

M.A. Handbook English

Revised as of 1 March 2009

Statement of Student Responsibilities

It is the responsibility of each graduate student enrolled in the Department of English, Speech, and Foreign Languages to be familiar with information in this Graduate Student Handbook, the Graduate Catalog, and Graduate School guidelines (on website or published) such as the Guide for Preparation of Thesis, Dissertation and Professional Papers, which is available online and in the university bookstore.

For questions related to ESFL graduate student guidelines, see the department chair or Graduate Advisor.

For questions related to TWU graduate student guidelines, visit the Graduate School web site or contact the office of the Dean of the Graduate School.

The effective date for this handbook is March 1, 2009.
This handbook is developed from the following sources:

1. Draft of ESFL Graduate Student Handbook (1995),
2. Graduate Policy Handbook
3. TWU Guide for Theses and Dissertations
4. TWU Graduate Catalog (2008-2010)

Graduate School Forms

<http://www.twu.edu/gradschool/forms.asp>

Grad Council Policies

<http://www.twu.edu/gradschool/graduate-policy-manual.asp>

Guide to the Preparation and Processing of Dissertations, Theses, and Professional Papers

<http://www.twu.edu/gradschool/downloads/graduate-school/guidelines.doc>

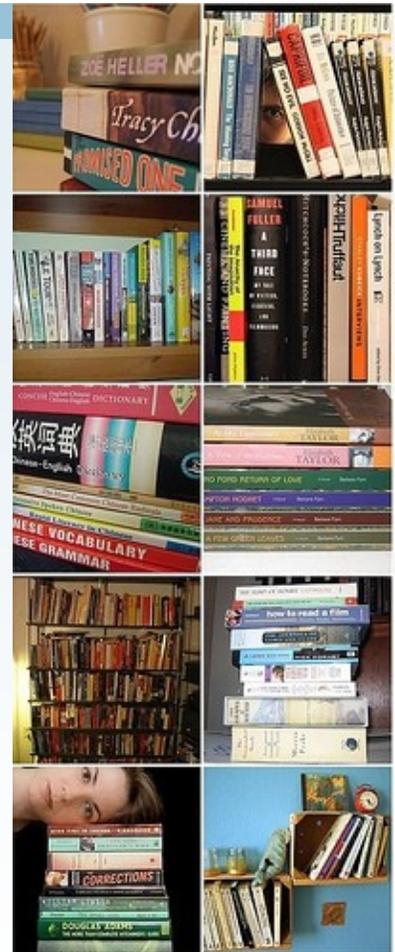


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TWU General Requirements

Candidates for the Master of Arts degree in English may work toward the comprehensive perspective of the generalist or may select a concentration in literature, linguistics, rhetoric, or English as a Second Language (ESL). The student's MA program and research project are developed on an individual basis by the candidate and her or his faculty advisory committee.

Degree Plan Options

- Thesis option: 30-hour program (24 hours for course work and six hours for thesis)
- Professional paper option: 36-hour program (33 hours for course work, three hours for professional paper)
- Course work only option: 36-hour program (36 hours for course work)

Major Emphasis: 18 - 33 hours

Minor (optional): 6 - 9 hours (part of the total hours required)

Final Examinations:

For thesis option, students take a two-hour oral examination which covers course work and thesis.

For non-thesis options, students complete a three-hour written examination over course work.

Admission Requirements and Policies

Bachelor's degree from a recognized college, regarded as standard by a regional or general accrediting agency, or an equivalent degree from a foreign university or college.

1. Official Transcript showing a B/ 3.0 average on all upper-division and graduate work taken previously. Exceptions: Applications reflecting less than a B average will be considered upon special recommendation of departmental graduate faculty to the Dean of the Graduate School.

2. For unconditional admission, sufficient and satisfactory undergraduate preparation in the major field. Additional preparation may be required by provisional admission.

3. U.S. citizenship or appropriate immigration forms

See the guidelines from the Office of International Education (http://www.twu.edu/o-si/international_ed/).

4. An official report of acceptable scores on the Graduate Record Examination (GRE). For the master's degree, a minimum combined score of 850 on Verbal and Quantitative sections of the GRE is required and a score of 600 on the TOEFL for international students.

5. Three letters of recommendation from academic references (if possible).

6. Timely filing of appropriate application forms from the Director of Admissions and Registration, the Dean of Graduate Studies, or the Department of English, Speech, and Foreign Languages. The completed application, GRE score report and official transcript from each college attended should be returned to the Graduate School 30 days before obtaining registration for the session to which admission is sought.

7. Departmental recommendation for admission to degree study, stated as either unconditional or provisional.

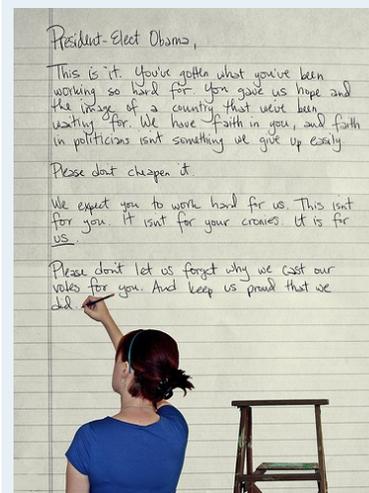
Important Forms

In most instances, students should obtain official forms for any aspect of graduate study from the Graduate School's web site. The current site URL is:

<http://www.twu.edu/gradschool/forms.asp>.

ESFL has also placed some forms on its web site: <http://www.twu.edu/english-speech-foreign-languages/student-resources.asp>. The forms students will need are under the "Graduate" category. When you apply for an assistantship, for example, please use ESFL's form, which is slightly different from the form that the Graduate School uses. It calls for specific information that is important in determining awards.

The graduate handbooks will be updated electronically, and new versions will be available on the departmental web site, meaning that students will always have access to the latest information.



Admission Status

The student will receive from the Graduate School a statement specifying either UNCONDITIONAL or PROVISIONAL admission to a master's program. Upon notification of admission, the applicant should confer with the chair of the Department of English, Speech, and Foreign Languages, or the Graduate Advisor, preferably by interview, but, if necessary, by correspondence, in order to become acquainted with specific departmental regulations.

- **Unconditional Admission**

To be admitted unconditionally to any master's program, the applicant must satisfy the following requirements:

1. Grade point average of 3.00 on the last 60 undergraduate hours; and
2. Minimum score of 850 on the combined Verbal and Quantitative portions of the Graduate Record Examination.
3. Sufficient and satisfactory undergraduate preparation in the major field.
4. Three letters of recommendation from academic sources.

- **Provisional Admission**

Applicants not qualifying for full admission may be granted provisional admission status based on one of the following:

1. An overall grade point average of 2.75 on a 4.00 scale, or 3.00 on the last 60 undergraduate hours, and a minimum score of 750 on the combined Verbal and Quantitative portions of the Graduate Record Examination; or
2. A minimum score of 850 on the combined Verbal and Quantitative portions of the Graduate Record Examination.

Provisional status based on deficient GPA must be removed by the completion of four graduate courses (12 credit hours) including 9 credit hours in the student's major area, with a minimum grade point average of 3.00 and no more than one "C" in these courses. Failure to remove provisional admission status after completing twelve graduate hours will result in suspension from further graduate study in a degree program for six years.

With departmental approval, an applicant's academic record may be supplemented by additional evidence such as work experience suggesting the ability to succeed in advanced course work.

Requirements for advancement from provisional to unconditional admission status are clearly stated on the departmental recommendation, with a time recommended for completion of the requirements. As soon as a student has satisfied the requirements, the advisor notifies the Graduate office and requests a "Change of Status" for the student.

- **Denial of Admission**

Application to graduate study may be denied, if students do not meet the requirements.

- **Change of Admission Status**

Change of Status is stamped on a copy of the admission letter. Copies are sent to the student and the department. When a student has met all requirements specified for a provisional admission, the advisor sends a memo to the Dean of the Graduate School requesting that the student be advanced to Unconditional Admission. A student may not be admitted to candidacy for a degree prior to Unconditional Admission.

Note: As soon as prerequisites are met, the student must notify the advisor or the Chair of the Department.

- **Transfer Credits**

Only six hours may be transferred. Credits from another university cannot transfer if they are older than five years. Courses taken at other universities under the aegis of the Federation of North Texas Universities are considered resident credits.

Current Graduate Faculty

DR. PHYLLIS BRIDGES — Shakespeare, Milton, Folklore, American Literature

DR. HUGH BURNS — Rhetoric, Computers and Composition, Bibliography, Research Methods, Professional Writing, Literary Nonfiction

DR. VIVIAN CASPER — Modern Drama, British Literature

DR. RUSSELL GREER — 19th and 20th-Century Literature and Rhetoric

DR. BRUCE KRAJEWSKI — Literary Theory, Film, Philosophical Hermeneutics, Rhetoric

DR. GUY LITTON — 19th-Century American Literature, Emerson, Composition and Rhetoric

DR. NINFA NIK — 19th-Century French and Spanish Comparative Literature, Biography (French, Hispanic, and Moslem Women), Translation

DR. JOYCE PALMER — British Literature and the Novel

DR. RUBEN RODRIGUEZ — 19th and 20th-Century Peninsular Literature, Women's Studies, & Queer Theory

DR. STEPHEN SOURIS — 19th and 20th-Century American Literature, Multicultural Literature, Bakhtin, Literary Theory, Multiple Narrator Novel

DR. LOU THOMPSON — Rhetoric, Film & Visual Rhetoric, Disability Studies, British Romanticism

Filing Degree Plans

Advisory Committee Meeting

The student should schedule a meeting of the advisory committee for the purpose of formalizing the degree program. At least two committee members must approve the master's degree plan. The committee chair should complete and submit the official Graduate School form (Master's Degree Plan) to the Department Chair for approval. The Chair will forward the approved program to the Dean of the Graduate School.

Updating a Degree Plan

It is not unusual for a degree plan to include electives or special topics. When this is the case, it is the student's responsibility to update the degree plan. The degree plan can be modified by submitting a form (Change in Degree Program) to the advisor for approval. If the modifications being requested are substantial, the advisor will discuss the request with all committee members before approving the change. The advisor forwards the approved change to the Department Chair and Dean of the Graduate School.

Research Tools

For the MA students can choose one of the following options.

1. 6 credit hours of graduate or 12 hours of undergraduate courses in the same foreign language or equivalency examination (see department for information on equivalency examination)*
2. 6 credit hours of graduate-level American Sign Language or equivalency examination (see department for information on equivalency examination)
3. 6 credit hours of graduate-level computer science**
4. 6 credit hours of graduate-level library science (Library Science classes include only those concerning collections, information retrieval, and other research courses)
5. 6 hours of graduate-level English courses from list below.

*See department for information on equivalency examination

**Library Science classes include only those concerning collections, information retrieval, and other research courses.

ENG 5083 Bibliography and Research Methods
ENG 5713 Old and Middle English Language and Literature
ENG 5283 Studies in Literary Criticism
ENG 5343 Rhetoric and Composition: Theory and Practice
ENG 5353 Rhetoric and Composition: Theory and Pedagogy of Electronic Texts
ENG 5373 Professional and Academic Communication
ENG 6083 Research Methods in Rhetoric and Composition
ENG 6313 Studies in Rhetorical Criticism and Discourse Analysis

Students must receive a "B" or better in all research tools.

Statistical Consultation Services

Graduate students who want to use the computer and research consultant services available at TWU should contact the Graduate School. The student's supervisor should accompany the student at any meeting arranged to make such a request.

Residence Requirement

No specific residence requirement exists for the master's degree although it is recommended that the student devote as much time to full-



Advisory Committees

When a student is accepted into the graduate program, the student is assigned a temporary advisor for assistance with registration until the student selects a permanent advisor. Early in the program, the student will select an advisor who will assist in developing a degree plan. Subsequent changes in the degree plan must be approved by the advisory committee and filed with the Graduate Office.

Faculty with full graduate faculty status may chair a student's advisory committee. Only faculty members whose major faculty appointment (half time or more) is in the Department of English, Speech, and Foreign Languages qualify to serve as chairs of advisory committees. The MA advisory committee consists of not fewer than two members of the graduate faculty. When a student presents a minor, a faculty member from the minor department serves on the advisory committee. See the Graduate School's web site for graduate faculty status and the departmental web site for areas of expertise.

Associate Graduate Faculty serve on advisory and research committees, but do not chair advisory committees or direct professional papers, theses, or dissertations except with the recommendation of the Department Chair and the approval of the Dean of the Graduate School.

When the advisor and student agree on the composition of the advisory committee, the student formally asks each faculty member to serve. After all members have agreed to serve, the student completes the form (Request for Appointment of Graduate Committee), obtains the signatures from the members of the committee, and submits the form to the Chair of the Department, Dean of the College of Arts and Sciences, and the Dean of Graduate Studies.

Responsibilities of the Advisory Committee

The advisory committee guides and evaluates the student's program and progress. The advisory committee chair coordinates the formation of an advisory committee, supervises the preparation of the degree plan, and chairs meetings, if necessary.

- For All Graduate Degree Plans
 1. Only Graduate School degree plan forms are acceptable (see website or Graduate Office).
 2. Original approval signatures by the advisor, any committee members, and component heads are required.
 3. Exact course numbers and titles must be listed.
 4. Transfer hours must have been earned for graduate credit at an accredited institution, and an official copy of the transcript reflecting the work must be filed in the Registrar's office.
 5. No credit toward a graduate degree may be earned through correspondence (This does not include courses taken through distance education)
 6. No credit toward a graduate degree may be earned through extension work for another institution.
- For Master's Degree Plans
 1. No work with grade of less than "C" may be applied toward the degree.
 2. Transfer credit is limited to the following: up to 6 semester hours in a program of 30-38 credit hours; a minimum of 30 semester hours must be listed for a program that requires a thesis, 36 hours for non thesis options.
 3. Courses more than 6 years old at time of graduation cannot count toward the degree unless granted a waiver as requested in writing and approved by department and Dean of Graduate School.
 4. A minor field requires a minimum of 6 hours coursework in that field, at least half of which must be completed at TWU. The maximum allowance for a minor is nine hours.
 5. A minor may be earned only in a field in which TWU offers a graduate degree.

Role of Research Committee Chair

The chair of the MA student's research committee has primary responsibility for supervising the student's completion of the thesis or professional paper. The student's work may be read by committee members by chapter or in its entirety when it is completed. A minimum of 10 working days is required for review of chapters by the chair and the committee's members. In either case, the student should allow for a minimum of two weeks for members to read the thesis/paper. Generally the thesis or professional paper should be read by the committee members after it has been accepted by the committee chair. Students should consult deadlines set by the Graduate School for graduation and thesis submission when planning the completion of thesis/paper and final examinations.

Change in Committee Appointment

If necessary, changes in committee membership can be made. A request for a change may be initiated by the student, committee member, or chair of the committee and should be submitted to the head(s) of the component(s). Out of academic courtesy, the committee chair should inform all parties concerned before an official change is made. Requests for changes should be made in writing with the form (Request for Appointment of Graduate Committee).

Research: Preparation of Professional Paper, Thesis

Thesis and Professional Paper

More details concerning the preparation of the professional paper, thesis, or dissertation may be found in the Graduate School publication Guide to the Preparation and Processing of Dissertation, Theses, and Professional Papers, which can be purchased in the TWU Bookstore and found online at the Graduate School website. The Department requires that these research projects be prepared following the style of the MLA Handbook (APA for linguistics). Students are encouraged to consult completed theses or professional papers to familiarize themselves with the general characteristics of a completed study.

Expectations for Theses and Professional Papers

1. The research topic or problem is clearly stated and well conceptualized.
2. The work is well organized and follows a logical exploration of the topic.
3. The argument of the work does not include contradictions and presents depth of understanding of the research topic.
4. Research is comprehensive and current as evident in bibliography and endnotes which demonstrate a broad range (past to present) of scholarship related to the topic. The subject is placed in the context of current criticism, mentioning significant articles, books related to the study at hand.
5. The originality of the work is stated and supported.
6. The student demonstrates significant analytical skills as evident by original analysis and presents supporting evidence for conclusions.
7. Writing is error-free, clear and readable in syntax, mature in style.
8. Work is written for readers who are educated, knowledgeable (of literary criticism or rhetorical criticism, linguistic criticism), but who may be general readers of particular works or theories under discussion. This may require use of definitions of key terms and background of specific theories.

The Professional Paper

A professional paper is a study of approximately 30-45 pages in length which could be submitted to a journal for publication or offered for presentation at an organizational meeting. It follows high standards of scholarship.

Enrollment for Advising on the Professional Paper or Thesis

To secure credit for work done on the professional paper, students electing the non-thesis option enroll in English 5973 (Professional Paper) for no more than three hours credit in one semester while writing the professional paper, re-enrolling until the writing is completed. The student must register for English 5973 (Professional paper) or ENG 5983 or 5993 (Thesis) each term during which she or he is receiving aid or criticism through conferences or correspondence with faculty members.

Grades for Professional Paper or Thesis

The grade of PR is assigned to indicate progress on a professional paper or thesis. A student writing a thesis for six hours' credit is given CR (Credit) for the first enrollment and PR (Progress) for all subsequent enrollments until the last enrollment. At that time CR is given again. A student writing a professional paper for three hours' credit is assigned the grade of PR for all enrollments except the last one and is assigned the grade of CR for the final enrollment.

Master's Research Committee

The master's degree research committee consists of not fewer than two voting members of TWU's graduate faculty, at least one of whom represents the major discipline. If the student has a minor, one member of the committee should normally be a faculty member from the minor area. The student will contact faculty for their agreement to serve on the committee. Each faculty member should be asked to sign the form (Request for Appointment of Graduate Committees) before it is given to the Chair of the Department. The responsibilities of the research committee are:

- 1) to guide the student during the preparation of the paper or thesis;
- 2) to ensure that the student maintains an acceptable standard of scholarship; and
- 3) to prepare, administer, and evaluate the final examination.

Research Prospectus

Submitted with TWU Prospectus form with a maximum length of 10-double-spaced pages, including bibliography.

The prospectus must be approved before the student begins the research procedure. The prospectus includes the tentative title, purpose, and rationale for the study, as well as a statement of the investigation, proposed procedure, an introduction, a statement of purpose (problem, questions, hypothesis), a selected review of the literature, and a description of the student's research method and procedure.

Graduation and Submission of Research

Application for graduation is normally completed at the beginning of the semester of graduation or earlier. The university deadline for filing a thesis or professional paper is approximately one month prior to graduation; see Graduate Office for all official deadlines. Therefore, no later than the beginning of the semester in which a student wishes to graduate, the student should obtain a packet of information from the Graduate School office. This packet includes deadlines for submitting a thesis or professional paper and for completing other paperwork required for graduation.

Submitting a Thesis and Abstract

Three copies of the approved thesis, together with one copy of the abstract, must be delivered to the Graduate School no later than the filing date specified by the Graduate School. Bound at the expense of the student, two copies are placed in the University Library and the third in the files of the Department.

Theses are microfilmed by University Microfilms. The student completes the microfilm form (see UMI information available at http://www.uab.edu/graduate/dissertation_publishing_agreement.pdf) and pays for this microfilming at the time of filing the thesis in the Graduate School. Optional copyrighting is available for an additional fee. Details and forms for abstracts, microfilming, copyrighting, and fees are available in the Graduate Office.

Submitting a Professional Paper

Two copies of the approved professional paper, together with one copy of the abstract, must be delivered to the Department Chair no later than the filing date specified by the Graduate School. Professional papers are not submitted to the Graduate School, but remain in the Department. For binding guidelines, see Graduate Advisor.

Final Examinations

- Non-thesis option: the final examination is a three-hour written examination of the major and minor (if applicable) fields. Persons electing the all course work option and the professional paper option complete the written examination.
- Thesis option: the final examination is a two-hour oral examination covering the thesis as well as course work.

Following the successful completion of examinations, the research committee signs and the committee chair submits the form, Certification of Final Examination. In the event of failure to complete the comprehensive examination successfully, the student may have one additional attempt. In the case of a second failure, the student may not continue in the program.

Graduation Policies

Graduate students must be enrolled in the University during the semester in which they graduate unless all requirements of the Graduate School are met prior to the first day of registration of the ensuing semester. If a student fails to meet the deadline for graduation established by the Graduate School in a given semester but completes all requirements by the close of that semester, the Dean of the Graduate School will write a letter to that effect to the student's employer. The letter is evidence of completion of the degree.

Approval Process: Committee Meeting

After the research committee chair approves of the prospectus, and at least ten days before meeting with the research committee, the student gives each member a copy of the prospectus. The research committee meets to discuss and approve a prospectus. To indicate approval, each committee member signs the Prospectus form which the committee chair forwards to the Department Chair. The prospectus for a thesis is forwarded to the Dean of the Graduate School. However, the prospectus for a professional paper is filed in the Department office and need not be filed with the Graduate Office.

Human Subject Review

If human subjects are involved, the appropriate permission and approval statements must also be filed with the prospectus.

Guidelines for Publication Agreement Between Faculty and Students

The student is considered an independent researcher and the sole author of the thesis or professional paper and any publications coming from it. Exceptions should be documented by a written agreement signed by student and faculty member..

Scholarships and Assistantships

Scholarships

The department offers a number of scholarships for graduate students. Applications are usually due in early March and awards announced in April. Some scholarships require an essay for a writing sample. See the department office for applications and the Financial Aid office for other scholarships.

Assistantships

Graduate teaching assistantships, graduate assistantships, and scholarships are available to qualified applicants on a competitive basis. Assistantships provide a stipend as well as valuable experience in classroom teaching and/or writing center instruction. Graduate teaching assistants in English are usually assigned primary responsibility for teaching a course for credit and/or assigning final grades.

Responsibilities include

1. Teaching two classes, usually composition;
2. Tutoring twenty hours per week in the writing center (if a student is hired by the Write Site); or
3. Teaching one class and tutoring ten hours in the writing center (if a student is hired by the Write Site).

Requirements for Graduate Assistantships

- Admission to graduate school
- Good academic standing at TWU
- Completion of eighteen semester hours of graduate credit in English. Students who have not earned at least eighteen semester hours of graduate credit in English are eligible to tutor in the writing center as graduate assistants.
- Proficiency in English as described in the Graduate Catalog and as mandated by the Higher Education Coordination Board.
- Registration in graduate school according to Texas academic regulations on residency. If the assistant is employed at least one-half time (.50) in an assistant position, the student registers at the same rate as a Texas resident without regard to the length of time the assistant has resided in Texas.
- Registration for six graduate hours, or the appropriated number of hours according to the Graduate Catalog. Registration for the minimum course load of three semester hours is available for graduate assistants lacking only their final project. Students holding a scholarship along with an assistantship might need to be enrolled for nine hours to maintain the scholarship. Students are obliged to check with the Financial Aid Office to keep aware of the rules governing their scholarships.

Maximum Term of Assistantships

The master's level maximum number of years is three.

The doctoral level maximum number of years is four.

The combined master's degree and doctoral degrees maximum number of years is six.

Exceptions to these limitations as recommended by the department chair must have the approval of the Dean of the Graduate School. More information regarding assistantships can be obtained from the Graduate School.

Assistantship Remuneration

Graduate students who want to use the computer and research consultant services available at TWU should contact the Graduate School. The student's supervisor should accompany the student at any meeting arranged to make such a request.

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