



Program Handbook

Master of Arts English

2021 - 2022

August 17, 2021

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Welcome Letter

Dear Students,

As Director of the MA in English at ASU's New College, I welcome you to the Master of Arts in English program at Arizona State University's New College of Interdisciplinary Arts and Sciences, located on [ASU's West campus](#)! I'm Dr. Annika Mann, and I will serve as your primary advisor throughout your studies with us at New College. This handbook provides important resources for you as a graduate student at ASU, including financial resources and policies for graduate students, information about our curriculum and our English faculty members, as well as your options for degree completion and the procedures for that completion.

You likely have many questions about your MA program and what makes it unique among the English MA programs at ASU. In brief, the Master of Arts in English program at New College is a comprehensive program that addresses the many facets of English: its literatures; its linguistic, social, and cultural histories; and its capacities for persuasion, education, and radical critique. Students in the program have the opportunity to work closely with research faculty specializing in British, US, African-American, Latinx, and Indigenous literatures, as well as critical theory, rhetoric and composition, linguistics, and creative writing. The program's innovative curriculum, which can be completed in one or two years and which culminates in a student-driven capstone project, has been developed to train present and future educators, those interested in pursuing doctoral work, as well as individuals pursuing careers in the wide variety of professions that value advanced critical thinking, research, and communication skills: from journalism and publishing to business communication, web content and social media management, educational and nonprofit consulting, public relations, and many more.

We are very lucky to be housed on the beautiful West campus of ASU. If you have not yet visited our campus, I invite you to view this [short video tour](#). You will find that it is easy to navigate between classroom buildings, faculty offices, the library and dining options, all just steps away. Students also appreciate the generous parking options adjacent to your classrooms. The lush landscaping and serene atmosphere are often compared to those of elite liberal arts colleges around the world. Your enrollment at ASU also includes access to our state-of-the-art [Sun Devil Fitness Complex](#) located on the campus within easy walking distance to your classrooms and the library.

While we will meet, at a minimum, once per semester, you may certainly consult with me more often, particularly about how the program is meeting your own career goals. Prior to the fall semester, we will have an orientation meeting at which I provide additional resources to help you begin the process of earning your MA and introduce you to your cohort of fellow graduate students. In the meantime, if you have questions related to the program or registration, please contact me (Annika.Mann@asu) or the academic success coordinator, Tina Hughes, at ncgradadvising@asu.edu.

Sincerely,
Dr. Annika Mann

Diversity, Equity and Inclusion

Statement

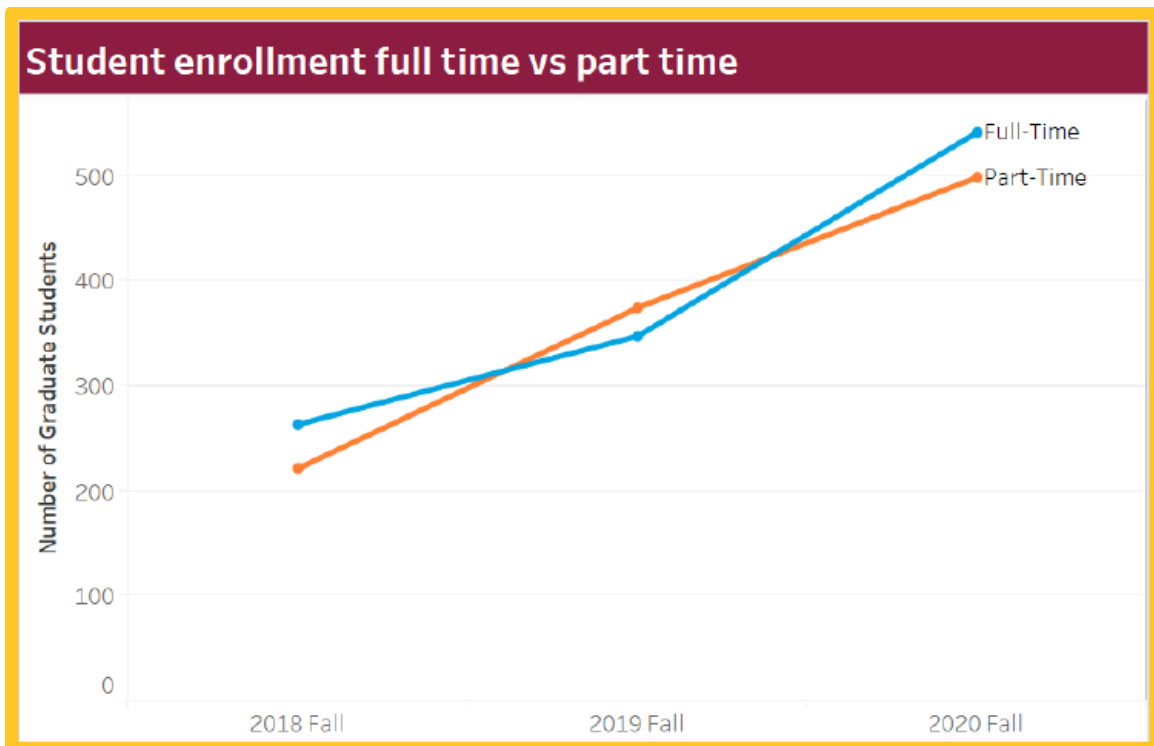
The New College of Interdisciplinary Arts and Sciences supports all forms of equity, diversity, and inclusion and aims to foster a sense of belonging for all its students, staff and faculty. Diversity and inclusion at New College encompass gender identity and expression, race and ethnicity and also socioeconomic background, religion, sexual orientation, age, disability status, veteran status, nationality, linguistic background and intellectual perspective. Our unit and the University are deeply committed to building excellence, enhancing access, and having an impact on our communities, state, nation, and the world. This is actualized by our faculty and staff who reflect the intellectual, ethnic, and cultural diversity of our nation and world to ensure that our students learn from the broadest perspectives, and are engaged in the advancement of knowledge with the most inclusive understanding possible of the issues that are addressed through our scholarly activities.

Resources: Find more information at [Graduate Student Diversity Resources](#); [Center for the Study of Race and Democracy](#)

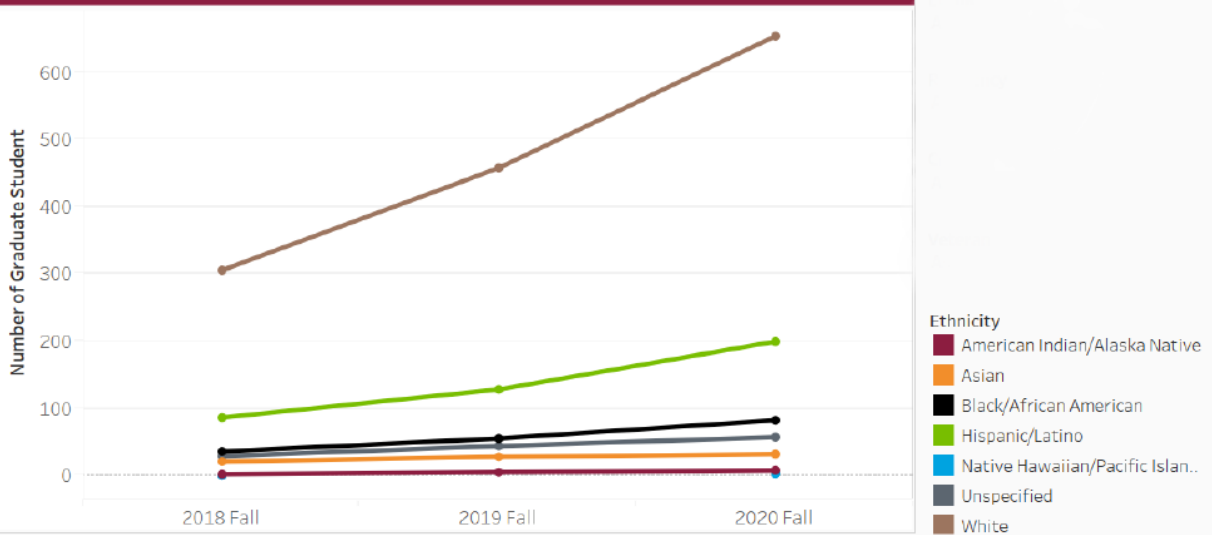
Student Body

Demographics

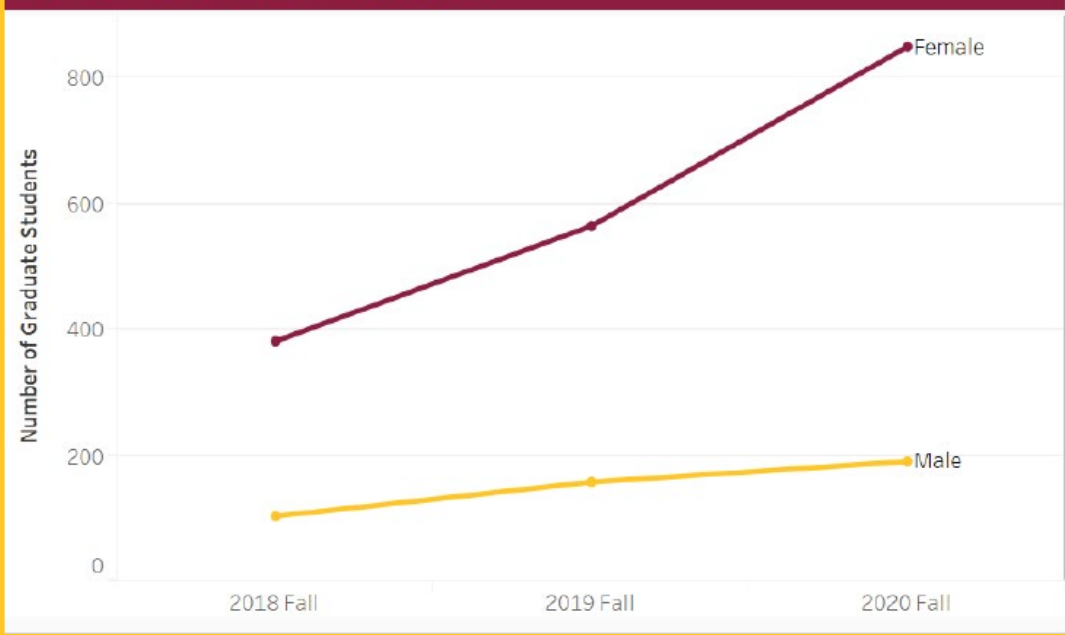
The below demographics represent the New College campus/ground and digital/online immersion graduate students for the 2021-2022 academic year as of July 1, 2021.



Student enrollment by ethnicity



Gender over time enrollment



[Current Students, Alumni and Careers](#)

Get Involved

[Student Organizations](#)

Admissions

Admission to the MA program is only offered for the Fall Semester. The program has a priority review date of February 1st of each year; however, applications will continue to be reviewed throughout the Spring and Summer terms. Please refer to the [Graduate Degree Search website](#) for up to date admission deadlines and application requirements.

Application Materials

[Click here for the MA Program Application information.](#)

Within the application, you will indicate your intention to enroll in the program as part-time (less than 9 credit hours per semester) or full-time (9 or more credit hours per semester). Upon admission to the program, the staff advisor will discuss part-time or full-time enrollment options with each newly admitted student and make a note in the iPOS for course sequence purposes.

Tuition Costs and Financial Aid

Tuition

Tuition is set by ASU and the Arizona Board of Regents every year. You can see the general tuition and fees chart by [clicking here](#), or calculate your specific tuition costs by visiting [ASU's tuition calculator](#). Through the [Western Regional Graduate Program](#), out-of-state residents from participating states may be eligible to pay only in-state tuition rates.

Financial Aid

Financial aid is available through several different sources:

- 1) [The Graduate College Fellowship \(GCF\)](#) is a need-based award to support new and continuing masters and doctoral students with financial need as determined by information taken from the FAFSA. The GCF is intended to support in recruitment and retention of outstanding graduate students at Arizona State University. Students may receive this award for a maximum of four semesters throughout their degree study. Students must be nominated by their academic unit.
- 2) [MA ENG Scholarship](#): Depending on program funds, a small number of \$500.00 merit scholarships for students enrolling full-time (minimum 9 English graduate credit hours per semester) in the English MA program may be available from the School of Humanities, Arts, and Cultural Studies. Applicants are automatically considered for this scholarship and do not need to apply for it. Students who receive the scholarships are notified before the beginning of their first fall semester.

- 3) **Course Assistant Positions in General Studies** : These positions involve assisting faculty who teach NEW 194: Global Transformations which is the first of three, one-credit courses required in a new thematic General Studies program that is being piloted at the West campus. The CA duties will be completed both in person and remotely, including meetings with the faculty as needed. CAs will be appointed to assist in NEW 194 which is a C session, 15-week course. Responsibilities will include, but are not limited to, grading assignments, facilitating discussions, and answering student questions. The positions are competitive and carry a stipend, without additional benefits.
- 4) **Traditional Financial Aid (Loans & Grants)**: For information on general financial aid products, please visit [ASU's Financial Aid office \(https://students.asu.edu/financialaid\)](https://students.asu.edu/financialaid)

Advising

Faculty Advising

The Program Director will advise students throughout the degree, and will communicate with all students at least once per semester to discuss their progress and to help with any concerns as they may arise. The Program Director will also communicate with students about opportunities for professional development, which occur regularly throughout the academic year. Whenever students have concerns over anything relating to their progress toward the M.A., they should contact the Program Director. (Annika.Mann@asu.edu) to arrange an appointment.

Staff Advising

The New College Graduate Staff Advisor, also known as the Academic Success Coordinator, provides general advising designed to direct the student to courses and faculty who could best meet their academic and professional interests. The Graduate Staff Advisor is available to assist students in the development and completion of the Interactive Plan of Study (iPOS). For Graduate Staff Advisor questions call 602-543-3000 or email NCGradAdvising@asu.edu. To schedule an appointment go to <https://advising.newcollege.asu.edu>.

Academic Requirements

- A. There are two required courses that students must achieve a grade of B- or better to complete the program:
 1. 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.
 2. 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

B. Students are required to take:

ENG 500 Research Methods: This course provides students an introduction to graduate studies in English by offering instruction in research tools and methodology.

ENG 591 Seminar: This course guides students through preparation for their capstone projects.

C. Students are required to take 9 credit hours of electives. The MA faculty have put together a sequence of courses to provide students with both depth and breadth across the discipline. It is strongly recommended that students follow the prescribed sequence of courses consisting of 30 credit hours. Students who wish to take ENG courses offered by faculty outside of New College, or courses with a non-ENG prefix, must first receive approval from the Program Director.

D. **Culminating Experience: ENG 597 Graduate Capstone Seminar.** This course guides students through the completion of their capstone projects. 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 prepare and submit a capstone project proposal in ENG 591, the term before beginning the project. The proposal, which must be approved by the Program Director, outlines the nature of the project and the work's original contribution to the relevant fields of scholarship.

Approval for Credit Taken Outside the program

Before taking courses outside the program please confer with your program director to determine if the course is appropriate for inclusion on your iPOS. This will involve sharing the following with the director:

- a brief description of why the course is relevant to your iPOS
- the course prefix and number
- the course title
- the course catalog description

In instances where this information is not substantial enough to make a determination regarding the course, you may be asked to solicit and provide a sample syllabus from the course. Once the director has approved the course you may enroll and include it on your iPOS.

Plan of Study

The Interactive Plan of Study (iPOS) functions as an agreement between the student, the academic unit and the Graduate College. The iPOS contains certain requirements such as coursework, a committee and a culminating experience which must be included before it can be approved.

To facilitate program completion and shorten time to complete the program, graduate students are encouraged to complete their iPOS in their **first semester**. Students who have not completed their iPOS by the time they have enrolled for 50 percent of the minimum credit hours required for their degree program will receive a registration hold. No student will be allowed to register for the culminating experience without an approved and up-to-date iPOS on file.

Your iPOS will be reviewed by faculty and staff to ensure that it meets the Academic Requirements as outlined on pages 6 and 7 of this handbook.

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.

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 My ASU 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 the capstone course instructor. In consultation with your advisor and graduate committee members ready capstone for public presentation.
- When your final project is approved by your capstone instructor:
 - (i) The capstone instructor will input a letter grade for your ENG 597 course.
 - (ii) 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.

Satisfactory Academic Progress Policy

As a graduate student it is your responsibility to be aware not only of your program's requirements, but also policies set in place by the Graduate College. Students are required to be aware of and understand the current [ASU Graduate Policies and Procedures](#), the New College of Interdisciplinary Arts & Sciences [Satisfactory Academic Progress Policy](#), as well as any policies outlined in this manual.

In addition to requirements outlined in New College Satisfactory Academic Progress Policies students must achieve a grade of "B-" or higher in all *required courses* that appear on the approved Plan of Study (required courses are listed in the [ASU Academic Catalog](#)). A student who receives a C or lower in a core course in their program must repeat the course in a regularly scheduled (not an individualized instruction) class. Although only the "B-" or higher can be included on the iPOS GPA, both grades will be used to compute the Cumulative GPA and the Overall Graduate GPA.

Required English Courses: ENG 500, ENG 502, ENG 582, ENG 591

Student Code of Conduct

All students are expected to adhere to the Arizona Board of Regents Student Code of Conduct and university policies and procedures:
<https://eoss.asu.edu/dos/srr/codeofconduct>

Students are expected to regularly check their ASU email accounts for messages from the university and New College. Students also are expected to regularly check their My ASU priority tasks for messages and holds from the university. Students are responsible for managing their tuition payments, finances and tracking university academic calendar deadlines.

Academic Integrity

The highest standards of [academic integrity](#) and compliance with the university's [Student Code of Conduct](#) are expected of all graduate students in academic coursework and research activities. The failure of any graduate student to uphold these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university.

For more information please visit: <https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals>

Funding for Travel

We encourage our students to present research at national and international academic conferences. As such a number of options exist for funding travel to these events.

1. MA program funding. The MA program makes limited funding available (maximum of \$300 per year) please review your program advising website for more information.
2. ASU Graduate College Travel Grants. ASU's Division of Graduate College makes a limited number of travel grants available to students presenting at conferences. These grants typically cover airfare from Phoenix to the conference location. This award has four application deadlines per year and must be applied for well in advance of the travel date. Applications must be submitted to the director of the graduate program. See <https://graduate.asu.edu/current-students/funding-opportunities/awards-and-fellowships/travel-awards> for more information and deadlines.
3. Graduate and Professional Student Association (GPSA) Travel Grants. ASU's graduate student association offers a variety of travel awards available. Individual travel awards (to conferences) are up to \$950 and have a monthly application deadline. Group travel grants are for teams of student researchers presenting a symposium or other group project. Interview travel grants are need-based grants made available to students who require funds in order to travel to an academic interview (e.g., at a PhD program). Details and application materials can be found at <http://gpsa.asu.edu/funding>.

Department and University Policies and Procedures

Graduate students are expected to review and be familiar with all University Policies that impact their degree progress.

- [ASU Academic Calendar](#) (registration)
- [ASU Graduate College Policy](#)
 - Pre-admission credits
 - Continuous enrollment policy
 - Leave of absence information

University Resources

There are a number of resources available in the program and through the university.

New College/West Campus – Academic

- [Fletcher Library](#)
- ASU Library now has an online tutorial version of "Library 501: What Grad Students Need to Know about the Library" workshop available for online students and anyone else for whom it might be useful. The Library 501 tutorial can be found on our tutorials page: <https://lib.asu.edu/tutorials> or at bit.ly/Library501Tutorial.

- [Graduate Academic Support Center](#)– in-person (all campuses) and online, no-cost writing assistance and statistics tutoring (most services free except for special sessions, refer to website for more details)
- [Career & Professional Development Services](#) – resource for finding jobs and internships, career advising, and more; online services available

New College/West Campus - Amenities

- [Dining Options](#)
- [Banks](#)
- [Parking & Transit](#)
- [Campus Shuttles](#)

University Services

- [International Student Services Center \(ISSC\)](#)
- [Housing](#) and [Off-Campus Housing](#)
- [Health](#)
- [Counseling](#)
 1. [Graduate Wellness Resources](#)
 2. [Graduate Student Wellbeing](#)
- [Student Accessibility and Inclusive Learning Services \(SAILS\)](#)
- [Veterans](#)
- [Graduate Professional Student Association](#)
- [Educational Outreach & Student Services \(Dean of Students Office\)](#)
- [Student Rights and Responsibilities](#)
- [Graduate Student Diversity Resources](#)
- Business and Finance services (e.g. [student accounts](#), [ID cards](#))

University Contact Information

- [Provost's Office](#)
- [Graduate College](#)
- [IT Help Office](#)
- [Emergency services](#)
- Title IX Information and Coordinator
 - 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 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/.

Program Resources

Safety and Wellbeing

Your safety and wellbeing as graduate students are important to us.

Any student who is having difficulty affording groceries or accessing sufficient food to eat every day, who lacks a safe and stable place to live, or who is grappling with concerns such as mental or physical health, loss or grief, justice system involvement, immigration status, or persistent discrimination, trauma, or violence, including sexual violence, and believes this may or will affect their performance in the English MA program, is urged to contact one or more of the following for support:

- **ASU Dean of Students Main Campus - Student Advocacy and Assistance** (480-965-6547)
- **ASU Dean of Students West Campus – Student Advocacy and Assistance** (602-543-8157)
- **ASU Counseling Services** (480-965-6146 or after business hours, 480-921-1006)

See the [Arizona Foodbank Network](#) to search for agencies that provide emergency food boxes, meals, and fresh produce.

Because graduate students often reside in different metro Phoenix locations, you might also search online for “**basic needs information and referral**” or “**crisis hotline and services**” to access resources or advocacy organizations closest to you.

Please also inform the Director of the MA English program of your circumstances and needs if you are comfortable doing so. This will enable her to provide any resources that she may be aware of or have access to.

Program Contact Information

With specific questions about the Graduate Program in English, MA, contact:

Annika Mann, Program Director, ENG MA
New College of Interdisciplinary Arts & Sciences
Annika.mann@asu.edu

or

Graduate Studies Advising Team
New College of Interdisciplinary Arts & Sciences
(602) 543-3000
NCCGradAdvising@asu.edu

With general questions about ASU Graduate Studies policies/procedures, contact:

Graduate College
Interdisciplinary Building, B Wing, Suite 285 – Tempe campus
<http://graduate.asu.edu/>

With questions about tuition, scholarships, and financial aid:

ASU Financial Aid
University Center Building, Suite 101
<http://students.asu.edu/financial-aid>

Graduate Program Faculty



[Akua Duku Anokye](#)

Research Interests: Sociolinguistics; Folklore Studies; Rhetoric & Composition; Africana Language, Literature, & Culture; Oral History, and Social Justice



[Patrick Bixby](#)

Research Interests: Mobility & Belonging; Irish Studies; British Modernism; Continental Philosophy; and Postcolonial Studies



[Jerome Clark](#)

Research Interests: Indigenous Literature and Story Telling



[Christopher Hanlon](#)

Research Interests: Antebellum Literature & Culture Focus on Patterns of Transatlantic Kinship; Slavery; Sectional Politics; Communications Technology & Literature; Eloquence; and Disability & Neurodiversity



[Sharon Kirsch](#)

Research Interests: American Literature; Poetry; Rhetorical Studies and Women & Gender Studies



[Annika Mann](#)

Research Interests: 18th & 19th Century British Literature and Culture; History of Medicine; Health Humanities and Disability Studies



[Miriam Mara](#)

Research Interests: Health Law & Policy; Irish Studies; Food Sovereignty; 20th Century Literature; Health Humanities and Medical Rhetoric



[Francine McGregor](#)

Research Interests: Medieval & English Literature; Gender Studies



[Louis Mendoza](#)

Research Interests: English & Chicano & Latino Studies; Ethnic & Third World Literatures



[Michael Stancliff](#)

Research Interests: Rhetoric & Composition; 19th Century Literary & Cultural History

My ASU Portal

On your My ASU portal you will find information about your courses, transcripts, transportation, student success and support, finances, university policies and the academic calendar. Please take time to familiarize yourself with these areas:

Profile: Update your address, phone number, email information, or add guests, such as a parent, so they can look at FERPA-protected information including grades.

My Classes: Click on the name of each course to access the corresponding Canvas content. This is where you will see the syllabus, find links to readings and submit assignments.

Final Transcript: If you sent in a transcript for admission to the program before you graduated, send your final transcript that includes the degree conferral date.

Academic Integrity Module: ASU Graduate College module reviewing academic integrity expectations. Please complete this as soon as possible. Please note, this module explains the university-wide policy. The New College academic integrity policy includes additions specific to our students. Please be familiar with both policies.

Academic Calendar: This has important dates you need to monitor, including when classes

begin, last day to register or drop/add classes, tuition and fee payment deadlines, holidays, withdrawal deadlines, schedule of classes available and when to enroll.

Campus Services: This includes Health and Wellness Resources, such as health insurance, counseling, disability services; Transportation, such as parking permits, METRO Light Rail, U- Pass and campus shuttles; Student Success and Support, such as disability services, tutoring and student success centers; and Job & Career Services. Please note these job resources are university-wide and not specific to the English, MA program.

Appendix A



MA English - Sample Course Sequence

Enrollment options for the MA English program include **full-time** (three semesters/12months) OR **part-time** (five semesters/24 months) for degree completion. Courses are held in ground immersion hybrid AND iCourse formats.

Full-time

First Semester (Fall – 12 credit hours)	Second Semester (Spring – 12 credit hours)
ENG 500: Research Methods (Session A) ENG: Select one ENG available Elective Course (Session A) ENG: 502: Contemporary Critical Theories (Session B) ENG: Select one ENG available Elective Course (Session B)	ENG: Select one ENG available Elective Course Session A) ENG: Select one ENG available Elective Course (Session A) ENG 582: Pedagogy (Session B) ENG: Select one ENG available Elective Course (Session B)
Third (Final) Semester (Summer - 6 credit hours)	
ENG 591: Seminar (Session A) ENG 597: Graduate Capstone Seminar (Session B)	

Part-time

First Semester (Fall – 6 credit hours)	Second Semester (Spring – 6 credit hours)
ENG 500: Research Methods (Session A) ENG: Select one ENG available Elective Course (Session B)	ENG: Select one ENG available Elective Course (Session A) ENG 582: Pedagogy (Session B)
Third Semester (Fall – 6 credit hours)	Fourth Semester (Spring – 6 credit hours)
ENG: Select one ENG available Elective Course (Session A) ENG 502: Contemporary Critical Theories (Session B)	ENG: Select one ENG available Elective Course (Session A) ENG: Select one ENG available Elective Course (Session B)
Fifth (Final) Semester (Summer– 6 Credit Hours)	
ENG 591 Seminar: (Session A) ENG 597: Graduate Capstone Seminar (Session B)	

Appendix B



New College of Interdisciplinary Arts & Sciences
Master of Arts in English
 Curriculum and Graduation Checklist – Catalog Year Fall 2021
 30 Credits

Name:		ASU ID #:	
Committee Chair:		Committee Member:	
Core Course Requirements (6 credit hours)			
Course Name	Credits	Semester Taken	Grade
ENG 502: Contemporary Critical Theories	3		
ENG 582: Pedagogy	3		
Other Course Requirements (6 credit hours)			
Course Name	Credits	Semester Taken	Grade
ENG 500: Research Methods	3		
ENG 591: Seminar	3		
Elective Course Requirements (15 credit hours)*			
Course Name	Credits	Semester Taken	Grade
Culminating Experience (3 credit hours)			
Course Name	Credits	Semester Taken	Grade
ENG 597: Graduate Capstone Seminar	3		

* What can you count as elective courses?
What counts: <ul style="list-style-type: none"> - Regularly scheduled 500-level ENG courses taught by New College MA program faculty
What needs to be approved (in advance) by both your advisor & the graduate program director: <ul style="list-style-type: none"> - 500-level courses taught by faculty outside of the New College program (e.g., courses in other colleges) - Courses transferred in from other universities
What does not count: <ul style="list-style-type: none"> - 595 credits - 100, 200, or 300-level courses

General Guidelines
<ul style="list-style-type: none"> -You must enroll as a full-time or part-time graduate student and follow the recommended course sequence accordingly -You may only apply 9 credits from 500-level ENG or non-ENG courses offered by various other academic units (e.g. courses in other colleges) toward your degree including transfer credits -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 -You must submit an approved iPOS before or during your first semester in the program.