



# PhD in Linguistics and Applied Linguistics

## Graduate Student Handbook 2024-2025

**Department of English  
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## 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 transferable into any endeavor. Earning a graduate English degree from ASU will serve you in any art form, any discipline, and any profession.

Graduate students in the Department of English frequently present at national, international and local conferences and have received many prestigious awards. Approximately 600 graduate students are enrolled each semester. The program awards excellence by offering outstanding financial packages, including travel funds for professional development and teaching assistantships on a competitive basis. 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 and Scholars](#) and [Knowledge Mobilization](#), prepare graduate students for successful careers within and beyond academia. In addition, there are several internship opportunities for English graduate students as well as study abroad opportunities.

## Purpose of the Handbook and Student Responsibility

Each Graduate Handbook provides necessary information for students in one of the Department of English's graduate degree programs. It includes outlines of specific degree requirements and resources for helping students to have the most beneficial experience as they work toward fulfilling these requirements. It also provides information on policies and procedures established by Arizona State University, the Graduate College, The College of Liberal Arts and Sciences, and the Department of English. Key resources for policies beyond the Department of English are the [ASU Graduate College](#) website, the [ASU Academic Catalog](#), and the [Graduate College Policy Manual](#).

**It is the responsibility of each student to be familiar with and abide by all pertinent policies and regulations.** This handbook will help students fulfill that obligation and also prepare them to thrive in their chosen degree program. The handbook is updated annually, and past handbooks are archived on the [Graduate Handbook website](#).

If students have questions about any of the information covered in this handbook – or about any aspect of their graduate student experience – they are encouraged to contact their [graduate advisor](#).

Additionally, time-sensitive information about deadlines, scholarships, jobs, workshops, and events will be sent to current students via an email. All ASU students are required to have an active ASU email. Students may forward their ASU email to another preferred account. **It is important to check your ASU email, at a minimum, twice per week so that you do not miss important notices.** Arizona State University and the Department of English conduct their business via ASU email only. Graduate students will be added to an email distribution list upon admission. Graduate students not receiving emails should contact [enggrad@asu.edu](mailto:enggrad@asu.edu) to ensure that they are on the email list. Additionally, students should check their MyASU account regularly.

## **ASU Charter**

ASU is a comprehensive public research university, measured not by whom it excludes, but by whom it includes and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.

ASU is guided by [nine design aspirations](#):

1. Leverage Our Place
2. Enable Student Success
3. Transform Society
4. Fuse Intellectual Disciplines
5. Value Entrepreneurship
6. Be Socially Embedded
7. Conduct Use-Inspired Research
8. Engage Globally
9. Practice Principled Innovation

## **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 negative experiences and 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 acceptable 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. Likewise, if you feel that you are not being properly treated, you should report your concern to your Graduate Advisor or to a departmental administrator, such as the Director of Graduate Studies.

## **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 advisor to seek clarification. Students may also check the Office of the University Provost [Academic Integrity](#), Dean of Students [Student Code of Conduct](#) and The College [Discussing Policy Violations](#).** 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 Canvas 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. 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 any behaviors that interfere 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 and how to report it is available at <https://sexualviolenceprevention.asu.edu/>

## **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 offers a [LiveSafe Mobile app](#) that includes a variety of safety features and benefits. For additional safety resources and contacts, such as Counseling Services, Police and Safety Escort Services, visit the [Safety Resources](#) website.

## **Overview of the PhD in Linguistics and Applied Linguistics**

The PhD program in linguistics and applied linguistics focuses on the scientific study of human language and the application of that study to the human condition. Students in this program select a research specialization in formal linguistics, applied linguistics or some combination within these fields of study.

The curriculum provides professional training in linguistics and applied linguistics with focused research in several linguistic subfields, including discourse analysis, Indigenous American linguistics, language contact and change, language planning, language revitalization, critical studies, phonetics, phonology, pragmatics, second language acquisition, second language teaching and learning, semantics, sociolinguistics, syntax, teaching English to speakers of other languages, World Englishes, and computer-assisted language learning.

## **Application Process and Admission Requirements**

### ***Who Should Apply?***

The Department of English encourages applications from individuals with a range of educational backgrounds and experiences. Skills in linguistics, language teaching, language learning, communication, psychology, and culture studies are particularly useful to students in the PhD Linguistics and Applied Linguistics program, and graduates with Bachelor's and/or Master's degrees in fields such as linguistics, applied linguistics, second/foreign language studies, anthropology, culture studies, bilingualism studies, psychology, speech and hearing sciences, translation, and sociology might be particularly well-qualified to apply.

If you have questions about how your interests and qualifications might align with the program, please contact the PhD Linguistics and Applied Linguistics program's academic advisor.

### ***Application Deadlines***

The application deadline is January 1 for the following fall.

## ***Admission Requirements***

Applicants must fulfill the requirements of both the Graduate College and The College of Liberal Arts and Sciences.

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree from a regionally accredited institution.

Applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in the last 60 hours of their first bachelor's degree program, or a minimum cumulative GPA of 3.50 (scale is 4.00 = "A") in an applicable master's degree program.

All applicants must submit:

- graduate admission application and application fee
- official transcripts
- statement of purpose
- resume or curriculum vitae
- three letters of recommendation
- academic writing sample relevant to the field
- proof of English proficiency

## **Additional Application Information**

An applicant whose native language is not English (regardless of current residency) and has not graduated from an institution of higher learning in the United States must provide proof of English proficiency. Applications will not be processed without valid proof of English proficiency. More information about English proficiency requirements can be found on the [school website](#). Please note that official scores must be sent to ASU in order for the application to be processed.

The well-considered one- to two-page statement of purpose should explain the applicant's scholarly background and training, career goals, proposed research specialization, any secondary field of interest and why the applicant wishes to pursue a PhD in linguistics and applied linguistics at Arizona State University. Applicants applying for funding must also submit a statement of teaching philosophy.

## ***Teaching Assistantships***

Applicants to the Linguistics and Applied Linguistics PhD program may apply for [Teaching Assistantships](#). Teaching Assistants (TAs) receive a stipend and teach three classes per year. The TAsip application can be submitted simultaneously with the application for admission to the program. Applicants must submit a statement of teaching philosophy. TAsips are awarded on a competitive basis, and admission to the program does not guarantee a TAsip. **Application Deadline: January 1st.**

## ***Graderships***

A limited number of Gradership positions are available to motivated students who are not funded as Teaching or Research Assistants. Graders are assigned to a class for up to 20 hours per week to grade a variety of assignments, ranging from quizzes or exams to short informal writing or longer formal writing



assignments. Most assignments are to online classes in the Fall and Spring semesters, though some in-person and summer opportunities are also available. There is a possibility to renew the Gradership each year that the Grader remains enrolled in the program. For more information, including the current hourly wage and application process, visit the [Gradership](#) webpage.

### ***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. [International Teaching Assistants](#) must also meet specific requirements to serve as TAs.

### ***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 with the program director or faculty advisor's approval. Pre-admission credits must meet the following requirements:

- taken at an accredited college or university
- graduate-level
- must have obtained a grade of "B" or better (or the equivalent) in the course(s)
- completed within three years of being admitted to this graduate program
- cannot have been applied to another degree

**Taking 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 \(iPOS\).](#)**

In order to apply these to the plan of study, ASU must have official transcripts from the accredited transfer institution.

The Graduate College is the final approvers of transfer courses on the iPOS. They have extensive rules regarding pre-admission credits. For complete details, consult the [Graduate College Policy Manual](#).

### ***Deferring Your Start Date***

Graduate students in their first semester who need to defer their start date to a future semester may request to do so through the Request a Change link found on their MyASU. The deadline to defer for immersion students is the drop/add deadline for session C and the deadline to defer for online students is the drop/add deadline for session B. Please discuss with your [advisor](#) before requesting a deferral.

## Curriculum Requirements

### ***PhD in Linguistics and Applied Linguistics***

84 credit hours, a written comprehensive exam, an oral comprehensive exam, a foreign language exam, a prospectus and a dissertation.

#### **Required Core (18 credit hours)**

APL 555 Disciplinary Discourses (3)

APL 601 Introduction to Applied Linguistics (3)

LIN 511 Phonetics and Phonology (3)

LIN 514 Syntax (3)

LIN 515 American English (3) or LIN 516 Pragmatics and Discourse Analysis (3)

LIN 655 Advanced Disciplinary Discourses in Linguistics and Applied Linguistics (3)

#### **Electives and Research (33 credit hours)**

LIN 501 Approaches to Research (3)

#### **Specialization (21 credit hours)**

Seven approved courses to provide intensive background in a selected area of expertise in formal linguistics, applied linguistics or a combination, such as phonology, formal syntax and semantics, historical linguistics, sociolinguistics, discourse analysis and pragmatics, SLA theory and pedagogy, ESOL, second language writing, bilingualism, language policy, and issues in educational research. Specialization coursework may include approved classes from units other than English.

#### **Culminating Experience (12 credit hours)**

LIN 799 or APL 799 Dissertation (12)

#### **Additional Curriculum Information**

When approved by the student's supervisory committee and the Graduate College, this program allows 30 credit hours from a previously awarded master's degree to be used for this degree. If students do not have a previously awarded master's degree, then 30 credit hours is made up of additional electives and research coursework which must include LIN 510, if they have not previously taken it or its equivalent.

### ***Language Requirement***

Students in PhD Linguistics and Applied Linguistics must demonstrate reading level proficiency in a natural language other than modern English. Per [Graduate College policy](#), students required to fulfill a language requirement must do so before they are eligible to take PhD examinations, including submission of the Portfolio.

The language requirement may be met by:

- The School of International Letters and Cultures offers online courses (iCourse for in-person students and oCourse for fully online students) in 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 that can satisfy the requirement with a grade of B or better and count as elective credit in the program.
- Demonstrating comparable proficiency by taking a translation language exam. All students taking the Graduate Foreign Language Exam through the School

- of International Letters and Cultures will be charged a \$100 fee. For more information about the exam, see the [webpage](#).
- Earning a "B" (3.00) or higher in both ENG 530 Old English and ENG 531 Old English Literature or their equivalent, such as Old Norse. Note: these courses are currently not available online.
  - 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 class must have been completed within six years of the semester for which the student has been admitted to the program.
  - Holding a bachelor's degree in an approved foreign language.
  - Having fulfilled a foreign language requirement towards a previously awarded master's degree that has been completed within six years of the semester for which the student has been admitted to the program.
  - 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](mailto:enggrad@asu.edu)

U.S students who are bilingual must still demonstrate a reading knowledge in the second language. To waive the language requirement, documentation or proof in the form of a certificate, a class or indication of bilingual work in a job will be required.

International students whose native language is not English will have this requirement waived once the Plan of Study (iPOS) has been approved with a full committee.

Please note: Students should fulfill their language requirement early in the program so it does not delay graduation.

\*Students who fail the exam may petition the 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.

## ***Exams***

### **Written Comprehensive Exam**

Students in the PhD Linguistics and Applied Linguistics program are required to submit a portfolio of revised work, which constitutes the written comprehensive exam. The portfolio consists of two papers, one in the student's primary area of specialization and another in a different area.

The portfolio should demonstrate that the student is able to produce scholarly

work at a level expected by the profession and consistent with the degree program. In both length and in level of scholarship, the papers should be modeled after articles published in relevant scholarly journals in the field. Essays may be revised versions of work submitted in courses, but students should not assume that a term paper favorably evaluated in a course will meet the scholarly standard required of a successful portfolio essay.

**Committee Chair:** Students will work under the direction of a faculty member with research interests similar to the student who agrees to serve as the chair of the supervisory committee that will evaluate the written examination. Students preparing their portfolio are expected to work closely with the committee chair as the primary source of advice in the preparation of the papers.

**Supervisory Committee:** The supervisory committee, who will evaluate the written comprehensive exam, consists of at least three members (including the committee chair) on the graduate faculty. Only tenured or tenure-track faculty members can serve on the committee. Petitioning to have committee members from outside the department's graduate faculty will be handled by the department chair in consultation with the director of graduate studies. The Plan of Study (iPOS) is the student's official notification to the Graduate College of the committee membership. Students should have an approved iPOS on file and a committee appointed before submitting the portfolio.

**Process:** Before taking the written comprehensive exam, students must have essentially completed the coursework on an approved iPOS and must have satisfied the foreign language requirement. Students will submit the portfolio material and a [Statement of Intent form](#) no later than October 31 for the fall semester and March 31 for the spring semester. The committee will take approximately one month to evaluate the portfolio. A summary of the committee's evaluation, provided by the chair of the committee, will be made available to the student who should feel free to consult with the chair and members of the committee for clarification. If revisions are required, they must be submitted to the committee by the date determined by the committee chair, which can be no later than the end of the following semester. Students whose portfolios are judged to be unacceptable will not be allowed to continue in the program.

**Evaluation Criteria:** The committee will consider the following questions. Is the student's method of approaching the material clear and appropriate? Are the arguments sound and is the analysis convincing? Is the essay well organized? Is the student aware of the current literature in the field? How well does the essay relate to this literature? Are the mechanics and style of writing satisfactory? Based on these questions, the committee will judge the portfolio to be (a) acceptable, (b) acceptable with minor revisions, (c) acceptable with major revisions, (d) unacceptable. The committee has the option of awarding an extraordinary portfolio a "Pass with Distinction."

### **Oral Comprehensive Exam**

After passing the written comprehensive exam, students in the PhD Linguistics and

Applied Linguistics are required to take an oral comprehensive exam on a bibliography of 40-80 texts central to the student's primary field and particular specialization selected by the student in consultation with the student's supervisory committee chair.

The purpose of the oral comprehensive exam is to assess a student's academic preparation and readiness to advance to the next stages of their doctoral studies. Candidates are expected to show they have appropriate and readily accessible knowledge of representative primary and secondary works in their area(s) of specialization.

The oral examination will be conducted by the student's supervisory committee and will last approximately one and a half hours. Students will be given questions (approximately two from each committee member) ranging from specific interpretations of texts on the bibliography to broader questions that explore general concepts and issues raised by the texts.

Students will not be allowed to bring in notes but will be provided with a pad of paper and a pencil if they should want to jot down ideas during the examination. Students will be provided the questions in both oral and visual form at the exam.

Before questioning begins, students will make a brief presentation (c. 10 minutes) explaining the rationale behind their bibliography. Members of the committee will take turns asking questions and may ask follow-up questions.

**Committee Chair:** Students will work under the direction of a faculty member with research interests similar to the student who agrees to serve as the chair of the supervisory committee that will evaluate the oral comprehensive exam. Most often the committee chair will have served as the chair or a member of the committee that evaluated the student's written comprehensive exam, though as a student's research develops they may find that a different faculty member is best suited to supervising the oral comprehensive exam. Students are expected to work closely with the committee chair in selecting the 40-80 texts of the bibliography and to secure the committee chair's approval before submitting the final bibliography.

**Supervisory Committee:** The supervisory committee, who will evaluate the oral comprehensive exam, consists of at least three members (including the committee chair) on the graduate faculty. Only tenured or tenure-track faculty members can serve on the committee. Petitioning to have committee members from outside the department's graduate faculty will be handled by the department chair in consultation with the director of graduate studies. The Plan of Study (iPOS) is the student's official notification to the Graduate College of the committee membership. Students should have an approved iPOS on file and a committee appointed before scheduling the oral comprehensive exam.

**Process:** Before taking the oral comprehensive exam, students must pass the written comprehensive exam. Students will work with the chair of the supervisory committee to compile the bibliography of 40-80 texts. Once the chair has approved

the bibliography and all committee members have agreed to an exam date and time, the student will submit a copy of the bibliography to the English Graduate Studies Program Manager and request that a room be scheduled. Before the scheduled date of the exam, the student will reserve a digital recorder from the main department office (RBHL 170) and download the [Doctoral Oral Examination form](#). On examination day, the student will bring the digital recorder and the form to the exam and record audio from the beginning of the exam to the point at which the last question is answered. At the end of the examination, the committee will deliberate privately, mark the exam results on the form, and then call the student back into the room to hear the results. After the exam, the committee chair will return the signed form and recording to the English Graduate Studies Program Manager. The recording will be kept in the student's file, accessible to the committee and the student, until graduation.

Students who fail the exam may retake it once. Students are expected to retake the exam no later than the end of the following semester.

Students may petition the Director of Graduate Studies to substitute a written exam for the oral exam. The petition must include a one-page justification along with a letter of support from the chair of the student's supervisory committee. If the petition is approved, a four-hour written exam in the student's area of specialization will be scheduled by mutual agreement between the student, the chair of the committee, and the other committee members. The form and number of questions will be identical to the oral modality. Committee members will review the exam independently within 24 hours of receipt and return their evaluations to the committee chair, who will inform the student of the results. Each committee member will sign the doctoral oral examination form and the committee chair will submit it to the English Graduate Studies Program Manager.

**Evaluation Criteria:** Exams will be evaluated based on how successfully the student:

- identifies key topics (e.g., issues, concerns, debates, developments, commitments)
- accurately summarizes texts and studies
- recounts the historical development (past and present) of relevant topics
- evaluates and synthesizes the scholarly conversations and existing research to identify gaps, implications, and/or potential areas of further inquiry
- defines and clearly describes selected theories and/or concepts
- evaluates and explains the affordances, limitations, and applications of theories and/or concepts
- explains the key characteristics of one or more selected research methods or approaches (including specific tools or instruments, where applicable)
- identifies the values and assumptions underlying method(s) or approach(es)
- evaluates and explains the affordances and limitations of method(s) or approach(es)
- describe a clear rationale for applying the method(s) or approach(es) in

their own research

Based on the above, each committee member will assign a score on the following scale: 3 = high pass, 2 = pass, 1 = low pass, 0 = fail. An average of the scores, rounded up to the nearest whole number at .5 or higher, will determine the result.

**Exam Retakes:** Students who fail the written or oral exam may retake it once. Depending on the circumstances and reasons for failure, students are expected to retake the exam no later than the end of the following semester.

### **Prospectus Defense**

Before advancing to candidacy, PhD students are required to write and defend a dissertation prospectus. A dissertation prospectus is a document (around 15 to 25 double-spaced pages long, including a bibliography) that provides an overview of the research that a student plans to do for the dissertation. It should identify the topic that the student plans to write on and a research question, or research questions, that will guide this work. It may include a provisional argument that the student thinks might emerge from their research, but it is not required to. The prospectus should demonstrate that the student is aware of scholarship in the field pertinent to the topic and has a methodology and workplan suitable for undertaking research on this topic. Prospectuses often include provisional chapter outlines, suggesting how the student might approach various aspects of the research question. Students can find examples of past prospectuses on this [webpage](#).

**Committee Chair:** Students will work under the direction of a faculty member with research interests similar to the student who agrees to serve as the chair of the supervisory committee that will evaluate the prospectus defense. Most often the committee chair will have served as the chair or a member of the committee that evaluated the student's previous graduate exams, though as a student's research develops they may find that a different faculty member is best suited to supervising the student's dissertation work. Students are expected to work closely with the committee chair to determine a research question and methodology and draft the prospectus.

**Supervisory Committee:** The supervisory committee, who will evaluate the prospectus defense, consists of at least three members (including the committee chair) on the graduate faculty. Only tenured or tenure-track faculty members can serve on the committee. Petitioning to have committee members from outside the department's graduate faculty will be handled by the department chair in consultation with the director of graduate studies. The Plan of Study (iPOS) is the student's official notification to the Graduate College of the committee membership. Students should have an approved iPOS on file and a committee appointed before scheduling the prospectus defense.

**Process:** Before defending the prospectus, students must pass the written comprehensive exam and any other required doctoral exams. In consultation with the chair of the supervisory committee, the student will draft a prospectus. Once the chair and all committee members have agreed to a defense date and time, the student will submit a copy of the prospectus to the English Graduate Studies Program Manager and request that a room be scheduled. Before the scheduled defense, the student will download the Report of Doctoral Prospectus form and bring it to the defense. At the defense, the student will provide a



concise oral summary of the prospectus and answer any questions that the supervisory committee has about it. At the end of the defense, the committee will deliberate privately, mark the defense results on the form, and then call the student back into the room to hear the results. After the exam, the committee chair will return the signed form to the English Graduate Studies Program Manager. Once a form indicating that the student has passed the defense has been processed, the student will advance to candidacy.

**Evaluation Criteria:** Each committee member will vote “pass” or “fail” for the defense based solely on whether the prospectus and the student’s answers during the defense indicate that the student is prepared to begin intensive research on the proposed topic. Majority vote of the supervisory committee, verified by the Chair of the Department of English, will determine whether the student passes or fails.

### ***Culminating Experience***

The culminating experience of the PhD Linguistics and Applied Linguistics program is the dissertation.

### **Dissertation**

Students in the PhD in Linguistics and Applied Linguistics program are required to write a dissertation based on original and independent research/creative activity. A dissertation is a document, usually around 200 double-space pages in length (plus a bibliography), that addresses a well-focused research question or problem. The completed dissertation is defended in an oral examination.

**Dissertation Director:** Students will work under the direction of a faculty member with research interests similar to the student who agrees to serve as the dissertation committee chair, otherwise known as the dissertation director. The dissertation director must be a tenured faculty member. Most often the dissertation director will have served as the chair or a member of the student’s previous doctoral examinations, though as a student’s research develops they may find that a different faculty member is best suited to direct their dissertation. A student works with the dissertation director to choose a topic, define its scope, determine a method of research, and establish a timeline for completing and defending the dissertation. If a student wants two faculty members to co-chair, both faculty members must agree to co-chair with each other.

**Dissertation Committee:** The dissertation committee consists of at least three members (including the dissertation director) on the graduate faculty, ordinarily specialists in the area of the dissertation. Only tenured or tenure-track faculty members can serve on a graduate committee. The chair of a dissertation committee must be tenured. Petitioning to have committee members from outside the department's graduate faculty will be handled by the department chair in consultation with the director of graduate studies. The Plan of Study (iPOS) is the student’s official notification to the Graduate College of the committee membership.

**Registration:** To earn their degree, students must complete 12 credits hours (and no more) of APL/LIN 799: Dissertation. To register for dissertation hours, begin by filling out the [Independent Study Form](#) for APL/LIN 799: Dissertation. The dissertation director will sign the form (or if they are unable to sign the



form, their email approval serves as the signature) and students will email the completed form to [englishadvising@asu.edu](mailto:englishadvising@asu.edu). Department of English front office staff will process the form and give the student access to register.

**Dissertation Defense:** Students planning to graduate in a given semester must complete their dissertation and schedule their defense in time to meet all Graduate College deadlines. The date, time, and room must be determined before students can schedule a defense with the Graduate College. Once the student and committee members have agreed on a date and time for the defense, the student can contact their [graduate advisor](#) to schedule a room. Room scheduling can sometimes take up to three days, so please allow ample time. After the room scheduling is confirmed, students must schedule the defense with the Graduate College via their iPOS (which can be accessed through the "schedule your defense" tab of the MyASU homepage) at least ten working days before the defense date. All milestones such as completed iPOS and exams must be completed before a defense can be scheduled.

The final dissertation must be formatted according to the Graduate College's [required format](#) and must be submitted for [format approval](#) at least 10 working days before the defense. Citations in doctoral dissertations are to conform to the latest edition of *The Chicago Manual of Style*, *The MLA Style Manual*, *The Publication Manual of the American Psychological Association*, or any other pertinent style guide accepted by Graduate College.

Oral defenses of dissertations are announced in the English Department. A student preparing for a defense should send an email to their [graduate advisor](#), which will include student name, dissertation title, date, time, room, committee chair, committee members, and a brief abstract. The abstract should be in the body of the e-mail, not as an attachment.

It is English department policy that defenses must be scheduled only in the fall and spring semesters; summer defenses are being allowed only in cases of unusual hardship.

## **Timeline for Degree Completion**

The PhD in Linguistics and Applied Linguistics is designed to be complete in 5 years of full-time enrollment. PhD students receiving funding as Teaching Assistants (TAs) or Research Assistants (RAs) are expected to complete their degrees within 5 years. Depending on students' individual circumstances, they may take longer; however, the Department of English strongly discourages students from taking more than 7 years, and the [Graduate College](#) sets a time limit of 10 years from the semester and year of admission to the PhD program for completing all program requirements.

### **Yearly Progress**

**Year 1:** Students take 18 credit hours, including APL 555 Disciplinary Discourses and LIN 501 Approaches to Research.

**Year 2:** Students take 18 credit hours.

**Year 3:** Students take 6 credit hours in the fall, completing required classes. They enroll in LIN 792 Research hours while preparing for exams and take the written comprehensive exam by the end of the spring semester.

**Year 4:** Students enroll in LIN 792 Research hours while preparing for the oral comprehensive exam, which they take by the end of the fall semester. By the end of the fall semester, students defend the prospectus. In the spring, they enroll in LIN 799 Dissertation hours while researching and writing.

**Year 5:** Students complete and defend the dissertation.

## **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 works with the Associate Chair of Curriculum to oversee the administration of the Department's graduate degree programs and certificates. The DGS also coordinates recruitment, retention, funding, and placement of graduate students; implements new initiatives and policies and manages academic conduct issues in graduate-level courses. The DGS facilitates professional development for graduate students and works with graduate students on programs and initiatives to build community among students and serves as liaison between Department leadership, the Graduate College and The College of Liberal Arts and Sciences.

### **Role of the Graduate Advisors**

Graduate advisors help students interpret departmental and university policies and procedures, as well as navigate university systems and program requirements. Questions regarding coursework applicable to their degree should be addressed with the student's assigned academic advisor (listed on the iPOS). Graduate advisors are the main source of information for students as they move through the program. Students should reach out to their advisors when they have questions. They provide advising in many areas, including but not limited to:

- Admissions
- New Student Orientation
- General Advising
- Degree Requirements
- iPOS (Plan of Study)
- Degree milestones (exams, defenses, etc.)
- Department of English Policies
- Graduate College Policies
- Funding (including TA opportunities)
- Graduation

### ***Meet Your Advisor***

The Graduate Advisor for the PhD in Linguistics and Applied Linguistics is [Kira Assad](#). Students should meet with their Graduate Advisor at least once per year to plan their coursework and track their progress toward satisfying degree requirements. Please make appointments by email and contact the advisor in

advance if you need to cancel.

Once a doctoral student has chosen a committee chair, that faculty member becomes a key source of scholarly and professional advice. To make good progress, students should keep in close contact with their chair as well as their Graduate Advisor.

Role of the First-year Mentor: Newly admitted PhD students are assigned an area-specific faculty member as a first-year mentor. Students may meet with their mentor to learn more about graduate work and life at ASU. The first-year mentor can assist students in pursuing their research interests and may become a future Dissertation Director or committee member.

### ***Continuous Enrollment and Leave of Absence (LOA)***

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 have been admitted for summer, are completing culminating experiences or incomplete grade work, taking an exam, or graduating from their 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 withdraw 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 completed and the grade changed within one year, the "I" grade becomes permanent.

Students planning to discontinue enrollment for a semester or more must submit a Leave of Absence (LOA) via their iPOS prior to the semester that the student plans to take the leave. Students do not need an approved iPOS on file to submit a LOA petition, but students will need to read and accept the first page to move on to the petition section. Students will select "Leave of Absence" under the Petition type, and then select the semester they want to begin the LOA. A petition for an LOA must be approved by the department and the Graduate College. Students may request a leave 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 and staff, or use any university resources. Students who do not enroll for a fall or spring semester without an approved leave of absence by Graduate College are considered withdrawn from the university under the assumption that they have decided to discontinue their program. **Students discontinued for failure to enroll without an approved Leave of Absence may reapply for admission to resume their degree program. The application will be considered along with all other new applications to the degree program. There is no guarantee of admission**

**and not all prior credits may count.**

Students who experience distress or crisis that inhibits their academic studies during a semester should contact their academic advisor, the Director of Graduate Studies, and/or [Student Services](#) to discuss medical or compassionate withdrawal or other accommodations.

***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 make a [medical/compassionate withdrawal](#) if they qualify. They would need to have documentation. This type of withdrawal will not affect continuous enrollment. [The College medical/compassionate withdrawal site](#) can be used as a great resource for step-by-step instructions.

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 graduate advisor aware of plans to withdraw.

***TA/RA Parental Leave***

TA/RAs with a .50 FTE appointment who have completed at least one academic year's service are eligible for up to twelve weeks of paid parental leave for the birth or adoption of a child and will continue to receive their stipend and associated benefits (health insurance and tuition remission) during this twelve-week period. If both parents are graduate students with a .50 FTE TA/RA appointment who have completed at least one academic year's service, they may choose to split the leave between them. TA/RA must maintain a minimum enrollment of six credit hours during the term of paid leave. Any portion of the twelve-week period that falls outside the appointment term will reduce the amount of available paid parental leave on a pro-rated basis. For more information, see <https://academicpersonnel.asu.edu/parental-leave>

***International Student Enrollment Requirements***

In order for international students who are not TAs to maintain good standing for their VISAs, they must take a minimum of **9 credit hours** per semester (i.e., 3 classes), 6 credits 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](mailto: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. Please contact their department for more information 480-965-2376.

### ***Plan of Study***

The interactive plan of study (iPOS) is the official record of a graduate student's program plans: a list of what a student has already taken, is presently taking, and will take to complete the degree requirements. Completing the iPOS in a timely manner is a requirement of the program.

**Deadlines:** It is recommended that students complete the iPOS in the first semester of the program. A completed and approved iPOS is required before students can schedule the first doctoral exam. PhD students must submit their iPOS by the end of their second year. Failure to do so may result in a hold on registration.

**Procedure for Filing:** Before accessing the iPOS, students should consult the Graduate College [webpage](#) for instructions and tutorials on how to complete the iPOS. The iPOS is filed online via [MyASU](#) by clicking on the iPOS link, selecting "Graduate Interactive Plan of Study (iPOS)," and selecting the appropriate degree program. Students experiencing technical difficulty with submission should contact [ipos-q@asu.edu](mailto:ipos-q@asu.edu).

To receive department approval of an iPOS, students must follow these instructions:

1. **Consult with your Graduate Advisor** to plan how you will fulfill degree requirements.
2. **Complete and submit your iPOS** via MyASU. You will need to select the appropriate requirements for your degree (i.e., foreign language, written exam, oral exam, prospectus. etc.).
3. **Email the graduate advisor for department approval.** If there are any issues, the iPOS will be sent back to you and you will be notified of what needs to be changed.
4. **Once the proposed courses have been approved, the iPOS will be sent to the Graduate College for final approval.**

**Submitting Changes and Updates:** Once a Plan of Study is approved, students who take a course other than what was initially planned must submit a **course change request** through the MyASU iPOS link. Likewise, to add or delete committee members or change the committee chair, students must file a **committee change request** through the MyASU iPOS link. **Before scheduling an exam or defense students, students must verify that the Plan of Study correctly matches the evaluation committee.**

### ***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.

Note: Graduate advisors cannot enroll or drop courses on student's behalf. These actions must be completed by the student through their MyASU.

### **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. Email the completed and signed form to [englishadvising@asu.edu](mailto:englishadvising@asu.edu) 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](#).

### ***Satisfactory Academic Progress***

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, graduate advisors will review student progress annually.

For satisfactory academic progress, students must maintain continuous enrollment with a GPA at or above the 3.0 minimum required for graduation and no more than three incompletes on their transcripts. Additionally, students must satisfy program requirements, including coursework, exams, and culminating experiences in a timely manner.

Exceeding the program's benchmarks outlined in "Timeline for Completion" by two years or more will be considered unsatisfactory academic progress. If a student's academic progress remains unsatisfactory for over a year, the Department of English may recommend to the Graduate College that this student be placed on academic probation.

PhD students will receive an email either indicating they are making satisfactory progress towards their degree or stipulating what needs to be improved upon for continued success in the program.

Students who are not making satisfactory progress may be recommended for dismissal from the program, according to university regulations. Lack of progress to degree can also be grounds for loss of one's TAsip. Students who are being recommended for dismissal from the program due to unsatisfactory progress will be sent a letter in the mail as well as an email and will have the opportunity to appeal.

**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.

### ***Program Change Request***

The Request a Change system is available for graduate students through their MyASU to *defer their start date* to a future semester, request a *program change* within the same department (if applicable), or request a *campus change* (online to Tempe or vice versa if applicable).

While the system does not have a cap on how many change requests can be made, the Department of English will only allow a master's student to request **one program change** during their graduate program. A strong justification for requesting the program change and supporting documents for the new graduate program will be required. Please note that even with a justification, the request may still be denied.

PhD students cannot use the Request a Change system to change their PhD program and must apply to the program they are interested in by submitting a new application.

### ***Grades***

The final passing grade for Research (APL/ENG/LIN 592, 792), and Dissertation (APL/ENG/LIN 799) is a Y. Letter grades are awarded at faculty discretion. Continuing registration (APL/ENG/LIN 795) remains a Z. The final passing grade for Dissertation (APL/ENG/LIN 799) is Y. A Z grade is in progress.

### ***Incomplete (I) Grades***

Incompletes are given at the discretion of the instructor of a course. Per the [University Registrar](#), a mark of "I" (incomplete) may be given by the instructor when a student is otherwise doing acceptable work but is unable to complete the course because of illness or other conditions beyond their control. Students must arrange with the instructor for the completion of the course requirements. The arrangement is recorded on the [Request for Grade of Incomplete form](#), which outlines other stipulations. The completion date is determined by the



instructor but may not exceed one calendar year from the date the mark of "I" is recorded. An "I" in a graduate course (500-level or above) will become a permanent part of the student's transcript if not completed within one year.

Per [Graduate College policy](#), graduate students must be enrolled in at least one graduate credit in the semester(s) during which they are working with the instructor to finish work for the incomplete.

Receiving an incomplete may have implications for a student's financial aid. It is the responsibility of the student to confirm with the [Financial Aid Office](#) whether an incomplete grade may affect their current or future aid.

The Department of English permits no more than three incompletes on a student's transcript at any time. Students who experience serious and unavoidable difficulties may consider options for [compassionate or medical withdrawal](#).

### **Internal Process for Complaints and Concerns**

**Grades:** Complaints about individual assignments are to be discussed with the class instructor, not with the department. Complaints about a final course grade should be discussed with the instructor in at least one conference soon as possible after the grade is awarded. [University policy for student appeal procedures on grades | Academic Catalog](#)

**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 counsel from 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 Students 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. [Dean of Students | Educational Outreach and Student Services](#).

### ***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.

### ***Exit Survey and Interviews***

Graduating students will be asked to complete an electronic exit survey and be invited to schedule an exit interview with the Director of Graduate Studies. The survey and interviews help the department to track students' accomplishments, including post-graduation employment, and better understand students' experiences in an effort to continue enhancing the program for future students.

## **Internships**



[Graduate internships](#) offer students the opportunity to work in a variety of fields that promote positive learning transfer from academic spaces to professional spaces. Students can explore career pathways and develop and articulate their humanist values within and beyond academia. Internships can be completed in person or remote through local, national, or global contexts and can be paid or unpaid. Academic credit for internship work is available for both immersion and online students through courses that build career readiness using a strong model of reflective professional practice, supervised academic work, and professional mentoring, networking, and development. Students wishing to explore internship options can get started in five easy steps:

Step 1: Consider your skills, interests, and career goals. Sign up for helpful career exploration and planning tools like [ImaginePhD](#). It's not just for PhD students!

Step 2: Explore internship opportunities posted on the Department of English [Internship and Career Exploration Facebook page](#) and other general resources such as ASU Handshake or LinkedIn Jobs.

Step 3: Reach out to the Director of Internships and Careers [Ruby Macksoud](#) for a personalized meeting.

Step 4: Apply and interview for an internship(s). Secure and accept an internship offer.

Step 5: Work with the Director of Internships and Careers to complete the required internship registration paperwork and to enroll in an academic internship course (i.e., ENG/LIN 584 or 784).

\*Please note that the internship registration paperwork must be completed at least 2-3 months in advance of starting an internship, and graduate course override permission will only be given after all registration paperwork has been processed.

## 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, the TA/RA 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](#). TA/RAs who resign from their positions will no longer receive benefits and may be required to pay tuition owed to the University.

**TA PROFESSIONALISM EXPECTATION:** All first-year TAs are expected to show up to the ENG 594 Practicum on time, stay until the class is complete, and notify the practicum leader when they will be absent. All TAs are expected to notify Writing Programs administrators when they cancel classes in which they are the instructor of record. 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 a degree.

**All TAs are required to attend Writing Programs Convocation each semester.**

**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.

**REAPPOINTMENTS:** TAs are awarded yearly and renewal depends on satisfactory performance reviews and satisfactory progress toward degree. However, TA appointments are made with the expectation that students entering the PhD program with a TAship or RAship will continue to receive funding for up to the five years expected for program completion. Students who enter without funding and gain it in later years will have a prorated schedule for eligibility based on the expected time to degree. For example, PhD students who receive a TAship in the second year of their PhD program will be eligible for up to four years of TA support. TA- or RA-funded students who have not completed the degree in the expected timeframe may petition for an extension. Petitions must be submitted in writing to the Graduate Studies Program Manager by November 15 for the following academic year. Petitions will be evaluated based on students' progress in the program and the reasons for the delay.

**WORKLOAD:** Students holding appointments as TAs or RAs at ASU will work no more than .50% FTE (20 hours per week) during fall and spring semesters at ASU. According to the [TA/RA Handbook](#), graduate students who exceed this limit risk termination from their appointment and will be ineligible for reappointment for 26 weeks.

**TEACHING ASSIGNMENTS:** When New TAs are offered their positions, their teaching assignments are planned for them because the schedule of classes is planned almost a year in advance. For a New TA's second semester of teaching, they are involved in the planning of their teaching assignments. After the first year of teaching, TAs are given the opportunity to share their preferences of what and when they'd like to teach depending on what they are trained and qualified for.

Writing Programs offer classes at all times of the day, Monday through Friday, morning, afternoon, and evening. To be fair with assignments, TAs are expected to rotate in and out of two-day-a-week classes to three-day-a-week classes whenever possible. Teaching loads for TAs are 2-1; they teach two classes in the Fall semester and one class in the Spring semester. New TAs begin their first year of teaching with a 1-2 teaching load. Historically, our highest enrollments are in the Fall semester and lower in the Spring. Therefore, teaching loads cannot be changed upon request.

Writing Programs will always change a TA's teaching assignment if the assigned days/times conflict with the graduate coursework a TA needs to take. Changes to

a TA's class schedule should be communicated immediately. Unfortunately, we cannot update teaching assignments to accommodate commitments outside of the university, for example other employment.

**Hybrid/Online Training:** Writing Programs offers a one-semester practicum (ENG 594, Teaching Hybrid and Online) that prepares teachers to reconfigure existing courses and projects into forms that will be appropriate for online asynchronous delivery formats. After completing this certification course typically offered in the Spring semester, teachers can begin requesting hybrid courses for the next Spring semester. Upon completion of teaching a particular course in the hybrid format or a teacher has a strong history of teaching a specific course, teachers can request to teach in the online format.

**Online Teaching Assignments:** Online teaching assignments in Writing Programs are available to all teachers who have completed Writing Programs' certification process. Completing the EdPlus Master Class is not sufficient training to qualify for teaching hybrids and iCourses in Writing Programs. Even though a teacher may have experience teaching in the hybrid or online format at a previous institution, completing Writing Programs' certification process is still required.

Because there are more teachers who are trained to teach in the online format than there are available online sections, completely online teaching assignments are not available from semester to semester. Teachers who have online assignments must always be available to transition into an in-person class assignment if enrollment dictates that changes in teaching assignments are necessary.

**Summer Teaching Assignment:** TAs are invited to apply to teach summer Writing Programs courses early in the Spring semester. Teaching assignments are awarded based on professionalism (meeting deadlines, following program policies and procedures, etc.), excellence in teaching (teaching evaluations), qualifications for teaching courses being offered, rotation of assignments from one summer to the next, and experience teaching in the online format in Writing Programs.

**Special Note:** Writing Programs will consider requests to teach courses outside of Writing Programs and will do the best to accommodate based on enrollment projections. However, we have a commitment to the university to offer needed classes based on enrollment projections and trends. All teaching assignments can change at any time depending on enrollment.

**Questions:** Questions about teaching assignments in Writing Programs should be directed to [Demetria Baker](#), Senior Program Manager in Writing Programs. Specific questions about TAs teaching in their area of study can be directed to the Director of Writing Programs, [Dr. Kyle Jensen](#) who works closely with the Director of Graduate Studies.

## Master's in Passing

The Department of English may grant a master's to PhD students not already holding a master's degree. Regularly admitted students in a doctoral program can be considered for the master's in passing when they have completed 30 or 33 hours of coursework (depending on the program) and submit an acceptable portfolio.

PhD students who have met the above requirements and wish to be awarded the master's in passing should contact the Graduate Studies Program Manager who will review the request and submit it to Graduate College. The student will then complete and submit a plan of study (iPOS) for the master's degree and apply for graduation for the MA.

## **Resources**

### ***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. Admission 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 awards and dissertation fellowships. The Department of English will send emails to students about scholarships and travel funding opportunities, including Graduate College Travel Awards when they become available. Students should keep an eye on their email for announcements and deadlines.

The [Graduate and Professional Student Association \(GPSA\)](#) has travel and research funding opportunities that students may apply for, including a JumpStart Research Grant. Students may also participate in the process by serving as award reviewers.

Students should also visit the Graduate College's website and other links for student funding resources:

- [Graduate College at ASU](#)
- [Federal Student Aid \(Student Loans\)](#)
- [Working at ASU](#)
- [Financial Aid Resources](#)
- [Financial Aid for International Students](#)
- [Scholarships](#)

### ***Student Health Insurance***

Students who wish to enroll in Student Health Insurance through ASU must do so within the first two weeks of the semester. Students should sign in to their MyASU, under Campus Services, click on Health & Wellness Resources, and then click Health Insurance and Enroll/Cancel. Students are automatically re-enrolled. To confirm enrollment, check your student account for Health Insurance Charge. Cancellation is the same steps as enrolling listed above and must be done during the open enrollment period. International students are automatically enrolled. Visit ASU [Health Services](#) for more information on student health insurance enrollment deadlines, premium charges, and coverage.

### ***Professional Development***

The Department of English strives to assist students in all aspects of their professional development to ensure they will be poised for the job market. Information about succeeding in graduate programs, conferences, job market resources and graduate studies videos can be found on the Department's [Professional Development webpage](#).

### ***Graduate Writing Centers***

ASU's Writing Centers, through the 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 these locations:

1. Downtown Phoenix: University Center Building (UCENT), Room 101
2. Tempe: 711 E Lemon St #38; 480-965-9072
3. West: Fletcher Library (FLHLB), LL2; 602-543-6151
4. Polytechnic campus: 5988 S Backus Mall; 480-727-1452

For more information or to schedule an appointment, please visit the [Graduate Academic Support](#) or call (480) 965-9072.

### ***Student Well-Being***

Our students' health and well-being are our top priority. Please don't hesitate to contact us with questions and concerns.

GPSA's [Graduate Wellness Resources](#) is a one-page resource guide to financial, social, emotional, and physical health and wellness for ASU graduate students. The [10 Best Practices in Graduate Student Wellbeing](#) include proven ways to assist graduate students in bettering their health under the increasing demands of graduate school. There are also multiple services offered by ASU to further help students:

- [Counseling Services](#)
- [Health Services](#)
- [Student Accessibility and Inclusive Learning Services \(SAILS\)](#)

The Arizona State University [Victim Advocate](#) ensures crime victims on any ASU campus, witnesses and family members receive free, confidential support. You do not need to file a police report or be a patient or Health or Counseling Services to meet with ASU Victim Advocates. If you have questions, contact Victim Advocates or call 480-965-0107.

ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU's policy please see <https://www.asu.edu/aad/manuals/acd/acd401.html>.

[Title IX](#) protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and

employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact [titleixcoordinator@asu.edu](mailto:titleixcoordinator@asu.edu) or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to [www.asu.edu/reportit/](http://www.asu.edu/reportit/).

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**

#### **Computing Resources for Graduate Students**

Graduate students have access to the Media Learning Lab in RBHL 115 with ISAAC access. Students requiring ISAAC access should fill in the form at the bottom of this [webpage](#) 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 RBHL. For more information about the technological features in Ross-Blakley Hall, see this [webpage](#).

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

### **Tuition and Fees**

Students can find information on [tuition and fees](#) online. A Tuition Calculator and schedule are both available for students' use. Note: Tuition is waived for students who hold teaching assistantships. All students, including TAs, are responsible for paying fees each semester.

### **Frequently Asked Questions**

Graduate students may check the [FAQs webpage](#) for general information.

## **University Contacts**

<b>Department</b>	<b>Phone</b>
ASU Switchboard	(480) 965-9011
<a href="#">Bookstore</a>	(480) 965-3191
<a href="#">ASU Health Services</a>	(480) 965-3349
<a href="#">Career and Professional Development Services</a>	(480) 965-2350
<a href="#">ASU Counseling Services</a>	(480) 965-6146
<a href="#">Graduate Admissions</a>	(480) 965-6113
<a href="#">Graduate College</a>	(480) 965-3521
<a href="#">Graduate and Professional Student Association (GPSA)</a>	(480) 727-9870

<b>Department</b>	<b>Phone</b>
ASU Switchboard	(480) 965-9011
Bookstore	(480) 965-3191
ASU Health Services	(480) 965-3349
Career and Professional Development Services	(480) 965-2350
Graduation Office (Registrar)	(480) 965-3256
Handshake	
International Students and Scholars Center	(480) 727-4776
Meal Plans	(480) 965-3463
Parking and Transit Services	(480) 965-6124
Public Events (Gammage)	(480) 965-5062
Records (Academic)	(480) 965-3124
Residency	(480) 965-7712
Residential Life	(480) 965-3515
Scholarship Office	(480) 965-4845
Student Accessibility and Inclusive Learning Services (SAILS)	(480) 965-1234
Student Business Services	(855) 278-5080
Student Employment	(480) 965-5186
Student Financial Assistance	(855) 278-5080
Student Recreation Complex	(480) 965-8900
Sun Card Office	(480) 965-2273
Sun Devil Ticket Office	(480) 727-0000
Testing Services, University	(480) 965-9291
University Technology Office	(480) 965-6500
ASU Veterans Resources	(480) 965-7723