Handbook of Degree Requirements, Policies and Procedures

Masters of Arts in English
Arizona State University at the West Campus
New College of Interdisciplinary Arts and Sciences
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Introduction

The M.A. in English is a comprehensive degree that allows students to engage in research into the English language: its literatures; its linguistic, social, and cultural histories; its capacities for persuasion, exposition, and elucidation. Equally suited for secondary-level educators in the language arts, those who aspire to a career in community college, and students who intend to apply for doctoral-level graduate study in English, the curriculum allows students broad choice of coursework. Drawing upon a faculty with expertise in Literary Studies, Composition and Rhetorical Studies, and Linguistics, the curriculum allows students to delve into particular subject areas while also building connections across a range of sub-disciplines.

This handbook presents degree requirements as well as policies and procedures for completion of the M.A. in English at the New College of Interdisciplinary Arts and Sciences (it does not refer to the M.A. in English offered at ASU’s College of Liberal Arts and Humanities at the Tempe campus). Further questions should be put to the Program Director for the M.A. in English, Dr. Christopher Hanlon (christopher.hanlon@asu.edu).
Academic Requirements

The MA in English consists of 30 hours of graduate (500-level or above) coursework. These courses will include:

- Program Core (9 credit hours)
- Electives/Focus area (18 credit hours)
- Capstone Project (3 credit hours)

Selecting courses: Each semester, students should schedule a meeting with the Director of the Graduate Program in English in order to discuss their course selections for the subsequent semester. This meeting will also provide opportunity to discuss progress toward the degree, the student’s progress in identifying a capstone project, and toward identifying committee members for that project.

A maximum of 12 credit hours of relevant study taken prior to admission to the MA program may be used on a student’s Program of Study. Please review the Graduate College Policy at [http://graduate.asu.edu/faculty_staff/policies](http://graduate.asu.edu/faculty_staff/policies) regarding Pre-Admission Credit. All such courses must be cleared by the program director.

See Appendix B for the program advising checklist.

Program Core Descriptions

1. ENG 500 Research Methods (recommended for 1st semester students): This course provides students an introduction to graduate studies in English by offering instruction in research tools and methodology.

2. ENG 502 Contemporary Critical Theories: This course introduces students to graduate-level study of key figures, movements, controversies, and paradigms within 20th- and 21st-century literary theory.

   OR

   MAS 505: This course introduces students to graduate-level interdisciplinary study of key thinkers, movements, theories, and paradigms in 20th- and 21st-century thought.

3. ENG 582 Pedagogy: This course offers a graduate-level overview of diverse theories of English instruction, including composition/rhetoric, linguistics and literary, with emphasis upon development and implementation for high school- and community college-level instructors.
**Program Electives**

These are courses that will count toward your elective/focus area. Typically, these courses will carry the prefix “ENG” and will be cross-listed with 400-level courses for advanced undergraduates, though faculty will devise separate requirements for graduate students. Students may also select a maximum of 2 graduate-level ENG courses from other ASU campuses (courses numbered at the 500-level). Other courses from various units at ASU can be approved through the student’s committee.

In addition, graduate students have the option to work independently with interested faculty members by registering for ENG 590 (Reading and Conference) or ENG 592 (Research), or ENG 580 (Practicum). Students interested in any of these independent study options should (a) consult potential faculty sponsors as early as possible and (b) consult the Director of the M.A. in English. In general, these consultations should not take place less than one month before the end of the semester prior to the semester of the proposed independent study. In order to qualify for any of these independent study options, students must complete an Individualized Instruction Form, available through the English M.A. advising website (https://newcollege.asu.edu/advising/graduate/english-masters-degree).

Students are encouraged to take opportunities to earn graduate credits applicable to their degree program through Study Abroad such as Harlaxton or Global Cities. In all such cases, degree candidates must consult with the Graduate Program Director to discuss how the coursework abroad will (a) justify graduate-level credit hours, and (b) further the candidate’s academic goals.
Culminating Experience: Capstone Seminar

Students completing capstone projects are required to enroll in ENG 597, Graduate Capstone Seminar.

The capstone is the integrating project completed at the end of the program of study. The capstone will most often take the form of a traditional research paper or applied project in literary scholarship, composition or rhetorical studies, or linguistics. Students submit a capstone project proposal the semester before beginning the project. The proposal, which must be approved by the Program Director and two supervising faculty mentors, outlines the nature of the project and the work’s original contribution to the relevant fields of scholarship. Students who believe they may continue their graduate studies beyond the master’s level are advised to consider preparing a capstone project which prospective doctoral programs would recognize as the equivalent of a master’s thesis in their field(s).

Capstone Registration

Students register for ENG 597 in their final semester of study. Students are required to follow procedures for registering for their Capstone Course.

Capstone Proposal. All students must successfully complete their capstone proposal with both members of their supervisory committee. The form is available online at the English M.A. advising website. Apply to your graduate committee to begin your capstone using the “Capstone Course Proposal Form.”

When signatures have been obtained, please ensure your iPOS is up to date and then scan and email the capstone proposal form to the Academic Success Coordinator. You will then be issued a line number for registration.

1. Reminder: If your applied project will involve collecting data from human subjects complete the necessary Human Subjects Institutional Review Board forms before collecting data. Consult with your faculty advisor. Forms are available online at the ASU Human Subjects Home Page (https://researchintegrity.asu.edu/humans).

iPOS. No student will be allowed to register for the culminating experience without an approved and up-to-date iPOS on file.

1. Review current iPOS on file and compare to your transcript.
2. Confirm that all coursework (prefix, number, title, campus) on the transcript appears the same on the iPOS.
3. Be sure to indicate two members on your iPOS who will be serving on your capstone course supervisory committee.
4. Submit course or committee petitions for any discrepancies.
5. Submit the iPOS to the Program Director along with an approved Capstone Proposal.
Graduation Checklist

After you have successfully registered for ENG 597, please review the following information to ensure a successful and smooth graduation process.

✓ Apply for graduation through your MyASU account online.

✓ Review dates and deadlines established by ASU Graduate College. Discuss these dates with your committee to determine dates to submit drafts and a date to submit the final project.

✓ Complete the capstone according to the recommendations, suggestions, and revisions provided by your graduate committee. In consultation with your advisor and graduate committee members ready your applied project report for public presentation.

✓ When your final project is approved by your faculty committee:

   a. The Chair of your committee will input a letter grade for your ENG 597 course.
   b. Please submit an electronic copy of your capstone project, including a 100 word abstract, to the Academic Success Coordinator at NCGradAdvising@asu.edu. If the student consents to including his or her finished product in the New College Graduate Library, the student should state this in the email when the document is submitted.
Plan of Study

The Plan of Study specifies the requirements that students must complete for their degree and is submitted and revised electronically via the interactive POS system (iPOS) available through MyASU.

In order to facilitate degree completion and shorten time to degree, graduate students with regular status must submit their POS by the time they have enrolled for 50 percent of the minimum credit hours required towards their degree program. Each student must identify a committee chair.

If you need help with filing your iPOS download the iPOS training manual. The POS must be approved by a student’s committee, program director, and the Graduate College dean. The POS becomes a contract between the University and the student that guides the student in completing degree requirements.

When we evaluate your iPOS, we will look to see that you have met the program requirements described in this handbook. In addition, we will check to make sure that you are following the additional rules below:

- limit of two non-ENG courses with director approval
- limited to 9 hours of individualized instruction, any combination (590, 592, 580)
- will be limited to 6 credit hours of individualized instruction with any one instructor
- limited to 3 credit hours of individualized instruction with a faculty member outside of NCIAS
- A maximum of 6 credit hours of 400-level coursework. Any 400-level coursework must be approved by the Director.
- A grade of B or higher on all core courses
- You must maintain a 3.0 GPA to progress in the program and graduate
- You must be enrolled in at least one credit during each Fall/Spring semester after admission (see ASU Graduate College Continuous Enrollment Policy)

All courses that appear on your iPOS are applied toward your MA degree and are ineligible to be applied toward a future graduate degree. As such, we recommend listing only the 30 credits required for the MA degree on your iPOS. Any additional/excess credits you have earned could then theoretically be used toward a different degree program at ASU.
Advising

As students progress through the M.A. in English, faculty advisors will help them to find courses in line with their interests while staying on track toward degree completion. The English M.A. Program Director will advise students throughout the degree, and will meet with all students at least once per semester to discuss their progress and to help with any concerns as they may arise. Whenever students develop concerns over anything relating to their progress toward the M.A., they should contact the Program Director (christopher.hanlon@asu.edu) to arrange an appointment.

As students approach degree completion, they will inevitably turn to other faculty in the program for advice and mentorship. Each capstone project, for example, requires students to work with two faculty members whose areas of expertise address students’ specific interests and ambitions. The rapport that develops from such connections becomes especially important to students seeking letters of recommendation for study at the doctoral level.

Keeping both sorts of advisory relationships in mind, students should identify those English faculty members whose research interests intersect with their own. Students should also consult with one another and the Program Director concerning research interests and possible advisors.

The most effective way of gaining a sense for whether a faculty member would make a good advisor, of course, is to take their course. But even students who have not taken the course of a potential faculty advisor should take steps to meet with that faculty member in order to discuss areas of shared interest and, possibly, the faculty member’s availability for mentoring.
Important Policies

ASU Graduate College Policies

ASU Graduate College establishes many policies that will affect you as you progress through the program. These policies are outlined at the website below. It is important that all students familiarize themselves with these policies. https://graduate.asu.edu/policies-procedures

Satisfactory Academic Progress Policy

Note: The MA Program follows the New College of Interdisciplinary Arts & Sciences Satisfactory Academic Progress Policy. The current policy can be found at the English Program advising website.

Student Life

ASU has policies related to a variety of aspects of student life and academics available online at http://www.asu.edu/aad/manuals/usi/index.html.
Graduate Faculty

Akua Duku Anokye, Associate Professor of English. PhD Linguistics, City University of New York, 1991.

Patrick Bixby, Associate Professor of English and Director of Graduate Studies. PhD English, Emory 2003.

Christopher Hanlon, Associate Professor of English and Program Director for the English M.A. PhD in English, University of Massachusetts 2001.

Darryl Hattenhauer, Associate Professor of English. PhD American Studies, University of Minnesota 1984.

Patricia Friedrich, Associate Professor of Rhetoric and Composition/Linguistics and Associate Director of the School of Humanities, Arts, and Cultural Studies. PhD Linguistics, Purdue 2001.

Sharon Kirsch, Associate Professor of English and Rhetorical Studies and Program Director of the Masters in Interdisciplinary Studies Program. PhD University of Buffalo, 2004.

Annika Mann, Assistant Professor of English. PhD English Indiana University, 2011.


Louis Mendoza, Professor of English and Director of the School of Humanities, Arts, and Cultural Studies. PhD English, University of Texas at Austin, 1994.

Michael Stancliff, Associate Professor of English and the Director of First-Year Composition. PhD English, State University of New York at Buffalo, 2001.
Appendix A

Degree Completion Schedule (Full-time)

This sample itinerary is intended to help full-time graduate students maintain progress toward degree completion. No schedule such as this can address every individual circumstance, however, and so this should be regarded as a set of recommended reminders, not as a required checklist.

1st Year, Fall:

- Take ENG 500, Research Methods.
- Meet with faculty, especially those working in your area(s) of interest.
- Meet with Graduate Program Director the week before registration opens for the Spring semester. See ASU Academic calendar for more information.
- Should you intend to submit an Individualized Instruction Form for credits under ENG 590 (Reading and Conference), ENG 592 (Research), or ENG 580 (Practicum) (ENG 509), be sure to consult with potential faculty advisers by the end of October. Keep in mind that faculty may not be able to accommodate all requests for individualized instruction. If the faculty member agrees, formulate course goals, required readings, assignments and meeting schedule in order to complete the Individualized Instruction Form.

1st Year, Spring:

- Take either ENG 502/MAS 505 (Contemporary Critical Theories OR Theories of Change, Culture, and Mind) OR ENG 582 (Pedagogy).
- Meet with Graduate Program Director the week before registration opens for the Fall semester. See ASU Academic calendar for more information.
- Begin to consider subject matter for capstone project. Discuss possibilities with potential faculty advisors.
- Should you intend to submit an Individualized Instruction Form for credits under ENG 590 (Reading and Conference), ENG 592 (Research), or ENG 580 (Practicum) (ENG 509), be sure to consult with potential faculty advisers by the end of October. Keep in mind that faculty may not be able to accommodate all requests for individualized instruction. If the faculty member agrees, formulate course goals, required readings, assignments and meeting schedule in order to complete the Individualized Instruction Form.

1st Year, Summer:

Get started on reading and research relating to your capstone project; begin considering potential rationale for the capstone approval form.
2nd Year, Fall:

• Take either ENG 502/MAS 505 (Contemporary Critical Theories OR Theories of Change, Culture, and Mind) OR ENG 582 (Pedagogy).
• Meet with a potential director early in the semester to discuss your capstone project. Once a faculty member agrees to direct, formulate an appropriate schedule for its completion and identify second faculty advisor.
• Verify due date for capstone approval form and complete form in consultation with capstone advisors. Be sure to offer advisors ample time to review and comment upon draft material.
• Should you intend to submit an Individualized Instruction Form for credits under ENG 590 (Reading and Conference), ENG 592 (Research), or ENG 580 (Practicum) (ENG 509), be sure to consult with potential faculty advisers by the end of October. Keep in mind that faculty may not be able to accommodate all requests for individualized instruction. If the faculty member agrees, formulate course goals, required readings, assignments and meeting schedule in order to complete the Individualized Instruction Form.

2nd Year, Spring:

• Working closely with your director, establish a clear schedule for completing your capstone project that also works with your second faculty advisor’s schedule. This schedule should indicate when items should be submitted to the director and then to your second reader/evaluator. You should leave both faculty members ample time to respond to your drafts.
• Apply for graduation. Information available at: http://graduation.asu.edu/.

2nd Year, Summer:

• If you do not plan to finish during the Spring semester, be advised that given the limited availability of faculty members during the summer, you must consult with committee members concerning their availability for summer advising.
# New College of Interdisciplinary Arts & Sciences
## Master of Arts in English
### Curriculum and Graduation Checklist

#### Core Course Requirements

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credits</th>
<th>Semester Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 502 OR MAS 505</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 500</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>ENG 582</td>
<td>3</td>
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#### Elective Substantive Course Requirements

<table>
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<tr>
<th>Course Name</th>
<th>Credits</th>
<th>Semester Taken</th>
<th>Grade</th>
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#### Culminating Experience

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credits</th>
<th>Semester Taken</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>ENG 597: Graduate Capstone Course</td>
<td>3</td>
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* What can you count as elective courses?

**What counts:**
- Regularly scheduled 500-level ENG courses taught by MA program faculty

**What needs to be approved (in advance) by both your advisor & the graduate program director:**
- Individualized ENG courses (e.g., 580, 590, 592)
- 500-level ENG courses taught by non-program faculty (e.g., courses in other colleges)
- 400-level courses in any discipline
- Courses transferred in from other universities

**What does not count:**
- 100, 200, or 300-level courses

<table>
<thead>
<tr>
<th>General Guidelines</th>
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| - You may apply only 6 credits of 400-level work toward the master’s degree  
- You may only include 3 credits of individualized instruction with a faculty member outside of NCIAS  
- You will be limited to 6 credit hours of individualized instruction with any one instructor  
- You will be limited to 9 hours of individualized instruction (any combination of 590, 592, 580)  
- You will be limited to two non-ENG courses with director approval  
- You must maintain a 3.0 GPA to progress in the program and graduate  
- You must be enrolled in at least one credit during the semester in which you plan to graduate  
- All coursework must be approved by your advisor and formalized in the iPOS. Mere enrollment in a course does not entitle you to count it toward a graduate degree. |