ASU College of Liberal Arts & Sciences
ARIZONA STATE UNIVERSITY

GRADUATE HANDBOOK
2018-2019

Department of English
College of Liberal Arts & Sciences
Arizona State University
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Purpose of the Handbook

This Handbook is a required guide for graduate students admitted to the Department of English Graduate programs. Students should regularly consult the Handbook for information about the English graduate programs.

The Handbook is provided as an initial resource for answers to questions about the program, but students are also encouraged to consult with the graduate program manager, the graduate academic success specialist, the program directors, committee chair, or director of graduate studies. The primary reference for graduate students on rules and regulations is the Arizona State University Academic Catalog. Each student should become familiar with the Academic Catalog and the Graduate College website and policies.

Once admitted to the Department of English, students have access to the Department of English Graduate Student Information Board, where they will be able to find many of the materials in this Handbook. Admitted students can access the site through MyASU. Students are also added to an email list to receive important information about deadlines, scholarships, jobs, workshops, and events in the Department of English. Students who are not receiving emails should contact sheila.luna@asu.edu or kira.assad@asu.edu to be added to the list.

The policies listed in this Handbook are from the Graduate College and the Department of English. The Handbook is updated annually.

Student Responsibility

The Department of English is one of three humanities units within the College of Liberal Arts and Sciences (CLAS). Beyond CLAS, the Graduate College office oversees the general policies of all graduate programs at Arizona State University. Procedures and guidelines governing English graduate students begin with the Department of English and are informed by the higher level policies of CLAS and the Graduate College respectively. In order to become better oriented within the department, students are encouraged to understand the governance and administrative structure of the Department of English as well as the faculty and staff positions within the unit.

It is the responsibility of each student to understand and observe all procedures and requirements specified by ASU Graduate College and the Department of English. **It is a _requirement_ for all students to read and understand the Graduate Handbook and the ASU Academic Catalog.** Faculty and staff provide academic advice and assistance; however, the ultimate responsibility for meeting degree and other requirements remains with the student.

Students should frequently check their MyASU account. All ASU students are required to have an active ASU email. Students may forward their ASU email to another preferred account. Instructions on how to do this are found online. **It is important to check your ASU email, at a minimum, twice a week, so you do not miss important notices. Arizona State University and the Department of English conduct their business via ASU email only.** Please ensure to update any important contact information ASU has on file (i.e. new mailing addresses, phone numbers, etc.).

Culture of Respect

ASU is a community and a professional work environment. Graduate students are expected to treat their peers and all students, faculty, staff, administrators and members of the ASU community with respect and work with them in a professional manner. English graduate students are representatives of the Department of English and the University; we have every expectation that our students will be good representatives who recognize that poor behavior on the part of one student impacts all by creating a negative perception of our program.

Students are valued members of a highly professional research university. You can expect to be treated with courtesy, kindness, and professionalism at all times and the same is expected of you. In particular it is very important to note that University staff members do not work for the students. They work to support the students in their goals and endeavors within the university structure. It is never admissible to treat staff with anything less than respect, courtesy, kindness, and professionalism. Any type of disrespectful or abusive behavior on the part of our students toward any member of the ASU community will not be tolerated. This includes ignoring responsibilities as a student, such as failure to adhere to program deadlines, failure to respond to communication, and failure to fully perform teaching duties. Conversely, if you feel that you are not being properly treated, please work with your advisor or administrators in your unit to resolve this problem.

Academic Integrity

Graduate students are expected to be ethical in their multiple roles as students, researchers, teachers or supervisors of undergraduate students and representatives of the Department, College and University. **When in doubt about appropriate conduct, students should consult the program manager or faculty mentor to seek clarification. Students may also check the Dean of Students Student Code of Conduct.** Breaches of academic integrity include, but are not limited to, the following:

- Engaging in any form of academic deceit, e.g., referring to materials, sources or devices (camera phones, text messages, crib sheets, solution manuals, materials from previous classes or commercial research services) not authorized by the instructor for use during an evaluation or assignment;

- Providing inappropriate aid to another student in connection with any evaluation or assignment;

- Engaging in plagiarism by using the ideas, words or data of another person or persons without full and appropriate attribution;

- Engaging in plagiarism by claiming credit for the ideas, words or data of another

- Failing to follow ethical procedures for research involving human subjects, such as violating participants' confidentiality, or failing to maintain confidential or sensitive research data in a secure location;

- Knowingly using data that do not meet appropriate standards for reliability and validity;

- Failing to meet responsibilities to undergraduate students, such as failing to provide assistance during designated office hours;

- Engaging in a romantic relationship with an undergraduate student whom the student supervises or evaluates in a classroom or research setting;

- Falsifying or misrepresenting hours or activities in relationship to an internship, externship, research assistantship, field experience, workshop or service learning experience;

- Repeatedly failing to meet commitments and responsibilities, such as chronically missing deadlines, or failing to provide work promised to colleagues; and

- Behaving in a way that reflects poorly on the Department, College and University while conducting research or participating in community activities as a representative of the Department.

Newly admitted students will receive a "priority task" on their MyASU directing them to complete a blackboard module on academic integrity. The module consists of a PowerPoint that outlines academic integrity and students must take a quiz and pass with an 80% or higher. The Department of English has a zero-tolerance policy for any form of academic malfeasance. Penalties for unethical behavior range from being placed on academic probation to dismissal from the program. Additional information about academic integrity policies of the University is available on the [Student Rights and Responsibilities website](#).

Sexual Harassment

The University prohibits sexual harassment by employees and students and will not tolerate sexual harassment that interferes with an individual's work or educational performance or creates an intimidating, hostile or offensive working, learning or residential environment. [Additional information about sexual harassment can be found online](#).

Campus Safety

To report an emergency on campus, students can simply dial 911 or use one of the emergency call boxes found on campus. Non-emergency ASU Police or campus- safety matters should be directed to 480-965-3456. ASU has an opt-in, text- message alert system by which students can choose to receive a text message from ASU in times of an emergency. Students can [sign up for the service online](#). For additional safety resources and contacts, such as Counseling Services, Police and Safety Escort Services, visit the [Safety Resources](#) website.

Overview of the Department of English

With a degree in English from ASU, you can do just about anything. Students in our diverse programs learn how to express themselves through traditional disciplines-- creative writing, education, film, linguistics, literature, and rhetorics and writing--while exploring themes of contemporary relevance, including environmental concerns, medical writing, human rights philosophies, digital humanities, cultural as well as critical enquiries, and performance. A degree from the Department of English at ASU is applicable to just about any career and is a great springboard into further graduate school, law school, medical school, and more.

At ASU, we have one of the largest English departments in the nation, offering Doctoral, Master's and Certificate programs, which enables us to provide students with a greater diversity of offerings than most universities. Our goal is to educate citizens who can think, read, write and act in robust and significant ways to meet new challenges. The critical thinking, reading comprehension and analytic expression skills that are cultivated while earning a degree in English are transferrable into any endeavor. Earning a graduate English degree from ASU will serve you in any art form, any discipline, and any profession. Here is just a sampling of career opportunities open to English majors:

- Advertising Copywriter
- Instructional Designer
- Educator
- Marketing Communications Specialist
- Continuity Writer
- Corporate Communications Specialist
- Correspondent
- Editorial Assistant
- Newsletter Editor
- Film Researcher
- Freelance Writer
- Policy and Procedures Analyst
- Publications Researcher
- Radio/Television Copywriter
- Radio/Television Researcher

Graduate students in the Department of English frequently present at national, international and local conferences and have received many prestigious awards. Approximately 400 graduate students are enrolled each semester. One third of these students hold teaching assistantships. The program awards excellence by offering outstanding financial packages, including travel funds for professional development. Class sizes are small, giving students the opportunity to work closely with professors in a variety of fields. Reading groups, guest lectures, workshops and other events help bring students and faculty together. Opportunities for professional development and mentoring, such as Preparing Future Faculty, Graduate Scholars of English Association and forums for graduate students, prepare graduate students for successful careers within and beyond academia. In addition, there are several study abroad opportunities for English graduate students as well as teaching abroad opportunities, and a robust internship program.

Graduate Degrees Offered

Philosophy
- [PhD in English (Literature)](#)
- [PhD in English (English Education)](#)
- [PhD in English (Writing, Rhetorics, and Literacies)](#)
- [PhD in Linguistics and Applied Linguistics](#)

Online Master's programs
- [MAS in American Media and Popular Culture](#)
- [MA English (English Studies)](#)
- [Master of Teaching English to Speakers of Other Languages (MTESOL) Online](#)

Master's programs
- [Master of Fine Arts in Creative Writing](#)
- [Master of Arts in English (Literature)](#)
- [Master of Arts in English (Writing, Rhetorics, and Literacies)](#)
- [Master of Arts in English (Comparative Literature)](#)
- [Master of Arts in English Education](#)
- [Master of Arts in Linguistics and Applied Linguistics](#)
- [Master of Teaching English to Speakers of Other Languages (MTESOL)](#)

Certificates
- [Graduate Certificate in Computer-Assisted Language Learning](#) (in conjunction with the School of International Letters and Cultures)
- [Graduate Certificate in Critical Theory](#)
- [Graduate Certificate in Digital Humanities](#)(in conjunction with the School of Historical, Philosophical, and Religious Studies)
- [Graduate Certificate in Linguistics](#)
- [Graduate Certificate in Literary Translation Studies](#) (in conjunction with School of International Letters and Cultures)

Who Should Apply?

The Department of English encourages applications from individuals with educational backgrounds and experience relevant to the field of English studies and ASU. Before applying, a prospective student may discuss qualifications and degree requirements with the program director in the area of interest.

Please see the Department of English website for answers to [frequently asked questions](#)about the application process or applicants can contact enggrad@asu.edu or call 480-965-7454.

Application Deadlines

PhD English (Literature), PhD English (English Education), PhD English (Writing, Rhetorics, and Literacies), and PhD Linguistics and Applied Linguistics have one deadline: **January 15 for fall**.

MA English (Literature), MA English (Writing, Rhetorics, and Literacies), and MA English (Comparative Literature) have one deadline: **January 15 for fall**.

MTESOL and MA Linguistics and Applied Linguistics have three deadlines: **September 15 for spring, and January 15 and April 15 for fall.**

MTESOL Online has three deadline: **March 15 for summer, April 15 for fall, and September 15 for spring.**

MA English Education has two deadlines: **January 15 and June 15 for fall.**

MA English (English Studies offered online) has six deadlines: **March 15 for Summer A, April 15 for Summer B, May 15 for Fall A, July 15 for Fall B, September 15 for Spring A, November 15 for Spring B**

MAS has one deadline: **April 15 for fall.**

MFA has one deadline: **January 1 for fall**.

Graduate Certificates in Critical Theory and Linguistics accept applications year round.

Application Process and Admission Requirements

The Department of English how to apply webpage lists current application requirements and deadlines for applying. There is also an Admission FAQs webpage.

Teaching Assistantships

Teaching Assistantships are available in the Department of English on a competitive basis. Admission to the program does not guarantee a TA. TA's are given to PhD and MFA students in English. MA and MTESOL students are not funded. The TA application is submitted with the PhD/MFA application for the program. **Application Deadline: January 15th** TAs teach three classes per year.

Competencies

Transcripts will be used to evaluate basic competencies for graduate study in English. Students with inadequate preparation may be required to remediate deficiencies as part of their program requirements.

International Students

The Department of English welcomes applications from international students. International students who are from countries whose native language is not English (regardless of where they may now reside) must meet English proficiency requirements for the Department of English and ASU.

Review Process

The Department of English Graduate Admissions Committees review only completed applications after the specific deadlines. Applicants can check the status of their application through MyASU.

Pre-admission Credits

Pre-admission credits are classes applied toward degree completion but were taken prior to admission to the graduate program. These classes can be transfer courses from another institution or classes taken at ASU as a non-degree seeking student or as an admitted graduate student of another program.

Pre-admission credits cannot have been used toward another awarded degree. Students can use up to 12 credit hours of pre-admission credits. The Department of English and the Graduate College must approve the specific courses used for pre-admission credits in order for the student to use them on the plan of study.

Pre-admission credits must meet the following requirements:
- taken at an accredited college or university
- graduate-level
- student must have obtained an "A" or "B" grade or the equivalent in the course(s)
- approved by the faculty advisor as part of the plan of study
- completed within three years of being admitted to this graduate program

The taking of courses for graduate credit as an undergraduate or non-degree student does not ensure admission to the program or acceptance of the acquired graduate credits as part of the plan of study.

In order to apply these to the plan of study, ASU must have official transcripts from the accredited transfer institution. The student must receive the director's approval for any elective or transfer courses.

The Graduate College has extensive rules regarding pre-admission credits. For complete details, consult the ASU Graduate Policies and Procedures webpage.

Current Graduate Students

Continuous Enrollment

Once admitted to a graduate degree program, students must be registered for a minimum of one graduate credit hour (not audit) during all phases of their graduate education. This includes periods when they are engaged in research; working on or defending their thesis, applied project or dissertation; or in any other way using university facilities or faculty time including the term in which they graduate.

Registration for every fall and spring semester is required. Summer registration is required for students who are completing culminating experiences or graduating from the degree program.

Grades of "W" (withdrawal) or "X" (audit) are not considered valid registration for continuous enrollment purposes. "W" grades are received when students officially withdrawal from a course after the course drop deadline. "X" grades are received for audit courses. Additionally, students completing work for a course in which they received a grade of "I" (incomplete) must maintain continuous enrollment as defined previously. Graduate students have one year to complete work for an [incomplete grade](); if the work is not complete and the grade changed within one year, the "I" grade becomes permanent.

Students planning to discontinue enrollment for a semester or more must submit the [Maintain Continuous Enrollment]() request. A petition for a leave of absence, endorsed by the student's committee chair and the graduate director, must be approved by the Office of Graduate College. This request must be filed and approved before the anticipated absence. Students may request to maintain continuous enrollment without course registration for a maximum of two semesters during their entire program.

A student on leave is not required to pay fees, but in turn is not permitted to place any demands on university faculty or use any university resources. Students who do not enroll for a fall or spring semester without an approved leave of absence by the Office of Graduate College are considered withdrawn from the university under the assumption that they have decided to discontinue their program. **Students discontinued for this reason may reapply for admission to resume their degree program. The application will be considered along with all other new applications to the degree program. This is no guarantee of admission and not all prior credits may count.**

Advising

Role of the Director of Graduate Studies

The Director of Graduate Studies maintains the overall academic integrity of the graduate degree program, and acts as liaison among the faculty and the college administration, staff, and students. The DGS oversees the recruitment and admission of a diverse group of highly talented students and works closely with the graduate program manager and area faculty to create competitive funding packages, nominate excellent students for awards and fellowships, and monitor student progress and program assessment. The DGS provides leadership in the review of the graduate curriculum, new degree programs, certificates, and facilitates professional development activities for graduate students. The DGS also provides academic and professional advice to graduate students after meeting with their area directors first.

Role of the Graduate Program Manager and Graduate Academic Specialist

The graduate program manager and graduate academic success specialist are available to students to help explain department and university policies and procedures. Any question about paperwork, university policies or services should be addressed first to them. Questions regarding coursework applied toward the degree or the culminating experience requirement should be addressed to the student's committee chair/advisor. Questions related to the PhD program including funding, scholarships/fellowships, and Teaching Assistantships should be directed to the program manager.

Role of the Program Area Director and Committee Chair

Students should contact the director of their specific program area when they enter the program. The program director is to assist the student with choosing appropriate classes at the beginning of their degree program and help identify a more permanent faculty advisor who will serve as the chair of their committee. The program director may become the student's committee chair but this is not typically the case depending on research interests. The potential advisor must agree to participate in this role.

Faculty Advisor Participation Eligibility

The faculty advisor must be a [Department of English faculty member](#) or approved by the Graduate College to serve as the student's faculty advisor and must meet certain criteria. **Only tenured or tenure-track faculty can serve on a student's graduate committee. Only tenured faculty can serve as dissertation chairs.** Please check with the graduate program manager about advisor eligibility and limited exceptions.

Some requests may need to be submitted to the Graduate College for approval using one of the appropriate *Committee Approval* forms. Questions about faculty approvals and university procedures can be addressed to the graduate program manager.

Establishing a Faculty Advisor/Committee Chair

All students are expected to identify a committee chair. The plan of study (iPOS) is due before they have completed 50 percent of their programs. The student must list the committee chair on the online iPOS in order to submit it.

To establish a chair, the student must ask the potential faculty advisor if he or she is willing to take on the student as their advisee. If the student wants to work with two faculty members, who will both serve as advisors, then the roles will be co-chairs. In a co-chair situation, both faculty need to be aware that they are co-chairs and be informed of who is serving as the other co-chair. Approval from both is required.

The student will list the confirmed advisor or co-advisors on the plan of study (they are referred to chairs or co-chairs on the plan of study). The graduate manager will follow up with the student and the faculty if additional paperwork is requested by the Office of Graduate College. Once a chair has been established, students work with their chair to map out their entire degree progression (plan of study).

Students doing a thesis or dissertation must have at least three members on the iPOS. Students doing a Capstone or Applied project require two members.

Graduate Advising Contact Information

Graduate students should consult the relevant area program directors for academic advising. Once a student has chosen a committee chair, that faculty member becomes the student's chief source of advice. Sheila Luna, Kira Assad and the MFA program manager can answer general questions and are a valuable source of information and advice. You may contact them first when you have an advising question.

If students are unable to see advisors during scheduled office hours, they may email for an appointment. Because of the diverse demands on these advisors, please attend any appointment you schedule. If you have to cancel, contact the advisor in advance.

Sheila Luna, Graduate Program Manager (RBH 125)
E-mail: sheila.luna@asu.edu, Phone: (480) 965-3194

Kira Assad, Academic Success Specialist, Graduate Programs & Internships (RBH 170)
E-mail: kira.assad@asu.edu, Phone: (480) 965-7454

MFA Creative Writing Program Manager (RBH 152)
Phone: (480) 727-9130

English Department Graduate Advisors — 2018/19

Karen Adams, Director of Graduate Studies (RBH 156)
Email: KLAdams@asu.edu

Aaron Baker, MAS, American Media & Popular Culture (RBH 370)
Email: Aaron.Baker@asu.edu

Ron Broglio, Literature (RBH 165)
Email: Ronald.Broglio@asu.edu

Jessica Early, English Education (RBH 163)
Email: jessica.early@asu.edu

Aya Matsuda, MTESOL/Linguistics and Applied Linguistics (RBH 159)
Email: Aya.Matsuda@asu.edu

Maureen Goggin (Fall 2018), Writing, Rhetorics and Literacies (RBH 224)
Email: Maureen.Goggin@asu.edu

Kathleen Lamp (Spring 2019), Writing, Rhetorics and Literacies (RBH 161)
Email: Kathleen.Lamp@asu.edu

Claudia Sadowski-Smith, MA Comparative Literature (RBH)
Email: claudia.sadowski-smith@asu.edu

Matt Bell, Master of Fine Arts in Creative Writing (RBH 214)
Email: Matthew.D.Bell@asu.edu

Elly van Gelderen, Linguistics Certificate
Email: ellyvangelderen@asu.edu

Ron Broglio or Gregory Castle, Critical Theory Certificate
Email: ronald.broglio@asu.edu or dedalus@asu.edu

Class Registration

ASU Registration Procedures
Once you have cleared any registration holds and your registration date has arrived, you are ready to register for classes. You can also search for available classes online. Consult the Academic Calendar for more information on important dates/deadlines.

Department of English Registration Procedures
Some classes require special clearances.

To register for research/dissertation/thesis/continuing registration:

Download the Independent Study form. Complete the top portion and obtain the required signature. Be sure to include the line number of the course, your ASU ID, and your email address. For thesis, research, dissertation, or applied project obtain committee chair's signature on "instructor" line. For reading and conference, obtain the signature of the professor with whom you will be working. Return the completed and signed form to Sarah Saucedo in the English Department main office RBH 170 for clearance to register. This procedure is used to grant clearance only. Students must still register for the class. Make sure to indicate the correct number of credits, as the default is one credit.

Override Authorization is required for classes that are full, have a time conflict, or unmet prerequisites. Follow Course Override procedures and use the online form.

Film and Media (FMS) class registration: Email the professor of the course for approval. Then fill out the Course Override Form. Select the Instructor Permission request type. A screenshot of an email from the faculty member approving this override is required. Make sure to fill out the form completely before submitting.

Master of Liberal Studies (MLS) class registration: MA online students may take MLS classes. For enrollment permission, email Paul Morris with the following information: Student name (indicate you are an MA English online student), student ID, class and section number, and session. Once Professor Morris grants permission, you may register on MyASU.

Plan of Study

An interactive plan of study (iPOS) must be filed online via MyASU. The supervisory committee, the Department of English, and the Graduate College must approve an iPOS. If approved, the status changes from "pending review" to "approved." If an iPOS is rejected for any reason, at any level of review, the graduate program manager will provide details to the student for correcting the issue.

Master's students must submit their iPOS before they have completed **50 percent** of their program. PhD students must submit their iPOS by the end of their second year. Failure to do so may result in a hold on registration.

MFA students should contact the MFA program manager for iPOS procedures.

The iPOS becomes the official record of your program plans and is a listing of what you have already taken, are presently taking, and will take to complete your requirements. It should be completed in consultation with your committee chair/advisor. Only a chair is required in order to submit the iPOS. Once an iPOS has been approved by the

Graduate College, the student may then submit a **committee change request** to add committee members or to change chairs, co-chairs and members. Students also have the option of selecting their entire committee at once, which will eliminate the need to submit the committee change request later.

[Instructions on Filing the Interactive Plan of Study (iPOS)](#)

Committee change requests, petitions, course change requests and master's-in-passing applications are submitted electronically through your MyASU homepage.

PhD students must have a committee formed before or at the time of the portfolio submission. Master's students will not be permitted to register for thesis credits or applied project until they have an approved iPOS on file.

DEPARTMENTAL PROCEDURE: In order for the Department of English to approve your iPOS you must follow these instructions:

1. **Print out your summary page and take to your committee chair for review.**
2. **Obtain your chair's signature somewhere on the summary page.** This indicates that your chair approves your courses and agrees to serve as chair. Note: All MA students doing an Applied Project must choose a chair and a second member.
3. **Return (or send via email) the signed summary page to Sheila Luna (RBH 125) for department approval.** You can print the summary page before or after you submit. If you experience technical difficulty with submission, contact ipos-q@asu.edu. For other questions, contact Sheila Luna at Sheila.Luna@asu.edu

DEPARTMENTAL PROCEDURE (MTESOL and MA English Education): In order for the English department to approve your iPOS you must follow these instructions:

1. **Submit your completed iPOS with a full committee (a chair and second member).** **MTESOL** students list the Capstone Instructor as your chair (Mark James or Aya Matsuda) and the other as your additional committee member. **MA English Ed** students will pick a chair and list Jessica Early as the additional member. If Dr. Early is your chair, an additional English Ed faculty can be chosen as the second member. Note: If you are unsure of who will be your chair at the time of submitting your iPOS, please list Dr. Early as the chair until your official chair is chosen. She will then be switched to the additional member on your committee.
2. **Email Kira.Assad@asu.edu** to expedite the process after submitting your iPOS letting her know it has been submitted.
3. **Wait for approval.** A snapshot of your iPOS will be emailed to the program director for approval. If there are any issues, the iPOS will be sent back to you and you will be notified by email of what needs to be changed.

DEPARTMENTAL PROCEDURE for *online* programs: In order for the Department of English to approve your iPOS you must follow these instructions:

1. **Email Kira.Assad@asu.edu when the iPOS has been submitted.** She will send a snapshot of the iPOS to the program director for approval. If there are any problems, the iPOS will be sent back to the student to correct.

2. Once the proposed courses have been approved by the director, the iPOS will be sent to the Graduate College for final approval.

Language Requirements

Students must demonstrate evidence of a competent knowledge of a natural language other than modern English, to be selected by the student, subject to the approval of the chair of the thesis committee. This requirement may be met by:

- Earning a "B" (3.00) or higher in a 400- or 500-level course in an appropriate (approved) language. Any course in which all class meetings are conducted in the approved language will satisfy this requirement; courses conducted in English will not. The Department of English does not require its graduate students to write papers in the approved language. GER 550 German for Reading Knowledge, FRE 550 French for Reading Knowledge, SPA 550 Spanish for Reading Knowledge, and ITA 550 Italian for Reading Knowledge with a grade of B or better will also satisfy the requirement.
- Demonstrating comparable proficiency by taking a language examination, administered by the School of International Letters and Cultures, in a language approved by the student's supervisory committee. All students taking the Graduate Foreign Language Exam through SILC will be charged a $100 fee. The fee entitles students to one exam.*
- Linguistics students: Earning a "B" (3.00) or higher in both ENG 530 Old English and ENG 531 Old English Literature or their equivalent. Literature, English Ed, and Rhetoric students: Earning a "B" (3.00) or higher in ENG 530 Old English, or its equivalent, such as Old Norse.
- Holding a bachelor's degree in an approved foreign language.
- For languages which the School of International Letters and Cultures does not offer or does not offer above the 200 level, two years (4 semesters) of successfully completed college level coursework at least at the 100 and 200 level with a C or better would fulfill the requirement. The coursework must have been successfully completed no more than six years prior to admission to the degree program.
- For questions on alternate ways to fulfill the language requirement, contact enggrad@asu.edu

MFA, MA/PhD English Education, and the MAS programs do not have a language requirement.

*Students who fail the exam may petition Graduate College to retake the exam. The petition should include why the student failed, what the student will do to prepare for the next exam (i.e., new book, dictionary, tutoring, etc.), and why the exam is needed. Note: Only two petitions to retake the exam are allowed. Normally, the student should allow three months to study for the next exam. In order to be eligible for the second or third examination, the student must submit a petition electronically via their iPOS. The academic unit and Graduate College must approve this prior to the reexamination.

Details on the Language requirement for MA English (English Studies) and MTESOL Online can be found here: https://english.clas.asu.edu/student-life/graduate-experience/ma-english-online-handbook#language

Internships

English students engaged in an internship have opportunities to see the value of an English degree beyond the more typical fields of teaching and mentoring. Because practical work experience is a magnet for future employers, students who pursue internships during their degree programs are better prepared to enter the job market

after graduation. Some employment recruiters believe that undertaking an internship during college is the smartest step a student can take toward a first job.

Through internships, the Department of English hopes to:
- explore non-academic careers in the public and private sectors
- attract outstanding students to experiences that aid career exploration
- foster in students a sense of global citizenship
- engage students in community service
- acquaint employers with quality students from the Department of English
- engage alumni in creating opportunities for the next generation of students
- create relationships among Department of English students, alumni and the greater community

In addition to practical experience, students can earn academic course credit for their internship work.

Benefits to You:
- Enhance your resume
- Build your portfolio
- Network with professionals
- Increase your marketability
- Improve your communication skills
- Earn course credit
- "Test-drive" a career
- Prepare for your future

Enrollment Steps:
1. Consider your interests. In what field do you want to work?
2. Make an appointment with the Director of Internships Ruby Macksoud to discuss internship options and resources.
3. Enroll in either ENG 584/784 or LIN/APL 584/784 (requires an override from the Director of Internships)

Current TA Expectations

TAs/RAs must enroll for a minimum of six (6) non-audit graduate credits each fall and spring semester of their TA/RA appointment. TAs must maintain a 3.0 GPA during the course of the assistantship and may not accumulate more than 2 incompletes ("I" grades) at any given time. Falling below a 3.0 and/or accumulating more than 2 incompletes may result in cancellation of the TAship. Refer to the *TA/RA Handbook* for additional information.

If a TA/RA is unable to continue an appointment, he or she must inform the supervising faculty member in writing of the reasons for the action. Copies of the notice should be sent to the head of the academic unit (when applicable) and to the Vice Provost of Graduate College, as stated in the TA/RA Handbook. **TAs who resign from their positions will no longer receive benefits and may be required to pay tuition owed to the University.**

TA PROFESSIONALISM EXPECTATION: Since official ASU business is conducted via email, Teaching Assistants/Associates in the Department of English must maintain a working ASU email account, check it regularly, and reply as needed. TAs considering resigning from their positions mid-year, or applying for a Leave of Absence, must provide ample notice (two weeks) to department administration. With the exception of emergency situations, TAs will not resign from their posts in the middle of the semester. Failure to follow professional decorum will be noted in the student's progress

toward degree.

PERFORMANCE REVIEW is multi-tiered and occurs throughout the year. New TA Educators evaluate teaching performance of new composition TAs each semester, while continuing TAs are reviewed once per year. Additionally, per university policy, each course requires student evaluations which are administered online. Finally, per Graduate College policy, the Program Directors and the Director of Graduate Studies will evaluate students within each program annually to assess progress toward their degree.

REAPPOINTMENTS: TAships are awarded for one academic year and typically will be renewed, depending on satisfactory performance reviews, satisfactory progress toward degree, and departmental needs. **Length of eligibility is defined within degree programs: three years for MFA candidates and five years for doctoral candidates.** Those students who enter the program without TA support and gain it in later years will have a pro-rated schedule for eligibility. For example, a student receiving a TA-ship in the second year of his or her PhD program will be eligible for four years of TA support. Students entering without a Master's may be granted an additional year of eligibility. Such requests are made in writing to the Director of Graduate Studies by January 15. These requests are not automatically granted.

MA Non-Thesis Option — Applied Project

If students choose this option, they will register for Applied Project in the last semester of their studies. Students who choose this option will produce a project under the supervision of an Applied Project Director and present their work at the end of the semester to the public at an oral presentation in a conference format along with other students who have chosen this non-thesis option.

Students will choose an Applied Project Director to work with. One additional committee member is required on the plan of study (iPOS). Usually, the area program director acts a default second committee member unless the student wants a particular second committee member other than the area director.

There are several options for the project:

1. Research Paper
2. Curriculum Design
3. Professional Portfolio

A grade of B or better or a Y in ENG/LIN 593 is required to graduate. Other than applying for graduation, no further paperwork is required.

MA Thesis

A thesis, ENG/LIN 599 (a minimum of six hours), is required, culminating in an oral examination on the completed work. Students prepare the master's thesis under the supervision of the chair of the Master of Arts (M.A.) thesis committee.

The MA thesis examines a well-focused question or problem through an informed context that is critical, theoretical and/or historical. In choosing a thesis topic, defining its scope, and determining its method, students should be guided by the expectation of the Department of English that the length of the thesis will be between 35 and 60 pages, exclusive of endnotes and bibliography. The committee will judge the thesis by the standards appropriate to a fully finished piece of critical or scholarly work in

English. Expectations:
- Show your chapters to the chair of your committee chair and ask for suggestions for revisions. Make the revisions. Committee members will also want to suggest revisions and have input and do not want simply to "rubber stamp" their approval to a thesis. Make those revisions, checking often with the chair. Many chairs prefer to have the student complete the thesis to their satisfaction before sending it to committee members. Some chairs (and some committee members) prefer that committee members see it one chapter at a time.
- Finish thesis to the satisfaction of the chair and the committee.
- Agree with thesis committee chair and with committee members on time to hold the defense. Make sure you book a room with the main Department of English office before scheduling.
- Schedule oral defense in your MyASU with Graduate College and submit document for format approval at least 10 working days before the defense. Keep on top of Graduate College deadlines.

Capstone Seminar

MTESOL, MTESOL Online, and MA English (English Studies) programs require students to complete a capstone in the last semester of their studies. The capstone seminar is to guide students through a final project encompassing knowledge and skills obtained throughout the program. Flexibility in topic and format will be available depending on the student's academic and professional goals.

For the iPOS with capstone
MA English online: Choose Karen Adams as chair and Bradley Ryner as member.
MTESOL: Choose Aya Matsuda as chair and Mark James as member.

Master's in Passing

The Department of English may grant the master's in passing to PhD students not already holding a master's degree. Regularly admitted students in the doctoral program can be considered for the master's in passing when they have completed 30 or 33 hours of course work (depending on the program) judged to be equivalent to the MA distribution requirement and submit an acceptable portfolio that constitutes Part I of the doctoral examination process. The student's dissertation committee will be responsible for determining if all course requirements for the proposed degree have been met, as indicated in an MA plan of study, and if the portfolio requirement has been fulfilled.

PhD students who have met the above requirements and wish to be awarded the master's in passing should submit a Masters in Passing Request to Sheila Luna who will review it and then submit to Graduate College. The student will then do a plan of study (iPOS) for the master's degree and apply for graduation for the MA.

PhD Exams

The PhD examination process is slightly different for each area. Students should have an approved iPOS with a full committee listed before submitting the portfolio. The papers and bibliography must be formally submitted via email to the graduate program manager with the appropriate submission form.

The PhD examination process for Linguistics and Applied Linguistics, and Writing, Rhetorics and Literacies involves two portfolio papers, an oral or written examination

on a bibliography of a minimum of forty works central to the student's specialization, and a colloquy on the dissertation prospectus. One of the portfolio papers will have as its focus the student's primary area of specialization while the other paper will address a different area. The bibliography will be constructed by the student in consultation with the committee, and will accompany the portfolio papers for formal evaluation by the committee. Students should have an approved iPOS on file and a committee appointed before submitting the portfolio.

Part I – Portfolio/bibliography/Portfolio Statement of Intent form
Part II – Oral or Written Examination
Part III – Colloquy on the Dissertation Prospectus
Part IV – Defense of the Dissertation

The [PhD examination](#) process for English Education involves two portfolio papers, an oral examination on a bibliography of a minimum of forty works central to the student's specialization, and a colloquy on the dissertation prospectus. The bibliography will be constructed by the student in consultation with the committee, and will accompany the portfolio papers for formal evaluation by the committee. Students should have an approved iPOS on file and a committee appointed before submitting the portfolio.

Part I – Portfolio/bibliography/Portfolio Statement of Intent Form
Part II – Oral Examination
Part III – Colloquy on the Dissertation Prospectus
Part IV – Defense of the Dissertation

The PhD examination process for literature involves one essay in the area of specialization, an oral examination on a bibliography of 60-80 texts central to the student's primary field and particular specialization, and a colloquy on the dissertation prospectus. Students may petition to take a written exam in lieu of the oral exam. The bibliography will be constructed by the student in consultation with the committee, and will accompany the essay for formal evaluation by the committee.

Part I – Essay/bibliography/Essay Statement of Intent Form
Part II – Oral Examination (one month after essay submission)
Part III – Colloquy on the Dissertation Prospectus
Part IV – Defense of the Dissertation

Dissertation: 12 hours of ENG/LIN 799 are required on the plan of study.

Expectations:
- Show each of your dissertation chapters to the chair of your PhD supervisory committee and ask for suggestions for revisions. Make the revisions. Doctoral committee members will also want to suggest revisions and have input and do not want simply to "rubber stamp" their approval to a dissertation. Make those revisions, checking often with the director. Many chairs prefer to have the student complete the dissertation to their satisfaction before sending it to committee members. Some chairs (and some committee members) prefer that committee members
- See it one chapter at a time.
- Finish dissertation, to the satisfaction of the chair and the committee.
- Agree with chair of PhD supervisory committee and with committee members on time to hold the defense. Make sure you book a room with the main Department of English office before scheduling.
- Schedule oral defense in your MyASU with Graduate College and submit document for [format approval](#) at least 10 working days before the defense. Keep on top of [Graduate College deadlines](#).

For PhD candidates entering the academic job market, it is advisable to take any professionalization and job market class or workshops offered appropriate to your discipline. For those students not entering the academic job market, take Alt-Ac workshops offered through the Department and or Graduate College.

PhD Timeline

These procedural requirements apply to all Doctor of Philosophy (PhD) students in literature, English education, writing, rhetorics, and literacies, and linguistics and applied linguistics. This timeline is typical for someone who already has a Master of Arts in English and is a teaching assistant in our department. Others—for example, those who are not TAs—may proceed at a faster rate. You must get these items checked off and signed every year by the area program director or co-director or your PhD committee chair. Students must return the signed page to the Graduate Program Manager, keeping a copy for themselves and providing a copy to their chair if desired. **This PhD Progress Report timeline is due February 15 or registration for research/dissertation hours may be placed on hold for the fall semester.** Lack of progress to degree can be grounds for dismissal from the program. Also, lack of progress to degree can be grounds for loss of one's TAship. The graduate student is notified of lack of progress prior to steps toward dismissal. See the Satisfactory Academic Progress Policy in this Handbook. Note: students must maintain continuous enrollment in the PhD program.

Download the Timeline form

Current International Students

In order for international students to maintain good standing for their VISAs, they must take a minimum of **9 credit hours** per semester (i.e., 3 classes), 6 of which should be face-to-face classes.

Resources Available to International Students:

International Students and Scholars Center 480-727-4776, located on the first floor of the Student Services Building, issc@asu.edu

The International Student and Scholar Center provides a variety of services including orientation, immigration advising, referrals and programming. Their programming includes activities that assist international students in meeting people and adjusting to their new lives at ASU.

Global Launch: Global Launch is an intensive English as a second language program, which prepares students for academic work at the university level. Students may enter the appropriate level classes several times during the year. Fees are separate from ASU tuition 480-965-2376.

The Writing Center provides students with one on one and group tutoring in writing skills. The Writing Center is located in Noble Library, Room 280 or contact 480-965-4272.

The Polytechnic Writing Center and the West Writing Center offer international students a safe space to practice their English speaking skills in a small, interactive group. Sign up online or call 480-965-9072.

Tutoring Search

Graduate Writing Centers

ASU's Writing Centers, through University Academic Success Program, provide writing centers for ASU graduate students from all disciplines where you can:
- Get feedback on writing projects at any stage.
- Get help organizing a writing group.
- Attend workshops about writing.
- Receive coaching on navigating graduate school life.

The ASU Graduate Writing Centers currently serve students at five location:
1. Downtown Phoenix: University Center Building (UCENT), Room 101
2. Tempe: Noble Library, Room 280
3. Polytechnic: Academic Center Building, Room 160
4. West: Fletcher Library, LL2
5. Online: https://tutoring.asu.edu/student-services/online-writing-graduate-support

For more information or to schedule an appointment, please visit https://tutoring.asu.edu/graduate-academic-support or call (480) 965-9072.

Curriculum Requirements

PhD English (Literature)

The PhD program is a total of 84 hours. In general, a student with an appropriate master's degree must complete a minimum of 54 credit hours of approved graduate work, which includes 12 hours of dissertation.

Minimum Course Requirements: Students who enter with an appropriate MA degree must take a minimum of eight graduate courses at ASU. Students who enter without an MA must take a minimum of thirteen graduate courses at ASU. Independent Study courses, i.e., ENG 590 and ENG 790, may not be used to fulfill the minimum course requirements.

Approaches to Research (3): Students must take or have taken ENG 501 or its equivalent.

Theory (6): Appropriate courses for filling this requirement must be in the area of the history of criticism, literary theory, rhetorical theory, linguistic theory or cultural theory. Examples of courses which meet this requirement, if the specific topic is appropriate, include the following: ENG 502, 503, 504, 550, 551, 552, 554, 556, 602, 604, 651, LIN 510, 516, 517; however, an equivalent or more advanced course in linguistic, rhetorical or literary theory would also be acceptable.

Seminar (15): Students must take a minimum of five graduate seminars at the 600-level en route to the PhD At least three seminars must be taken in the doctoral program at ASU.

Interdisciplinary Option (9-12): Students wishing to take courses outside the department may count up to 12 hours of those courses toward the degree. Those courses may fulfill some of the foregoing requirements (e.g., critical theory). Students should consult with their supervisory committees when choosing electives.

Language: Students must demonstrate evidence of a competent knowledge of a natural language other than modern English

MA English (Literature)

To earn the Master of Arts degree in English with an emphasis in literature, a candidate must complete at least 30 hours of graduate courses (i.e., courses that carry 500-level credit).
Included in that number must be:
- Approaches to Research (ENG 501)
- A course in literary theory
- Two graduate seminars at the 600 level
- Six thesis hours (ENG 599) or three applied project hours (ENG 593)*

ENG 590 Reading and Conference will not ordinarily be used as a portion of the 30-hour M.A. in English, especially when it would duplicate study available through regularly scheduled courses.
Distribution Requirement: Each student is required to satisfy a nine-hour distribution requirement:
- A course in literature before 1660
- A course in literature 1660-1900
- A course in literature since 1900

Electives: Nine hours may be chosen from above areas, or from other graduate-level offerings.

*Note: Those doing a thesis must take 24 hours of coursework and 6 hours of thesis. Those doing an applied project must take 27 hours of coursework and 3 hours of an applied project.

PhD English (English Education)

The PhD consists of 84 hours of graduate work. A student with a master's degree must complete a minimum of 54 semester hours of approved graduate work, which includes 12 hours of dissertation. Required coursework for PhD (English Education) must include the following:
- Approaches to Research (3 hours): Students will complete ENG 501: Research Methods in English Education.
- Foundational Distribution (12 hours): Students must take 12 hours at the 500 level selected from a list of approved courses in education, English, linguistics, and applied linguistics.
- Advanced Studies Distribution (12 hours): Students must take 12 hours at the 600 level from a list of approved courses in education, English, indigenous studies, linguistics, and applied linguistics.
- Internships (9 hours): Students will complete three internships (ENG 784). Each internship will focus on either the supervision of secondary English language arts teachers, research in collaboration with her/his advisor in a secondary English language arts classroom setting, or assisting in the teaching of an under-graduate English education methods course (i.e. young adult literature, methods of teaching secondary writing, or teaching the interpretation of texts of various genres in the secondary English language arts classroom).
- Specialization: Students will complete at least two courses focused on their area of specialization, which will provide them with intensive background in their selected area of expertise in English education.
- PhD Examinations: The examination includes a portfolio, an oral or written exam, and a colloquy on the dissertation prospectus
- Dissertation: Students must include 12 hours of 799 on the doctoral plan of study. An oral defense of the dissertation is required.

MA English Education

To earn the Master of Arts degree in English Education, a candidate must complete at least 30 hours of graduate courses (i.e., courses that carry 500-level credit).

Fall Semester: ENG 501 Approaches to Research, ENG 506 Methods and Issues in Teaching Language; ENG 507 Methods and Issues in Teaching Composition.

Spring Semester: 2 cohorted elective courses (level 500 and above), ENG 590 Research, ENG 606 Advanced Studies in English Education.

Summer Semester (Session A): ENG 593 Applied Project; ENG 594 Central Arizona Writing Project

Summer Semester (Session B): ENG 540 Teaching Young Adult Literature

PhD English (Writing, Rhetorics, and Literacies)

The Doctor of Philosophy is a total of 84 hours. In general, a student with an appropriate master's degree must complete a minimum of 54 credit hours of approved graduate work, which includes 12 hours of dissertation.

Approaches to Research (3): Students are required to take ENG 501 Approaches to Research during their first semester in the program.

Concentration Coursework (9): Students are expected to complete the following courses within their first three semesters.
- ENG 551 Rhetorical Traditions
- ENG 552 Composition Studies
- ENG 556 Theories of Literacy

Focus Area (9): Students are encouraged to consult with their advisor or the WRL Program Director when selecting additional courses for their focus area as these courses provide the depth of training needed for dissertation research. Students should take at least two 600-level courses.

Research Methods (3): Students are expected to take at least one additional course in research methods (beyond ENG 501)

Electives (15)

Writing for Publication/Scholarly Writing (3): Students are encouraged to enroll in ENG 598 Topic: Writing for Publication/Scholarly Writing after they have completed both 15-18 credits of coursework at ASU and an acceptable draft paper.

Dissertation: Students must include 12 (and only 12) credit hours of ENG 799 on the doctoral plan of study.

Language: Students must demonstrate evidence of a competent knowledge of a natural language other than modern English.

MA English (Writing, Rhetorics, and Literacies)

To earn the M.A. in English with an emphasis in writing, rhetorics, and literacies, a candidate must complete at least 30 hours of graduate courses. Included in that number must be the following courses:

1. ENG 501 Approaches to Research
2. One course in rhetoric theory:
   - ENG 551 Rhetorical Traditions
   - ENG 554 Rhetorics of Race, Class, and Gender
   - ENG 556 Theories of Literacy
3. One course in composition theory:
   - ENG 552 Composition Studies
   - ENG 553 Technologies of Writing
4. Electives: at least two of the following courses at the 600 level:
   - ENG 651 Advanced Studies in the History and Theories of Rhetoric
   - ENG 652 Advanced Composition Studies
   - ENG 654 Advanced Studies in Rhetoric, Writing, Technology, and Culture
   - ENG 655 Disciplinary Discourses
   - ENG 656 Studies in Cross-Cultural Discourse
5. Thesis (6 credits) or Applied Project (3 credits) for non-thesis option.
6. Language Requirement

PhD Linguistics and Applied Linguistics

The Doctor of Philosophy is a total of 84 hours. In general, a student with an appropriate master's degree must complete a minimum of 54 credit hours of approved graduate work, which includes 12 hours of dissertation.

Required Core Courses for the Degree:
- LIN 511 Phonetics and Phonology
- LIN 514 Syntax
- LIN 515 American English or LIN 516 Pragmatics and Discourse Analysis
- APL 555 Disciplinary Discourses
- APL 601 Introduction to Applied Linguistics
- LIN 655 Disciplinary Discourses

Elective/Research Courses:
- LIN 501 Approaches to Research

Research Specialization (21 hours): Students choose a research specialization which can be formal linguistics, applied linguistics or a combination.

Dissertation: LIN or APL 799 Dissertation: Students must take 12 (and only 12) hours of dissertation on their doctoral plan of study.

Language: Students must demonstrate evidence of a competent knowledge of a natural language other than modern English.

Miscellaneous: Students have the option of taking APL/LIN 792 Research, on an individual basis, for the purpose of working independently in preparation for the doctoral examination. This is an alternative to be selected by the student with the approval of the advisor and supervisory committee. Satisfactory completion of APL/LIN 792 is indicated by the grade of "Y."

MA Linguistics and Applied Linguistics

The Master of Arts in Linguistics and Applied Linguistics consists of 30 semester hours of graduate courses. Two tracks are available in the program. The general linguistics track is designed to provide training in core areas of the field including phonetics, phonology, morphology and syntax, semantics, pragmatics, sociolinguistics, and discourse analysis. The applied linguistics track must include a linguistics core and additional training in applied linguistics drawn from different areas in the field, such as second language acquisition, TESOL, English language policy, World Englishes.

Required Core Class for both tracks (3 credit hours):
LIN 515 American English or LIN 516 Pragmatics and Discourse Analysis

Track I: General Linguistics

Required Courses (nine credit hours):
- LIN 511 Phonetics and Phonology
- LIN 514 Syntax
- LIN 501 Approaches to Research

Electives (12-15 credit hours):
- One 500-level linguistics course
- One 600-level linguistics course
- Two or three additional electives, depending on the student's choice of thesis or applied project.

Culminating Experience: Students may choose between a thesis or an applied project: LIN 599 Thesis (6) or LIN 593 Applied Project (3) for non-thesis option

Track II: Applied Linguistics: Second Language Acquisition

Required Courses (nine credit hours):
- LIN 511 Phonetics and Phonology or LIN 514 Syntax
- LIN 520 Second language Acquisition Theories or APL 601 Introduction to Applied Linguistics
- LIN 501 Approaches to Research

Electives (12-15 credit hours):
- One 500-level linguistics course
- One 600-level linguistics course
- Two or three additional electives, depending on the student's choice of thesis or applied project.

Culminating Experience: Students may choose between a thesis or an applied project: LIN 599 Thesis (6) or LIN 593 Applied Project (3) for non-thesis option

Language: Students must demonstrate evidence of a competent knowledge of a natural language other than modern English.

MA English (Comparative Literature)

At least 30 hours at the graduate level are required, with a minimum of 12 hours in a language other than English. In addition, special needs can be met with reading and conference (ENG 590).

Program Requirements (30 credit hours total):
- ENG 501 Approaches to Research (3 credits)
- One course in concept and methods (course in comparative literature, criticism, or translation) (3 credits)

- Four courses in a language other than English (12 credits)
- Electives (6-9 credits)*
- Culminating Experience: Thesis (6 credits) or Applied Project (3 credits)

*Depending on chosen culminating experience, Applied Project students take 9 electives and Thesis students take 6 electives.

Thesis (24 hours of coursework and 6 hours of Thesis ENG 599) OR **Non-thesis Option** (27 coursework and 3 hours of Applied Project ENG 593)

Master of Teaching English to Speakers of Other Languages (MTESOL)

Once admitted to the ASU MTESOL program, students need to complete a minimum of 30 hours of approved graduate-level course work which must include the following:
- LIN 501-Approaches to Research
- LIN 510-Linguistics
- LIN 520-Theories underlying the acquisition of English as a second language
- LIN 521-Methods of teaching English as a second language
- LIN 584 MTESOL practicum internship
- ENG 597-Graduate Capstone Seminar
- 3 credit hours of graduate credit in the Department of English (either LIN or ENG courses)
- 9 credit hours of graduate linguistics credit in any department (e.g., SHESC, education, English, international letters and cultures, speech and hearing science)

Language: Students must demonstrate evidence of a competent knowledge of a natural language other than modern English.

MAS in American Media and Popular Culture

The program requires students to complete 30 credits. This is a 2 year program. Students are advised to take no more than 2-3 courses fall and spring semester.

Core Courses: (9 Credits/3 Courses)
- FMS 502 Hollywood Film Historiography
- FMS 504 Film Analysis*
- FMS 520 Cultural History of US Television: Theory and Method

Elective Courses: (21 Credits/7 Courses)
Culminating Experience: (0 credits)
- Written Exam - Students must be registered for at least one graduate level credit the semester they are taking the exam. The recommendation is to take the exam in the last semester of the program when registered for other courses.

*Please note, this course cannot be substituted with MLS 504.

MA English (English Studies)

Specific information for the Master of Arts in English with an Online track in English Studies program can be found on the online handbook updated regularly. For questions, email englishgradadvising@asu.edu.

The program requires students to complete 30 credits:
- ENG 501 Approaches to Research (3 credit hours)
- One course in Linguistics (3): LIN 510, LIN 517
- One course in Literature (3): ENG 502, ENG 504, ENG 534, ENG 535, ENG 536,

ENG 539, ENG 560
- One course in Writing, Rhetorics, and Literacies (3): ENG 551, ENG 552, ENG 553, ENG 556
- One course in English Education (3): ENG 507, ENG 540, ENG 541
- Electives (12): 6 of these credits should be additional courses from those listed above and 6 of these credits can be taken outside of the department (MLS or a Foreign Language* are examples or they can be taken from other online courses in the department with an ENG, LIN or FMS prefix)
- **Culminating Experience:** ENG 597 Graduate Capstone Seminar (3)
- Language: Students must demonstrate evidence of a competent knowledge of a natural language other than modern English.

*MLS and Foreign Language (SPA/GER/FRE/ITA) courses are pre-approved electives, however, other courses (i.e. BLE, History, etc.) will need to be approved on a case-by-case basis by the Graduate Program Manager.

MTESOL (Online)

Once admitted to the ASU MTESOL Online program, students need to complete a minimum of 30 hours of approved graduate-level course work which must include the following:
- LIN 501 Approaches to Research
- LIN 510 Linguistics
- LIN 520 Theories underlying the acquisition of English as a second language
- LIN 521 Methods of teaching English as a second language
- LIN 584 MTESOL practicum internship
- ENG 597 Graduate Capstone Seminar
- 3 credit hours of online graduate credit in the Department of English (either LIN or ENG courses)
- 9 credit hours of online graduate credit in any department (e.g., SHESC, education, English, international letters and cultures, speech and hearing science)

Language: Students must demonstrate evidence of a competent knowledge of a natural language other than modern English.

Master of Fine Arts (MFA) in Creative Writing

For details on MFA procedures and timeline, contact the MFA Creative Writing Program Manager. This program is 48 credit hours.

Fiction:

Writing Courses (24 hours)
- Required (15 hours)
    - ENG 592 Research (Fiction) (6 hours)
    - ENG 593 Applied Project (Fiction) (3 hours)
    - ENG 594 Conference and Workshop (Fiction) (3 hours)
    - ENG 563 Forms of Fiction (3 hours)
- Electives (choose 9 hours)
Literature Courses (24 hours)
- Required (9 hours)
    - ENG 538 Studies in Modern and Contemporary American Literature (3 hours)
    - ENG 539 Studies in Modernist and Postmodern Literature and Theory

(fiction topics, 3 hours)
- o ENG 665 Creative Methods, Fiction (3 hours)
- Electives (choose 15 hours)

Poetry:

Writing Courses (24 hours)
- Required (15 hours)
  - o ENG 592 Research (Poetry) (6 hours)
  - o ENG 593 Applied Project (Poetry) (3 hours)
  - o ENG 594 Graduate Poetry Workshop (3 hours)
  - o ENG 562 Forms of Poetry (3 hours)
- Electives (choose 9 hours)

Literature Courses (24 hours)
- Required (9 hours)
  - o ENG 538 Studies in Modern and Contemporary American Literature (3 hours)
  - o ENG 539 Studies in Modernist and Postmodern Literature and Theory (poetry topics, 3 hours)
  - o ENG 665 Creative Methods, Poetry (3 hours)
- Electives (choose 15 hours)

Graduate Certificates

Graduate Certificate in Critical Theory: The certificate requires 15 credit hours and a portfolio.

- Core Requirement: ENG 502 Contemporary Critical Theories (offered every spring semester).
- Electives: Choose 4 courses for a total of 12 credit hours.
- Culminating Experience: Portfolio (check the webpage for instructions)

Graduate Certificate in Linguistics: The certificate requires 18 credit hours.

- Required Core:
  - o LIN 511 Phonology (3)
  - o LIN 514 Syntax (3)
  - o LIN 516 Pragmatics and Discourse Analysis (3)
- Electives (9): Three linguistics courses from English, SHESC, SILC, MLFTC, SHS

Graduate Certificate in Computer-Assisted Language Learning (in conjunction with the School of International Letters and Cultures)
Graduate Certificate in Digital Humanities (in conjunction with the School of Historical, Philosophical, and Religious Studies)
Graduate Certificate in Literary Translation Studies (in conjunction with School of International Letters and Cultures)

Note to current students: According to Graduate College policy, "No more than 40% of coursework towards the requirements of a graduate certificate can be completed prior to admission to the certificate program." This means that a student who is in a master's program cannot get towards the end of their program and request to use their credits earned to get a certificate too. However, if a student starts a certificate and a degree at the same time, they could finish both in 30 hours.

FAQs – Current Graduate Students

Satisfactory Academic Progress Policy

Academic excellence is expected of students doing graduate work. Failure to adhere to the policies below may result in academic probation or a recommendation to the Graduate College for withdrawal from the degree program.

The Department of English requires master's candidates to complete degrees within three years of admission and doctoral candidates to complete their degrees within seven years of admission.

The following policies pertain to doctoral and master's programs:

Minimum GPA: All English graduate students must maintain a minimum 3.00 grade point average (GPA) every semester to maintain satisfactory academic progress. In order to graduate, the minimum 3.00 GPA must be maintained on all GPA's calculated for the following: Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA. **Students on academic probation must maintain a 3.0 GPA or higher for the grades in each of their next two semesters.**

1. The iPOS GPA is calculated on all courses that appear on the student's approved iPOS (with the exception of LAW and Transfer credits)
2. The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor's/master's program.
3. Cumulative ASU GPA represents all courses completed at ASU during the graduate career.
4. Courses with grades of "D" (1.00) and "E" (0.00) cannot appear on the iPOS but will be included when calculating the Graduate GPA.
5. Courses with an Incomplete "I" grade cannot appear on the iPOS.

Incomplete Grades: Incompletes are given at the discretion of the instructor of a course and should not be expected. Students granted an incomplete should complete a contract with the instructor outlining the work required and the timeline for completion. The timeline cannot exceed one calendar year. Once coursework has been fulfilled, a grade will be assigned. If the student does not complete coursework within the period stipulated by the instructor, the student may receive an unsatisfactory or failing grade for the course. In the case that the professor gives the student the full calendar year within which to complete the course, and the course is not complete within that time, the incomplete will become permanent and the student will have to re-take the course if it is a required course. The Department of English permits no more than three incompletes on a student's transcript at any time.

Grades

The final passing grade for Research (ENG/LIN 592, 792), Thesis (ENG/LIN 599), and Dissertation (ENG/LIN 799) is a Y. Continuing registration (ENG/LIN 595, 795) remains a Z.

Students doing Applied Project (ENG/LIN/FMS 593) or Capstone (ENG 597) must earn a B or better to graduate.

Internal Process for Complaints and Concerns

Grades: Complaints about separate assignments are to be discussed with the class instructor, not with the department. Complaints about the final grade should be discussed with the instructor in at least one conference soon after the next term begins if not sooner. If the conference on the final grade does not resolve the problem in a valid, reasonable manner, the students should contact the Department of English chair and/or Associate Chair who will form a committee to overhear the complaint. Further details can be found under ASU Policies and Procedures for Appeal. http://catalog.asu.edu/appeal

Non-Grade Issues: If a student has a concern, problem, or complaint that does not fit within the duties or abilities of the student's advisor, dissertation or thesis chair, or applied project director, they should seek council of the Graduate Program Manager or Director of Graduate Studies. The Program Manager and Director are often able to work toward a positive resolution of problems and can provide university wide resources in order to do so. The Dean of Student's office can be an additional resource where concern, problem, or complaints are not of a departmental nature—such as mental or physical health, financial aid, and items related to the ASU student code of conduct. [Link https://eoss.asu.edu/dos]

Performance and Annual Review

To ensure that students complete their degrees in a timely manner, get the most out of their experience at ASU, and meet requirements of the degree and department, the Graduate Committee will review student progress annually. Students who are not making satisfactory progress may be dismissed from the program, according to university regulations.

Annual Review

For PhD students, these reviews will take place after receiving yearly PhD Progress Report Timelines. This is to ensure students are making progress in the program. Students will receive an email indicating if they are making satisfactory progress towards their degree. If there is an issue, they will receive an email on what needs to be improved upon for continued success in the program. Lack of progress to degree can be grounds for dismissal from the program. Also, lack of progress to degree can be grounds for loss of one's TAship. The graduate student is notified of lack of progress prior to steps toward dismissal.

MA students will be notified through email ONLY if there is an issue with unsatisfactory progress in their program (e.g. low GPA).

Students who are being recommended for dismissal from the program due to unsatisfactory progress will receive a letter in the mail as well as email and will have the opportunity to appeal.

Graduation Extensions: Students who have exceeded their time to degree according to Graduate College deadlines (i.e., master's students must graduate within six years; PhD students within ten years) must file a petition for extension of graduation. This petition must include a detailed justification: Why the petition is needed, what happened to cause delay, when does the student intend to graduate. A detailed timeline on progress toward defense such as: chapter 1 is due on ___, chapter 2 is due on ___. Include student statement: "I understand that there will be no further

extensions petitioned, failure to meet agreed upon deadline will result in dismissal from the program." Petition to Graduate College for extending graduation can be found here. Contact the Graduate Program Manager on how to file a petition.

Types of Withdrawals

Students may drop or withdraw from a class up until the appropriate deadline: https://students.asu.edu/drop-add

A student can withdraw from the session called a "complete session withdrawal". This will withdraw the student from the university. It will not count towards continuous enrollment if a student wants to resume their studies. The student would need to reapply to the program, and any courses taken prior to this semester will be "preadmission."

A student can do a medical/compassionate withdrawal if they qualify. They would need to have documentation. This type of withdrawal will not affect continuous enrollment. The CLAS medical/compassionate withdrawal site can be used as a great resource for step-by-step instructions: https://clas.asu.edu/resources/medical-withdrawal.

Students have the option of petitioning for leave – or a "maintain continuous enrollment" request. This is a simple form, and does not affect continuous enrollment. The student will be able to take up to two semesters off during the whole program. They will be able to register for classes again upon their return. The student will lose student privileges (library, email, access to faculty, etc). This action is usually taken the semester BEFORE the student wants to take the leave.

Voluntary Withdrawal from a Graduate Degree Program: This form must be completed if a student wishes to entirely withdraw from a graduate program (i.e., not just for a limited time).

Other than dropping/withdrawing from a class, students should make the program manager aware of plans to withdraw.

Application for Graduation

Students should apply for graduation during the semester of planned graduation and no later than the date specified in the most current version of the Graduate College's Graduation Deadlines and Procedures. **Students are responsible for knowing the University deadlines**. The Graduate Application for Graduation is through MyASU. Additional instructions on applying for graduation are online.

Tuition and Fees

Students can find information on tuition and fees online. A Tuition Calculator and schedule are both available for students' use.

Financial Support

The Department of English grants fellowships/scholarships and teaching assistantships on a competitive basis. For information on how to apply for an assistantship, visit the website. A 50 percent teaching assistantship (20 hours/week) comes with full waiver of tuition, health insurance, and a stipend. Admittance into and continuation within the program is not a guarantee of this funding. Teaching assistantships are reserved

for PhD and MFA students only. MA and MTESOL students are not funded.

Continuing students may apply for internal and external awards, scholarships, travel grants and dissertation fellowships. The Department of English will send emails to students about Scholarships and Travel Grant opportunities, including Graduate College Travel Awards when they become available. Students should keep an eye on their email for announcements and deadlines.

There are also GPSA Travel Grant opportunities to keep an eye on:

1. *Individual Travel Grant Program*
2. *Group Travel Grant Program*
3. *Interview Travel Grant Program*
4. *Internship Travel Grant Program*

Students should also visit the Graduate College's website, the Department of English Graduate Community blackboard site, and other links for student funding resources:

- **Graduate Education at ASU**
- **Federal Student Aid (Student Loans)**
- **Working at ASU**
- **Financial Aid Resources**
- **Financial Aid for International Students**
- **https://students.asu.edu/scholarships**

Student Well-Being

Our students' health and well-being are our top priority. Please don't hesitate to contact us with questions and concerns. There are also multiple services offered by ASU to help students:

- Counseling Services https://eoss.asu.edu/counseling
- Health Services https://eoss.asu.edu/health
- Disability Resource Center https://eoss.asu.edu/drc/

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. For more information, visit https://www.asu.edu/titleIX/

Veterans should visit the Pat Tillman Veterans Center website for more information on benefits and services: https://veterans.asu.edu

Faculty

A list of Department of English faculty can be found online. A list of graduate faculty can be found on the Graduate College website.

Facilities

ASU has a large and diverse graduate student body. More than 13,000 students from 140 countries choose ASU to pursue their graduate degrees. The university has excellent library and laboratory facilities, as well as outstanding computing

infrastructure, all of which foster a stimulating and supportive environment for graduate education and research.

The Department of English is located in the [Ross-Blakley Hall (RBH)](#) building. Of particular interest to graduate students is the **Graduate Student Lounge** (RBH 164), it's the perfect place to meet for group projects—or to just relax and meet your fellow graduate students.

Computing Resources for Graduate Students

Graduate students have access to the Media Learning Lab in RBH 115 with ISAAC access. Students requiring ISAAC access should use [this form](#) to add access via their sun card. There is also a computing pod in the common area around the TA neighborhoods on the first floor of RBH. For more information about the technological features in Ross-Blakley Hall, see https://english.clas.asu.edu/rbh-tech

Contact [Bruce Matsunaga](#) for questions. Information on printing can be found [here](#).

For email and Blackboard help, contact UTO http://uto.asu.edu/

Reserving Rooms

Graduate students may reserve rooms for events or presentations. Reservation requests should be made to Sarah Saucedo in the main office on the 1st floor (RBH 170).

Rooms available for reservations:

RBH 103 (12-16 people): committee meetings, defenses, exams, reading groups

RBH 117 (30-80 people depending on setup): workshops, guest speakers, job talks, events/screenings

RBH 115 (32-40 people): mediated seminar room for events that require computers

RBH 205C (7-10 people): mediated enclave for committee meetings, defenses, exams

RBH 324 (20-25 people): department reading room for defenses and reading groups

University Contacts

	Area Code (480)
ASU Switchboard	965-9011
Bookstore	965-3191
Campus Health Services	965-3349
Career Services	965-2350
ASU Counseling Services	965-6146
Disability Resource Center (DRC)	965-1234
Office of Graduate College – Admissions	965-6113
Graduate and Professional Student Association	727-9870
Graduation Office (Registrar)	965-3256
International Student Office	965-7451
Meal Plans	965-3463
Parking and Transit Services	965-6124
Public Events (Gammage)	965-5062
Records (Academic)	965-3124
Residency	965-7712
Residential Life	965-3515
Scholarship Office	965-4845
Student Accounts	965-6301
Student Employment	965-5186
Student Financial Assistance	965-3355
Student Recreation Complex	965-8900
Sun Card Office	965-2273
Sun Devil Ticket Office	727-0000
Testing Services, University	965-9291
University Technology Office	965-6500
ASU Veterans Resources	965-7723