should have completed at least 18 credit hours in undergraduate English courses above the freshman level with an average grade of "B" (3.0 on a 4.0 scale) or above. International student applicants must also score at least 600 on the paper-based TOEFL examination, 250 on the computer-based TOEFL, or 100 on the internet-based TOEFL in order to be eligible for unconditional admission.

The student must complete the following when applying for the Graduate Program:

- Graduate application
- Application fee
- Transcripts
- Statement of purpose

1.1. Application Procedures

An Application for Graduate Admission must be filed with the UNO Office of Graduate Studies for students who:

- Desire a graduate degree or graduate certificate
- Desire graduate credit for renewal of a teaching certificate, or professional development
- Desire to transfer graduate credit to another university

Special Note: All students, except current junior and senior level students must complete a graduate application, or intercampus registration form for those students admitted to graduate programs at the other University of Nebraska campuses to receive graduate credit for any graduate level courses taken at UNO. Special permission is required for junior and senior level students to register for graduate courses.

1.1.1. How to Apply

Complete the application for Graduate admission found at: <http://apply.unomaha.edu/>.

A non-refundable application fee of \$45.00 (U.S. dollars) is required for all new applicants to UNO Graduate Studies, including undergraduates within the University of Nebraska, and students who have been previously admitted as graduate students at the University of Nebraska-Lincoln, the University of Nebraska at Kearney or the University of Nebraska Medical Center.

Request one official transcript from each college or university (except UNO) to be sent to the UNO Office of Graduate Studies. The student will need to fill out a Transcript Request Form. Hand carried, faxed, scanned or student submitted credentials are not acceptable.

In addition to the graduate application, transcripts, and application fee, a statement of purpose (500 - 1,000 words) must be sent to the Graduate Program Chair, ASH 192, Department of English, Univer-

Writing a letter of recommendation:

- *Provide your reference with a copy of your resume and statement of purpose.*
- *Provide your reference with copies of your work and/or writing samples.*
- *Allow at least a month for your reference to complete the recommendation.*
- *Provide your reference with an addressed and stamped envelope.*

sity of Nebraska at Omaha, 6001 Dodge Street, Omaha, NE 68182-0175. The statement should convey the applicant's previous study in the field of English, any relevant work or life experience, the applicant's philosophy of learning and reason for pursuing a Master's degree in English, and anything else that might help convey the applicant's personality, spirit, or intellectual character.

To be considered for admission in any given semester, all transcripts and supporting documentation must be submitted by the department deadlines. Please consult with the English department for exact deadline dates. It is generally to the applicant's advantage to apply well before the published deadline, particularly if the applicant wishes to be considered for fellowships, assistantships or other forms of financial aid. Applicants are solely responsible for making certain their materials have been received by the appropriate offices.

Notification of acceptance by a department/school Graduate Program Committee or faculty member is advisory only. Admission is granted solely by the Dean for Graduate Studies.

Special Note: The application fee will be waived once for:

- *Students admitted as non-degree graduate students to UNO who later wish to apply to a UNO degree program or as an unclassified student.*
- *Students who applied to a degree program, have been denied admission to that program and, within a two year period, re-apply to the same program.*

International Students must complete an International Graduate Application and submit all supporting documents to the Office of International Studies and Programs.

1.1.2 Categories of Admission

Unconditional Admission status may be granted to students considered fully qualified to undertake a program toward a graduate certificate/degree for which they were admitted. A student must have a baccalaureate degree from a regionally accredited institution. Other qualifications might include, but are not limited to, academic foundation requirements, an interview, area of subject tests, advanced tests, a portfolio or performance, GPA, or letters of recommendation.

Provisional Admission status may be granted to students who have not met all of the conditions for unconditional admission but may still be admitted to the program. However, the Dean of Graduate Studies may impose certain requirements which must be fulfilled by the student in order to maintain this status. Provisional status will continue until provisions of admission are fulfilled or changed by the recommendation of the Graduate Program Committee and approved by the Dean for Graduate Studies.

Unclassified admission is available for those who are taking courses for professional growth or per-

sonal interest, but do not intend to pursue an advanced degree, are enrolled in a graduate degree program at another institution and wish to transfer credits earned at UNO, or those who are working toward certification, additional endorsement, or renewal of certification in professional education.

Special Note: Successful completion of graduate courses as an unclassified student does not obligate the English department to accept those courses for credit toward the fulfillment of degree requirements. Students who enroll under the unclassified designation and subsequently decide they wish to pursue a graduate degree must consult with their advisor and the graduate chair.

Non-degree admission status may be available for an individual with an undergraduate or graduate degree from a regionally accredited institution who is not seeking a graduate degree from UNO. Applicants for non-degree status need only submit an application for admission and the required application fee. As a rule, no more than 12 graduate hours may be earned as a non-degree student. It is not implied or intended that a graduate degree may be earned by a student in this status.

2. Requirements

When a student begins the Master's degree program in English at UNO, there are two choices of program available. The first is a coursework option, in which a student completes 36 hours of coursework, at least half of which will be at the seminar-level. The second is the thesis option, in which a student completes 24 hours of coursework plus 6 hours of thesis credits towards the production of a Master's thesis.

Option I:

Successful completion of 24 credit hours in coursework, including at least 12 hours in seminar-level courses; plus a thesis (6 credit hours) on an approved topic accepted after oral defense before a faculty committee; plus a comprehensive written examination over a designated body of literature or language prepared and judged by a faculty committee.

Option II:

Successful completion of 36 credit hours in coursework, including at least 18 hours in seminar-level courses, plus a comprehensive written examination over a designated body of literature or language prepared and judged by a faculty committee. The following English seminars vary in emphasis and may be repeated for credit: English 8100, 8200, 8400, 8500, 8600, 8800, 8900, and 9120.

2.1. Literary Research class

All candidates for Master of Arts degrees with majors in English are required to take English 8010 (Introduction to Literary Research) within the first nine hours of graduate study.

2.2. Credit Hours

2.2.1 Designation of full-time status

Full-time graduate students shall be defined as students enrolled for at least nine credit hours during an academic semester. Students enrolling for more than 12 hours must have the approval of the

Dean for Graduate Studies.

2.3. Seminars

At least half of the courses taken by the graduate student must be seminar courses. Seminars are defined by course numbers that end in "0" (zero).

2.4. Grade Point Average

Students must maintain an overall GPA of "B" (3.0) in all graduate course work taken as a part of their degree/certificate. Grades of "C-" or below result in dismissal from Graduate Studies and may not be used on a graduate plan of study. If a student re-registers for a course to improve their grade, they must work with the Registrar's Office to note this on their transcript.

2.5. Time Limit

The degree program (as defined in the plan of study, and comprehensive exams, if required) for master's and Ed.S. degrees must be completed within ten consecutive calendar years. Course work which would be over 10 years old (30 consecutive terms) at the completion of the degree program (as defined in the plan of study) cannot be used for a master's or Ed.S. degree. The first day of class of the earliest course which appears on the student's plan of study is the beginning of the student's graduate education.

2.6. Comps

2.6.1. Reading Lists

American Literature

Readers for Spring 2011

John McKenna

Charles Johanningmeier

Ramon Guerra

Readers for Fall 2011

David Peterson

Barbara Robins

Ramon Guerra

British, Irish, & Commonwealth Literature

Pre-1800s Readers for Spring 2011

Lisabeth Buchelt

Robert Darcy

Kristen Girtten

Post-1800s Readers for Spring 2011

Michael Skau

Kristin Girtten

Pre-1800s Readers for Fall 2011

Robert Darcy

Kristin Girtten

Lisabeth Buchelt

Post-1800s Readers for Fall 2011

Michael Skau

Kristin Girten

Creative NonFiction

Readers for Spring 2011

Lisa Knopp

John Price

John McKenna

Readers for Fall 2011

John McKenna

Lisa Knopp

John Price

Language Studies/Linguistics

Linguistics Readers for Spring 2011

Owen Mordaunt

Frank Bramlett

Rhetoric, Composition, Technical Communication Readers for Spring 2011

Tracy Bridgeford

Nora Bacon

Joan Latchaw

Linguistics Readers for Spring 2011

Frank Bramlett

Owen Mordaunt

Rhetoric, Composition, Technical Communication Readers for Spring 2011

Joan Latchaw

Tammie Kennedy

Tracy Bridgeford

2.7. Advisors

Graduate Students should meet regularly with their advisors or with other department/school approved advisors. They assist with flag removal during class registration and provide guidance for degree-seeking students. It is highly encouraged to utilize them as much as possible.

2.8. Other

2.8.1. Concentrations and Minors

If including a concentration or minor in the degree/certificate program, a Change in Plan of Study form must be submitted indicating this. If the degree/certificate program includes a thesis, non-thesis, or project option, the student will need to select which option they are pursuing using this same form.

Please note, provisions of admission are included in the plan of study report.

2.8.2. Transfer Credits

Up to one-third of the coursework required for the degree/certificate may be accepted from a regionally accredited institution, other than the University of Nebraska. All transfer credit must have a grade of "B" (3.0) or better and be approved by the Dean for Graduate Studies on the Change in Plan of Study form.

2.8.3. Graduate course requirement

At least one-half of the graduate course work required for the degree/certificate program must be restricted to graduate students only (8--0 or 9--0). This is checked through the automated system.

2.8.4. Preparing for Thesis

If completing a thesis, or thesis-equivalent project, Ed.S field project, or dissertation: Refer to the Guidelines for Preparing Theses, Thesis-Equivalent Projects, Ed.S Field Projects, or Dissertations for information pertaining to approval of a supervisory committee, proposal approval, formatting, and deadlines.



best
practices

Sponsor Approval of Thesis Project:

Graduate students must find a sponsoring faculty member or committee if they choose the thesis option. Some students feel they are entitled to begin working on whichever topic they choose, but they do need a sponsor and topic approval.

3. Areas of Specialization

3.1. Graduate Minors

3.1.1. English

The English department has established a graduate minor in English. Students may fulfill the requirements for the minor by successfully completing nine hours of graduate coursework in English.

3.1.2. Medieval and Renaissance Studies

Designed to help students understand and appreciate a very broad and important era through the disciplines of history, English and other European languages, art history, history of music, history of science, Middle Eastern studies, philosophy, and theology, there is a growing population of graduate students who have begun to request a similar option for their various master's degree programs.

3.2. Graduate Certificates

3.2.1. Certificate in Advanced Writing

The Advanced Writing Certificate is designed for the following students:

- Writers interested in developing and publishing their creative nonfiction;
- Graduate students in English and related fields;
- Educators seeking writing-specific training and credentials;
- Working professionals who either are currently employed or will be seeking employment as experts in written communication;
- Individuals who work in community service organizations;
- Individuals dedicated to cultural activities in the community

Required Course Work

- A total of 15 credits from the complete list of approved courses.
- A minimum of 9 credits must be from courses identified as approved core courses.

Approved Core Courses (9 hours required)

ENGL 8826 Autobiography
ENGL 8846 Travel Writing
ENGL 8866 Modern Familiar Essay
ENGL 8966 Narrative Nonfiction
ENGL 8850 Seminar: Spiritual Nonfiction
ENGL 8870 Seminar: Publishing Nonfiction
ENGL 8890 Seminar: Experiments in Creative Nonfiction

3.2.2. Technical Communication

The Technical Communication Certificate is offered through the Department of English in conjunction with the School of Communication. All courses are crosslisted and may be taken under either or both course numbers.

The Graduate Certificate in Technical Communication is designed for graduate students and industry professionals seeking a foundation in the theory and practice of Technical Communication. This foundation provides students with the kind of competencies expected from technical communication professionals, including writing, design, editing, and technology.

The Technical Communication Certificate is designed for the following students:

- part- and full-time UNO students pursuing graduate degrees, who are seeking a cognate area outside, but relevant to, their primary program of study;



Applying for a Certificate:

Graduate students must apply for a Graduate Certificate the same way you would apply for a Master's degree.

- industry professionals seeking to develop the knowledge and skills for a career in Technical Communication; and
- business or technical professionals seeking to enhance their employment opportunities through a professional development program.

Required Course Work

The Graduate Certificate in Technical Communication consists of 4 core courses (12 credits) and one elective (3 credits) for a total of 15 credits. These credits can consist of a combination of English and Communication credits.

Although each course lists graduate standing as the only prerequisite, students should be aware that the program director strongly recommends taking the courses in the order they appear.

Core Courses (12 credits)

ENGL/JOUR 8816 Digital Literacies for Technical Communicators
 ENGL/JOUR 8836 Technical Communication
 ENGL/JOUR 8856 Information Design for Technical Communicators
 ENGL/JOUR 8876 Technical Editing Other Approved Courses
 ENGL/JOUR 8896 Capstone Course in Technical Communication
 SPCH 8156 Communication Training & Development Skills
 SPCH 8196 Communication Training and Development Skills
 SPCH 8536 Cross-Cultural Communication

Portfolio Requirement

Students will assemble a portfolio representing their achievement in the five courses (15 credits). The portfolio will contain at least one writing sample/project from each course and will be reviewed by the Technical Communication program coordinator and one other member of the Graduate Faculty from the English department or School of Communication. Faculty teaching these courses will be aware of this portfolio requirement and will assign work that can be used as part of the portfolio (e.g., a report, user's manual, web site, etc.).

3.2.3. Certificate in Teaching English to Speakers of Other Languages (TESOL)

The English Department offers students the opportunity to obtain a Graduate Certificate in Teaching English to Speakers of Other Languages. Completion of these requirements does not certify a graduate to teach in Nebraska public schools. Instead, it is an academic credential meant for teachers who are already certified in other areas, for people who plan to teach in venues other than public schools, and for anyone who works in some capacity with non- native speakers of English.

Admission Requirements

Bachelor's degree with a major or minor in one of the following areas: an English or foreign language teaching field, English, a foreign language, or the equivalent. (Students with degrees in other fields should contact the English Graduate Program Director.)

Certificate Requirements

All students whose language of nurture is not English must demonstrate oral and written mastery of English as certified by the Department of English.

All students must complete the following course requirements (15 credit hours):

ENGL 8616 Introduction to Linguistics
ENGL 8656 Structure of English

ENGL 8696 Topics in Linguistics: Applied Linguistics
TED 8006 Special Methods in Teaching Foreign Language & ESL
or
ENGL 8696 Topics in Linguistics: TESOL
ENGL 8676 Sociolinguistics

Students must achieve grades in accordance with Graduate College policies.

The Linguistics Faculty strongly recommends that all TESOL Certificate students achieve oral and written proficiency in a second language.

4. Teaching Assistantships

4.1. Who are Teaching Assistants?

Teaching Assistants are graduate students who are trained and mentored to teach freshman composition and to work as consultants in the University's Writing Center with occasional additional teaching or research opportunities as well. During a two-week, 3-credit seminar usually held in the second and third weeks of August, members of the Department of English provide TAs with a thorough introduction to teaching first-year writing at the university level. TAs also enroll in a 3-credit training seminar during the fall semester that provides theoretical and on-the-job support during the first semester of their appointment.

4.1.1. Length of Appointment

A Teaching Assistantship is awarded for one year and ordinarily renewed for a second year, based on successful performance during the initial appointment. Under rare and special circumstances, and only when it is available, a TA may request a third year of support.

4.1.2. Compensation and Benefits of Teaching Assistantship Appointments

Teaching Assistants are on special appointment by the Graduate Studies Office and receive the following compensation and benefits:

- Approximately \$11,000 annual stipend
- Tuition remission
- Office space in the TA offices
- Faculty/Staff parking privileges

4.2. Application Requirements

After applicants have completed their initial application to Graduate Study at UNO, the Depart-

ment of English will receive their post-secondary transcripts and other relevant documents from the Graduate Office directly. The application for a teaching assistantship requires the following additional materials, which should all be sent directly to:

Dr. Tracy Bridgeford
Department of English
192 ASH
University of Nebraska at Omaha
6001 Dodge St.
Omaha, NE 68182-0175

Although less ideal, application materials may also be sent as email attachments to tbridgeford@unomaha.edu.

- Application cover sheet
- Statement of purpose from applicant, of 500-1000 words, detailing the applicant's ambitions in the graduate program and his or her motivation for pursuing the teaching assistantship. In addition, this statement should convey some sense of the applicant's identity and philosophy of learning.
- Writing sample of academic prose by applicant, of 10 or more pages in length and preferably a paper demonstrating research. This sample may not be a work of fiction or poetry.
- Three letters of recommendation from past teachers or anyone else reasonably able to offer an objective assessment of the applicant's writing, critical reasoning skills, and promise as a teacher. These letters should be sent to the above address directly by the recommenders, along with waiver forms.
- Either GRE (Graduate Record Examination) or MAT (Miller Analogies Test) scores sent directly to UNO from the testing entities.

4.3. Application Deadlines

The deadline for receipt of all application materials is usually the second Friday in February. The Department of English solicits applications once annually, and the Graduate Faculty makes recommendation of appointments by early March.

4.4. Course load

Graduate Assistants are expected to carry a minimum of six graduate hours in each of the fall and spring semesters, however graduate assistants working in the summer semester are not required to be concurrently enrolled.

Graduate assistants may not register for more than 12 semester hours without the approval of both their supervisor and the Graduate Dean. The graduate assistantship will not pay for more than 12 semester hours in a semester.

5. Career Goals in the English Graduate Program

5.1. Academia

For many graduate students, the Master of Arts program is a bridge to earning their PhD. Without the PhD, an English graduate with only an M.A. has limited options. The Master of Arts graduate can only apply for a part-time adjunct position at a community college. There are some disadvantages to this. Generally speaking, an adjunct position has a limited salary with no benefits, and only about five percent of UNO graduates have gone on to get a tenure line position at a community college. If the goal is a career in academia, getting the M.A. is a great short term goal but not a good long term career choice. The PhD will be needed.

5.2. Other careers...

Statement

5.3. Internships

UNO offers internships for graduate students. Internships are very important and should be related to field of study in which the student wants to work.

6. Professionalism in Graduate School


6.1. Expectations of a graduate student

6.1.1. Professionalism

Graduate students are expected to take graduate school very seriously and behave in a professional manner with faculty, staff and peers. Graduate students are not simply seeking a degree. They are genuinely passionate about what they study. It is assumed that graduate students are in graduate school to gain as much knowledge and insight into their desired area of study as possible and work will reflect this desire.

6.2.1. Academic Integrity

UNO's Policy on Academic Integrity – "The maintenance of academic honesty and integrity is a vital concern of the University community. Any student found guilty of academic dishonesty shall be subject to both academic and disciplinary sanctions. Academic dishonesty includes, but is not limited to, the following: cheating, fabrication or falsification, plagiarism, abuse of academic materials and/or equipment, complicity in academic dishonesty, falsifying grade reports, or misrepresentation to avoid academic work."



Citing Sources:

When citing sources in academic papers, if there is any uncertainty about how to cite a source, always ASK. Do not guess. It will get you into unnecessary trouble. The Writing Center is a great resource for citation guidance

6.2. Attendance

Classes are structured in such a way that attendance is desired. Each professor will set his or her own attendance policy and expect it to be followed. Consequences of missing too many classes without prior approval should be stated in the course syllabus for each class. Graduate students are expected to attend and participate in classes to ensure a successful experience.

6.4. Grading

Grades are determined by the daily record of the student and the record made on quizzes, mid-semester and semester examinations. The weight attached to each of these factors is determined solely by the instructor of the course.

Graduate students are expected to focus on their learning goals for the duration of graduate school as opposed to the actual grades they earn. A proficient graduate student will obtain the grade they need to stay compliant with requirements but should consistently be focusing on what they want to accomplish while in graduate school.

7. Networking Opportunities

7.1. 8010 Literary Research Class

Literary Research is a required class for all English graduate students. It is a great way to meet other students with similar goals and interests and to begin networking and collaborating to enhance the graduate experience.

7.2. English Graduate Organization (EGO)

The English Graduate Organization is a body of people that consists of all English graduate students. There are a variety of events put on throughout the year to bring this group of people together for socializing, networking and creating a sense of unity.

7.3. Study Abroad Program

7.4. List Serv

The list serv is an email list that is sent out to all students who join it. The email list communicates news and events that could affect or involve English graduate students. Examples are notifying students of internships, social events, conferences or workshops. The list serve also serves to remind students of important deadlines such as registration for the comprehensive exam.

7.5. Conferences

Graduate students are encouraged to not only participate in but attend a variety of conferences. This is a great way to get involved in the English community and network for opportunities within the field. There is also travel funding available through Graduate Studies.

8. Scholarships and Awards

Scholarship/Fellowship	Info Sent to Department / Schools	Deadline Date for Materials to be Submitted	Term in Which They are Awarded	Amount of Award	Number of Awards	Notes
Helen Hanson Outstanding Student Award	September	Late October	Spring	\$500	2	
Graduate Thesis Award	September	Late October	Spring	\$1,000	Depends on Funding	
Summer Graduate Scholarship	September	Late February	Summer	\$1,000	Depends on Funding	
Phi Delta Gamma	January	Late February	Summer	\$500	3	
Presidential Graduate Fellowship – masters program	January	Late February	Fall	\$12,000	1	
Competitive Graduate Fellowship	January	Late February	Fall	\$1,000	4 New & 4 Renewal	2 year award if maintain good academic standing
Regents Tuition Waivers	January / September	November 1 (for Spring) / March 1 and June 1 (for academic year)			Depends on Funding	2 year award if maintain good academic standing
Elton S. Carter	After Each Graduation	September	Spring		Depends on Funding Set Up by Foundation	

Necessary forms can be found at <http://www.unomaha.edu/graduate/scholarships.php>.

8.1. Helen Hanson Outstanding Student Award

Every year, the Graduate Scholarship/Fellowship committee recommends to the Dean for Graduate Studies two outstanding graduate students. Nominations are solicited from faculty, students, and administrators and are based on students who are outstanding in their academic performance and professional roles.

8.2. Graduate Thesis Award

Enrolled in a UNO master's thesis program

8.3. Summer Graduate Scholarship

Students who have an outstanding academic performance and potential are encouraged to apply.

8.4. Phi Delta Gamma

The purpose of the Phi Delta Gamma scholarship shall be to encourage and assist men and women of promising talent and ability to complete the requirements for a graduate degree at the University of Nebraska Omaha. Three scholarships of \$500.00 may be awarded once during a school year

to three students who have been accepted into a graduate program and have completed nine (9) graduate hours toward their degree. They shall be registered for six (6) or more graduate hours in the semester during which the award is granted.

8.5. Presidential Graduate Fellowship – masters students

The University of Nebraska Omaha has been granted two fellowships for graduate students: these were originally authorized by President Roskens with funds available through the University of Nebraska Foundation. The fellowship stipend is \$12,000.00 plus tuition remission for a master level student and \$15,000.00 plus tuition remission for a doctoral student. The students selected for these prestigious fellowships are expected to devote all their time to their graduate studies during the tenure of the award and will not be allowed to have other employment. Students who accept these fellowships also should be aware they may not be eligible for federal loan monies.

8.6. Competitive Graduate Fellowship

The University of Nebraska Omaha offers fellowships of \$1,000.00 which can be used to recruit outstanding prospects for UNO graduate programs making the universities stand more competitive in the national market. The fellowships are awarded to competitively and will be available only during the national recruitment period. Offers may be made at any time but the earliest that students are officially bound by their commitment is April 15. However, if you have made your decisions regarding positions, you may extend those offers to students. The resolution from the Council of Graduate Schools can be found at <http://www.cgsnet.org/portals/0/pdf/CGSResolutionDec2008.pdf> . UNO has agreed to this resolution for years. It is anticipated that most of these fellowships will be offered to supplement the offer of a graduate assistantship: however, there may be an eligible outstanding prospect that could come to UNO without an assistantship. Local candidates are eligible, but they must be competitive with other applicants being considered for the fellowships, and the department/schools must follow the national guidelines by issuing offers no sooner than March 15 with a closing date of April 15.

8.7. Regents Tuition Waivers

Each year the Regents of the University of Nebraska make available funds, in the form of the Regents Tuition Waiver (RTW). Funds are limited and will be used to recruit highly qualified students. Students applying for admission to a graduate certificate or degree program at UNO are eligible for a RTW's for one academic year with an additional year available to students who maintain a 3.0 GPA. The final decision regarding whom to recommend shall be taken by the department/school graduate program committee chair (GPC). Nominations should be submitted on behalf of eligible students by the department/school graduate program committee (GPC). Nominations should include the following: a letter of support from the GPC, strengths of the candidate, what will the candidate bring to the program and a copy of the candidates resume or vitae, if nominating more than one candidate please list in rank order. Evaluations will be conducted by the Dean for Graduate Studies. Awards will be based, in part, on the likelihood they will contribute to highly qualified students choosing UNO for graduate study. The value of a diverse student body also will be taken into consideration in these evaluations. Thus, with an applicant's permission, programs may indicate gender and/or ethnicity of applicants. Awards will be made to students applying for part-time as well as full-time status. Tuition waivers under this program may be used only for graduate courses in the students program. Further restrictions on the use of these waivers include:

1. RTW's cover the cost of resident tuition. Students subject to nonresident rates must pay the differ-

ence between resident and nonresident tuition rates.

2. The maximum waiver available in the fall and spring semesters is equivalent to the resident tuition cost for nine (9) graduate credit hours. For the summer semester, the maximum waiver available is equivalent to the resident tuition cost for six (6) graduate credit hours. If you withdraw from a course, you will be charged for the course from which you withdrew.

3. Tuition waivers cannot be applied toward the cost of undergraduate courses, non-credit courses or courses taken for audit.

4. Tuition waivers can be used for courses on other campuses of the University of Nebraska as long as the student is simultaneously registered for at least three (3) graduate credits at UNO. A student wishing to take graduate courses on another campus should complete an intercampus form available at https://intercampus.nebraska.edu/pre_inter_campus.aspx and obtain a voucher from the Office of Graduate Studies giving approval for the courses to be taken and stating the exact number of graduate hours involved.

8.8. Elton S. Carter

Every year Elton S. Carter Award is given out in recognition of excellence in thesis work.

9. Tools and Resources

9.1. Contact Information

9.1.1. Tracy Bridgeford, Graduate Program Chair

ASH 189N

(402) 554-3312

tbridgeford@unomaha.edu

9.1.2. Robert Darcy, Department of English Chair

ASH 192D

(402) 554-2638

rdarcy@unomaha.edu

9.2. Writing Center

9.2.1 The Writing Center invites UNO students, faculty, and staff in all university divisions to work with a writing consultant on any university-related writing project. You may use this free service to work on your writing assignments, application essays, business letters, or other projects. Because our goal is to help you become an effective, independent writer, we will not edit papers for you; instead, we will help you develop the ability to edit your own work.

9.3. Purdue OWL

9.3.1 The Purdue Online Writing Lab

9.3.2 This resource offers over 200 free resources including: Writing and Teaching Writing, Research, Grammar and Mechanics, Style Guides, ESL (English as a Second Language), and Job Search and Professional Writing

9.4. Criss Library

9.4.1 The Criss Library is UNO's main library used to access various research documents in print and online. It houses books, databases, journals, and microfiche as well as computer labs, conference rooms and tables, and a café.

9.5 Graduate Studies

9.5.1 The Graduate Studies office is located at 6001 Dodge Street, EAB 203

9.6 Counseling Center

9.6.1 The UNO Counseling Center provides short-term personal counseling for all students, faculty, and staff of the university. Difficult life circumstances, personal relationship concerns, balancing day-to-day responsibilities or similar issues may be addressed in counseling. Our services offer you a safe atmosphere where personal concerns can be openly explored and discussed with a professionally trained counselor.

9.6.2 Services provided by the UNO Counseling Center include academic counseling, career counseling, and personal counseling. Prevention, outreach education, and consultation for students, faculty, and staff are equally important in facilitating the academic life, psychological health, and safety of the campus.

9.6.3 The Center is staffed by Licensed Mental Health Practitioners and Graduate Assistants. Each is dedicated and trained to provide support and encourage personal success in identifying and reaching individual goals.

9.6.4 Professional Staff Members:

Marti Rosen-Atherton, MS, LMHP, Director

Cathy Pettid, MS, LMHP

Nate Bock, MS, LMHP, LADC

Nicole Naatz, MS, LMHP

Cheryl Campbell, MHR, LMHP

9.7 Career Center

9.7.1 The Career Center team continuously establishes and develops partnerships with employers, the community, and alumni to assist students in gaining the knowledge and skills that are necessary components of professional development.

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