

# Graduate Student Handbook\*

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## The Department of English Language and Literature

This handbook outlines procedures and policies of the Graduate Program in English. It describes programs and requirements and summarizes the steps and processes graduate students need to follow from admission to graduation.

This handbook covers the following categories:

### Administrative Organization of the Graduate Program

This section identifies key administrative roles in the graduate program in English and the faculty members who function in those roles. It also addresses the functions of the graduate committee and student representation on that committee.

### Admissions

This section explains the various categories and conditions under which students may be admitted to the graduate program and how to ensure that admission will lead to a degree.

### Assistantships, Fellowships, and Scholarships

This section defines these awards, describes the application and selection processes for them, describes what they provide, and outlines the responsibilities that accompany them.

### Advising and General Program Information

This section explains how advisors are assigned and what their duties are. It also provides general information about course offerings, enrollment, and academic standing.

### Awards

This section outlines various awards given to graduate students and procedures for being nominated and considered for those awards.

### Theses and Writing Projects

This section provides general information on theses and writing projects, which are options or requirements within the different program strands.

### Graduation

This section outlines the process of applying for graduation.

### Programs

This section lists all of the graduate certificates and Masters of Arts degrees offered in English. It presents the requirements for and other information about each. This section also includes information about programs of study, advising, and course requirements, and it includes additional information about examinations, theses, and writing projects.

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\* This handbook supplements the Eastern Michigan University graduate catalog, which is the official policy document of the EMU Graduate School (<http://www.emich.edu/public/catalogs/2005-2007/grad/2005all.pdf>). Other valuable information about graduate study at EMU can be found on the Web site for the Graduate School ([http://www.gsr.emich.edu/pages\\_grad/gradindex.lasso](http://www.gsr.emich.edu/pages_grad/gradindex.lasso)).



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## **Graduate Studies in English Language and Literature**

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Graduate study in the English department leads to a Master of Arts degree in Children's Literature, Creative Writing, Linguistics, Literature, or Written Communication (with options in Professional Writing and the Teaching of Writing). Whichever program you choose, you will complete at least 30 credit hours of a combination of major area courses and appropriate electives or cognate courses. You will complete your program with a comprehensive examination, thesis, writing project, or portfolio as specified in individual program requirements.

The department also offers graduate certificates in three areas: one in Language Technology associated with the Linguistics program, one in Professional Writing, associated with the Written Communication program, and one in the Teaching of Writing, also associated with Written Communication. These certificates require 15 credit hours of required and elective courses. More detailed information about the various degree and certificate programs is provided in the Program section of the handbook.

## **Administrative Organization of the Graduate Program**

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Below are key people, positions, and committees that you should know about as a graduate student. These individuals and committees are concerned with your interests and are the people with whom you will want to consult when you have any questions or concerns in your program.

### ***Graduate Coordinator***

The graduate coordinator administers the English graduate programs by recruiting students, monitoring academic performance, and making final recommendations on admissions, programs of study, independent studies, proposals for theses and master's writing projects, completed theses and master's projects, and applications for graduation. The graduate coordinator also chairs the graduate committee. He or she is appointed by the department head for English and is responsible to the department head on all matters related to the English graduate programs.

The current graduate coordinator is **Ann Blakeslee**.

### ***Graduate Committee***

The graduate committee oversees graduate programs and policies. It establishes admissions criteria and monitors the progress of graduate students, including quality of work in courses, examinations, and projects and theses. It develops and approves new courses and changes in program requirements. It acts on individual requests from students, and it selects graduate assistants. Members are elected to the committee for three-year terms by their colleagues in the department.

Current members of the graduate committee include **Ann Blakeslee** (Graduate Coordinator and Chair), **Helen Aristar-Dry** (Linguistics), **Doug Baker** (Written Communication), **Cheryl Cassidy** (Written Communication), **Cathy Fleischer** (Written Communication), **Andrea Kaston Tange** (Literature), and **Bill Tuciker** (Written Communication).

### ***Student Representative to the Graduate Committee***

One graduate student sits on the graduate committee. This representative brings student concerns and issues to the committee's attention. The student representative attends committee meetings, is available to talk with fellow students, and helps coordinate student participation in graduate forums and other activities.

## ***Department Administrators & Program Coordinators***

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## Admission Information

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### **Admission Materials**

To apply for admission to the graduate program in English, prospective students must submit an online or paper application. Applications are available through the Graduate School Web site (<http://www.emich.edu/admissions/graduatestudents/>). The fee for mailed applications is \$35.00, and the fee for online applications is \$25.00. Students must also submit the following materials:

- official transcripts from all undergraduate and graduate programs previously attended
- a personal statement
- at least two letters of recommendation
- a writing sample<sup>†‡</sup>

The **GRE** is not required for admission into the English graduate program, though it can be a useful supplement to other credentials.

Students who are simply changing concentrations need not re-submit all of the above materials; however, they should submit a personal statement in which they explain why they are making the change and why they wish to pursue graduate-level work in the new concentration.

International students are required to submit English proficiency test scores in addition to the above materials.

Priority deadlines for applications are as follows: October 15 for winter; March 15 for spring; April 15 for summer; and May 15 for fall. Priority deadlines for international and non-degree students vary and can be found on the Graduate School Web site: <http://www.emich.edu/admissions/apply/deadlines.html>. Admissions are on a rolling basis and so deadlines are not adhered to strictly.<sup>§</sup>

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<sup>†</sup> Creative Writing applicants must submit a complete portfolio of their work. The portfolio should be sent directly to the English Graduate Coordinator.

<sup>‡</sup> The writing sample is optional for applicants to the Linguistics MA program and to the Language Technology certificate program.

<sup>§</sup> The exception to this is the Creative Writing program, which only admits students for the fall semester and has a February 15 deadline for applications.

## **Admission Statuses**

Categories of admission include:

- Degree
- Conditional
- Non-Degree

### Degree Admission

Degree admission is granted to students who meet the department's grade point requirement of 3.0 and who have an undergraduate major or minor in the area of concentration specified in the application.

### Conditional Admission

There are four conditional admission statuses:

- *Condition 1* admission is for students who have deficiencies in their undergraduate preparation—students, for example, who have degrees in fields other than English and/or who have taken fewer than 24 credit hours of undergraduate English. Students admitted with this condition may be asked to complete undergraduate courses before enrolling in any graduate courses.
- *Condition 2* admission is for students who have not yet earned their bachelor's degree (e.g., students who apply before winter or spring graduation for fall admission). These students simply need to provide a transcript that demonstrates that they have completed their undergraduate degree.
- *Condition 3* admission is for students who are nonnative speakers of English and who score below the Graduate School and/or department minimum on the English proficiency examination(s). These students must take a placement test prior to starting classes at EMU. ESL classes will be recommended based on the student's performance on the placement test.
- *Condition 4* admission is for students who do not meet the minimum GPA requirement (3.0) and/or who graduated from a non-accredited institution. These students typically must complete nine to 12 credit hours in good academic standing before being granted regular admissions status. Students with this admission status do not qualify for financial aid or a graduate assistantship until the condition is removed.

Students admitted conditionally are given degree status when they have fulfilled the requirements specified on the admission recommendation form.\*\*

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\*\* Students should let their advisors know when they have met these conditions.

### Non-degree Admission

Non-degree admission allows students to take courses for self improvement or to demonstrate potential for success in the graduate program. Students in this category must get permission from a departmental graduate advisor before registering for any graduate classes.

Students who enroll as non-degree and who decide to earn a degree must transfer to degree admission status before completing 10 credit hours of applicable courses. Courses taken in this admission category do not automatically apply to the degree, so students should talk with an advisor about appropriate courses.

### ***International Students***

International students must have a minimum **TOEFL paper-based** score of 575, **TOEFL computer-based** score of 230, a **TWE** (Test of Written English) score of at least 5.0, or a **MELAB** score of 77. If the scores are lower, students may be admitted on the condition that their proficiency in English will be tested by EMU faculty prior to their initial enrollment period (Condition 3 Admission). Depending on the results of these tests, students may be required to register for appropriate courses in English as a Second Language (ESL).

Effective Fall 2005, students must have an internet-based TOEFL score (total) 88 and an IELTS score of 6.5.

### ***Credit Transfer Requests***

Students may transfer up to six graduate credits earned at another institution as long as those credits are recent and relevant to the student's degree program.

If you wish to do this, you should complete the transfer of credit form available through the Graduate School and have the form signed by your advisor ([http://www.gradord.emich.edu/pages\\_grad/gradstudents/gradstudents\\_subdir/whatdoIdo/whatdoIdo\\_subdir/records/rec\\_subdir/g\\_rec\\_page3.html](http://www.gradord.emich.edu/pages_grad/gradstudents/gradstudents_subdir/whatdoIdo/whatdoIdo_subdir/records/rec_subdir/g_rec_page3.html)). The Graduate School also requires a transcript and an up-to-date program of study, which you complete with your advisor.

### ***Program Transfer Requests***

If you are either transferring from another department, or changing concentrations within the department, you must fill out a Program Transfer Request: [http://www.gradord.emich.edu/pages\\_grad/gradstudents/gradstudents\\_subdir/whatdoIdo/whatdoIdo\\_subdir/admissions/admis\\_subdir/g\\_admis\\_page3.html](http://www.gradord.emich.edu/pages_grad/gradstudents/gradstudents_subdir/whatdoIdo/whatdoIdo_subdir/admissions/admis_subdir/g_admis_page3.html).

Be sure to talk with a department graduate advisor first to make sure that you qualify for admission to the program into which you are transferring. Also, students transferring programs must submit a new personal statement that describes their interest in the new program.

### ***Full- and Part-Time Status***

What is considered full- and part-time status for graduate students at EMU varies.

**For students with graduate assistantships**, 6 credit hours each in fall and winter is considered full-time (and 1 in spring/summer). **For students with fellowships, scholarships, or federal loans**, 8 credit hours each in fall and winter is considered full-time (and 4 in spring/summer). **International students** must take 8 credit hours each in fall and winter to be considered full-time (and 4 in spring/summer). **To receive financial aid**, part-time students must take a minimum of 4 credit hours each in fall and winter (and 2 in spring/summer).

## **Graduate Assistantships, Fellowships, and Scholarships**

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### ***Graduate Assistantships***

The English Department offers numerous graduate assistantships. Graduate assistants teach first-year writing courses, work in the writing center, assist literature faculty in large lectures, or assist faculty with various other duties. To apply for a graduate assistantship, you must complete the Graduate School Assistantship application, which goes to the Graduate School:

[http://www.gradord.emich.edu/pages\\_grad/gradstudents/gradstudents\\_subdir/financialaid/financialaid\\_subdir/grad\\_assist/g\\_gradassist.html](http://www.gradord.emich.edu/pages_grad/gradstudents/gradstudents_subdir/financialaid/financialaid_subdir/grad_assist/g_gradassist.html).

You must also complete the departmental application and recommendation forms available in Appendixes A and B.

In addition to the completed forms, applications include your undergraduate records, a personal statement, and letters of recommendation.

If you are applying for an assistantship for the fall semester, your application must be submitted to the department by **March 1**. The department graduate committee will then evaluate all of the applications (you may also be called in for an interview) and make its decisions. The committee will announce the awards in late March.

### ***Fellowships and Scholarships***

Numerous fellowships and scholarships are awarded each year by the Graduate School. You can learn more about these awards and find the guidelines for applying for them on the Graduate School Web site:

[http://www.gradord.emich.edu/pages\\_grad/gradstudents/gradstudents\\_subdir/financialaid/g\\_financialaid.html](http://www.gradord.emich.edu/pages_grad/gradstudents/gradstudents_subdir/financialaid/g_financialaid.html).

The application for all awards is the same—you simply need to check the boxes for the awards that interest you or for which you qualify. Some of the awards offered are as follows:

- Graduate Fellowships are awarded to selected full- and part-time students on the basis of their academic performance and meritorious/leadership efforts. Fellowships range from \$500 to \$4,000 for the academic year, with half of the amount paid in the fall and half paid in the winter semester. Graduate students who are appointed as graduate fellows must hold degree admission to an academic program; must maintain a 3.6 GPA during the semesters in which the Fellowship is granted; may re-apply for a second award for one additional academic year if a 3.6 GPA is maintained; must meet the University's definition for full- or part-time status during each semester for which the award is made (students who receive a \$500-\$1,500 award may be part-time and those who receive a \$2,000-\$4,000 award must be full-time).

Both new and continuing graduate students are eligible to apply for Fellowships. New graduate students must have a minimum 3.6 cumulative undergraduate GPA, and graduate students must have a minimum 3.6 cumulative GPA in their programs. Preference is given to new students seeking their first graduate degree and who have no other form of institutional support. Students receiving graduate assistantships are also eligible to receive a Fellowship. Applicants must submit a Graduate Student Financial Assistance Application Form and the requested documentation to the Graduate School by February 15 for the fall semester or October 15 for the winter semester. Letters of recommendation and a personal statement regarding academic goals and how a fellowship will help attain those goals should accompany the application form. You can find additional information and links to the appropriate forms at the following Web site:

[http://www.gradord.emich.edu/pages\\_grad/gradstudents/gradstudents\\_su\\_bdir/financialaid/financialaid\\_subdir/g\\_univ\\_gradfellw.html](http://www.gradord.emich.edu/pages_grad/gradstudents/gradstudents_su_bdir/financialaid/financialaid_subdir/g_univ_gradfellw.html)

- Barton Scholarships are awarded competitively to EMU graduates admitted to graduate programs at EMU. They are based on academic achievement and require a minimum GPA of 3.5. The scholarship provides a one-time award for full-time graduate study (up to 18 credit hours for fall and winter semesters). You can receive this scholarship even if your tuition and fees are covered by another source (e.g., a graduate assistantship or fellowship). In this case, the maximum award will be \$4,000 for the academic year. Students interested in applying for this scholarship must submit a completed Graduate Student Financial Assistance Application Form and supporting documents to the EMU Graduate School. Deadlines are February 15 for the fall semester and October 15 for the winter semester. You can find additional information and links to the appropriate forms at the following Web site:  
[http://www.gradord.emich.edu/pages\\_grad/gradstudents/gradstudents\\_su\\_bdir/financialaid/financialaid\\_subdir/g\\_barton.html](http://www.gradord.emich.edu/pages_grad/gradstudents/gradstudents_su_bdir/financialaid/financialaid_subdir/g_barton.html)
- Brenner Scholarships are also awarded based on academic achievement (minimum 3.5 GPA). This scholarship is a one-time award of \$500, which is applied to the recipient's tuition and fees for the following fall semester. Applicants must have completed at least one full academic semester at EMU, earning a minimum of ten graduate credit hours prior to application. Applicants must have demonstrated academic achievement through endeavors such as publications, scholarly research projects, University service, artistic performances, or exhibitions. Applicants must also be enrolled in at least four graduate credit hours during the fall semester for which the scholarship is granted. Applications should be submitted to the Graduate School by February 15. You can find additional information and links to the appropriate forms at the following Web site:  
[http://www.gradord.emich.edu/pages\\_grad/gradstudents/gradstudents\\_su\\_bdir/financialaid/financialaid\\_subdir/g\\_brenner.html](http://www.gradord.emich.edu/pages_grad/gradstudents/gradstudents_su_bdir/financialaid/financialaid_subdir/g_brenner.html)

## **Advising and General Program Information**

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### ***Academic Advisors***

You are assigned an advisor when you are first admitted into the program. This advisor usually is the coordinator for that program.

Your advisor directs you through the selection of required and elective courses for your program. He or she also helps you complete the program of study form for your concentration (see below for more information about this). Your advisor will help you proceed through your graduate studies in a manner that will enhance your intellectual and professional development. Your advisor can also help you select an appropriate faculty member to direct your thesis or project.

### ***Programs of Study***

A program of study is a form that records the classes that you intend to or have taken. The form is kept in your file in the English Department and is also sent to the Graduate School. You must have a program of study on file with the Graduate School to transfer credits or to graduate from the program. All graduate assistants are also required to have programs of study on file. *You should see your advisor as soon as possible after you begin the program to start preparing a program of study.*

The program of study is a contract between you, the department, and the Graduate School. It is signed by your advisor. A copy is then filed with the Graduate Records Office. If you decide to change the courses you had planned to take, you should revise the program of study in consultation with your advisor.

If you apply for financial aid, that office will ask for a program of study. When you apply for graduation, the Graduate Records Office will check the courses on your program of study against your transcript to make sure that you have completed all the listed courses. If there are discrepancies, you will be contacted to update or revise your program of study.

Copies of these forms appear later in the handbook. You can use these as worksheets in planning your courses. Your advisor will enter the approved program in the department's master file. You should also be sure to keep the most up-to-date copy in your own files.

### ***Course Offerings***

The department offers a range of courses in all concentrations in fall and winter semesters, and some courses during the spring and summer terms. (Fewer faculty members are available during spring and summer, so fewer courses are offered during those terms.) Faculty leaves or other departmental obligations affect patterns of course offerings, so you should always check with your advisor about when certain courses are likely to be offered.

You should take required courses early in your program to ensure that you can meet your degree requirements. Your advisor will inform you of any special sequence issues. For instance, LITR 510 Critical Practices in Literary Studies and LITR 511 Literary Criticism provide critical and theoretical positions for literary studies and should be taken early in the literature program. ENGL 621 Research in the Practice and Theory of Writing prepares students for the thesis or master's writing project and so should not be taken until the end of the written communication program.

### 400-Level Courses

You may take up to 9 hours of 400-level courses (3 courses) with the approval of your advisor. Before you take these courses, you must complete a Request for Graduate Credit form (see below for the URL for this form). In order for these courses to count toward your graduate degree, you must talk with the instructor before taking the course and agree on the additional work you will complete so that the course is appropriate for graduate-level study.

For a list of 400-level courses that are approved for graduate credit, see the following:

[http://www.gradord.emich.edu/pages\\_grad/gradstudents/gradstudents\\_subdir/approved400level/g\\_s400level.html](http://www.gradord.emich.edu/pages_grad/gradstudents/gradstudents_subdir/approved400level/g_s400level.html)

For the form for having a 400-level course accepted for graduate credit, go to the following:

[http://www.gradord.emich.edu/downloads/grad\\_files/gradstu\\_whatdoido/400\\_500\\_app.pdf](http://www.gradord.emich.edu/downloads/grad_files/gradstu_whatdoido/400_500_app.pdf)

### Independent Studies (for one, two, or three credit hours)

Independent study projects allow you to investigate topics not ordinarily covered in regular department courses, or to expand on a specific aspect of a course you've already taken. The guidelines and contract form appear in the appendix of this handbook. You should work out your project ideas with a graduate faculty member in your area of specialization.

You can apply a maximum of six hours of independent study credit towards your degree, but only if you are admitted as a degree student.

### Courses in Other Departments or Programs in English

You can also take courses in other programs in English and in other departments. You should discuss these courses with your advisor prior to enrolling in them.

## ***Registering for and Enrolling in Courses***

Before you sign up for any courses, make sure that they will apply to your program. Discuss course selections with your advisor, following the requirements listed in the most recent Graduate Catalog (<http://www.emich.edu/public/catalogs/>) or in departmental program descriptions in this handbook. Be sure to get your advisor's approval for electives and cognate courses before you enroll in them.

### Non-degree and Undergraduate Students

If you are not admitted into an English Department graduate program, you will not be permitted to enroll in graduate courses without specific permission from a departmental graduate advisor. This requirement ensures that students already admitted can enroll, and that non-degree or undergraduate students have the prerequisites necessary to succeed in the course.

### Prerequisites

Occasionally graduate courses have prerequisites attached to them. If you are taking a course during the same semester that you're taking the prerequisite for it, you can generally just have the prerequisite waived. There are other situations when this is acceptable as well, so it's a good idea to check with your advisor if you know there's a prerequisite for a course or if you are blocked from registering for a course because of a prerequisite. The advisor or a department secretary needs to waive a prerequisite in the system before you can register for the course.

### ***Academic Standing***

You must maintain a 3.0 grade point average to remain in good standing in the English graduate program. Grades below B may be compensated for by higher grades in other courses. Students on probation will be given three semesters to improve their average and avoid dismissal. For graduation, you must have a 3.0 GPA both overall and in your area of concentration. Students on probation may not begin a thesis or master's writing project, nor take a comprehensive examination.

## Awards

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### ***Graduate Dean's Award for Research Excellence***

The Graduate Dean's Award for Research Excellence recognizes currently enrolled graduate students for excellence on a particular original research project, whether ongoing or completed. Students must have a minimum of 15 graduate credit hours completed toward the degree and be in good academic standing. The award is \$250 in cash, and winners receive a plaque of recognition.

The deadlines for applications are November 15 for fall and March 15 for winter. Applications should be submitted to the Graduate Dean's Office, Starkweather Hall. Also, for additional information and the application form, see,

[http://www.gradord.emich.edu/pages\\_grad/gradstudents/gradstudents\\_subdir/financialaid/financialaid\\_subdir/g\\_deansaward.html](http://www.gradord.emich.edu/pages_grad/gradstudents/gradstudents_subdir/financialaid/financialaid_subdir/g_deansaward.html)

### ***English Department Award of Academic Excellence***

The English Department's Award of Academic Excellence is given each year in each area of concentration in the department. The award includes a letter of recognition and a gift. Students are nominated for this award by the graduate faculty in the department. A committee reviews the nominations each April.

### ***Master's Thesis Award, Midwestern Association of Graduate Schools***

The University may nominate one student for this regional award. Nominees must have earned the MA degree within the calendar year from October 1 to September 30. Nomination materials include two copies of the thesis; the written endorsement of the Graduate Dean, Eastern Michigan University; a one-page resume; and two copies of an abstract. The abstract, not to exceed 300 words, describes the student's research and its significance. It must contain the title of the thesis and the name of the author but not the name of the nominating institution. A letter from the faculty thesis director may accompany the nomination. All materials must be received by the Association by November 1. The recipient of the award receives a \$500 honorarium, plus \$500 towards travel expenses to the Annual Meeting of the Midwestern Association of Graduate Schools.

English Department faculty are encouraged to nominate outstanding theses.

## Theses and Writing Projects

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Theses and master's writing projects are capstone experiences in which candidates for the M.A. in English integrate the ideas and skills developed through their courses and independent reading. They are written after all or nearly all other degree requirements have been fulfilled. Students are encouraged, however, to begin thinking about topics and goals for these experiences as they proceed through course work.

Guidelines and contract forms for theses and master's writing projects are found later in this handbook. These vary depending on a student's area of concentration and so are included in those sections.

### Procedures for Theses

The thesis is an extended research or critical document focusing on a specific issue or problem of importance to scholars. It is an option available for candidates in children's literature, linguistics, literature, and written communication. A master's thesis prepares you for further work in your field and serves as the basis for publications and presentations. It is useful (but not essential) for students planning to continue graduate studies towards a Ph.D.

The work for the thesis must be conducted under the ongoing supervision of a thesis director and second reader. Three hours of thesis credit (ENGL 692) apply towards the master's degree.

The following are some general procedures that all students who elect to do a thesis should follow:

#### **1. Thesis Topic and Director**

Begin thinking about the thesis early in your program: whether writing a thesis will be an appropriate option given your goals and interests, and what kinds of interests and outlooks might lead to a thesis project. Discuss your interests with a faculty member. Determine which faculty members might serve as your thesis director and second reader. A larger committee may be chosen, if appropriate. The committee may include a faculty member from another department whose expertise is relevant to the project. You should discuss this option with your thesis director. It is within any faculty member's discretion whether or not to direct a thesis or serve on a thesis committee.

Students in the written communication concentration plan the thesis while enrolled in ENG 621, Research in the Practice and Theory of Writing, which generally is taken after completing at least fifteen hours of course work in the program.

#### **2. Proposal**

Once you've decided on a topic, and it's been approved by your director, you'll write a draft of your thesis proposal, which your director and reader will respond to. The proposal should include a statement of the problem, your objectives and approach, a description of methodology, and a working bibliography. Your director typically will work with you through at least a few drafts of the proposal

before approving it and passing it along to the graduate coordinator—and sometimes the program coordinator as well—for final sign-offs.

### **3. Thesis Contract**

Once your thesis director accepts your proposal for the project, you need to fill out the thesis contract form, sign it, and obtain the approval signatures of your thesis director, second reader, and the graduate coordinator (again, some programs also require the signature of the program coordinator). Once your proposal and contract are approved, the graduate coordinator will return the contract form to you, keeping a copy of the proposal and contract form on file. You will also receive a course number at this time that will allow you to register for your thesis hours. This typically is not done until everything is approved and signed off on. You also cannot register until you have this number, which one of the department secretaries will obtain for you.

### **4. Registering**

Again, to register for thesis credits, you need to obtain a course number from one of the department secretaries. This can happen only after you have an approved contract. You can then use this number to register for ENGL 692.

### **5. Writing the Thesis**

Writing the thesis can begin after your proposal has been accepted. You should submit drafts of each section or chapter of the thesis to your director and other reader(s) for their comments and suggestions for revision. Usually, an entire manuscript can be submitted only after individual sections have been revised and approved.

No papers written to meet the requirements of another course may be included in your thesis in the same form in which they were written, although it is perfectly acceptable if ideas for your thesis grow from your previous work in the program.

If any part of your thesis results from a collaborative effort, you must describe your contribution precisely. Any collaborative efforts must be negotiated in advance and approved by your thesis director, second reader, and graduate coordinator.

If you make a major change in your thesis or abandon it completely, you must inform the graduate coordinator. You must submit a new thesis proposal and contract to continue with the thesis option.

### **6. Submitting the Completed Thesis**

When you complete the final draft of your thesis, you will submit it to your thesis director and second reader for review and for the eventual signing of the approval page. You are responsible for the readiness of this draft—format, documentation, grammatical conventions, editing, and proofreading—and should consult the Graduate School thesis manual (see below). The graduate coordinator—and in some cases the program coordinator—will also review the completed thesis and sign the approval page. Following approval, one unbound copy will be submitted to the Graduate School for review and final approval for binding.

The Graduate School ultimately will authorize binding and will provide you with the necessary information on binding and submitting the final thesis. In addition to the copies required by the Graduate School, one copy should be given to the graduate coordinator for the departmental collection. It is a courtesy to ask your director and second reader(s) if they would also like a copy. You are responsible for registering your thesis with University Microfilms International (application forms for this are available through the Graduate School).

## 7. Deadlines

Deadlines for submitting the completed thesis are:

<b>Graduation Date</b>	<b>Due to Department Graduate Coordinator</b>	<b>Due to Graduate School</b>
December	November 1	November 15
April	March 1	March 15
June	May 15	June 1
August	July 1	July 15

These deadlines exist so that any deficiencies identified by the Graduate School can be corrected and re-reviewed for final approval. Theses received by the Graduate School on or before the scheduled deadlines are guaranteed review for the designated graduation date.

## 8. Thesis Credit

Credit for ENGL 692 is granted after the thesis has been accepted by your thesis director, reader(s), graduate coordinator, program coordinator (in some cases), and the Graduate School. You may register only once for thesis credit, and no grade will be assigned (other than "I") until the project is completed and approved. At that time, your thesis director will submit a change of grade request.

## 9. Authority

The Graduate School is the final authority for setting manuscript guidelines for theses. Accordingly, you should become familiar with the thesis manual developed by the Graduate School and follow its procedures and format specifications. Documentation should follow either the MLA (Modern Language Association) or APA (American Psychological Association) manuals. Linguistics theses follow APA guidelines as modified by the American Linguistics Society. You can find the Graduate School thesis manual at the following site:

[http://www.gradord.emich.edu/downloads/grad\\_files/thesisdissertation/thesis/thesis\\_manual.pdf](http://www.gradord.emich.edu/downloads/grad_files/thesisdissertation/thesis/thesis_manual.pdf)

## Procedures for Writing Projects

Procedures for writing projects are specific to the various programs that have these as an option. Information about them is contained in those sections.

## Graduation

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You must complete an application for graduation and turn it into the Graduate School by the published deadline. See, <http://www.emich.edu/registrar/grgradap.htm>. The deadlines are the first week of the semester in which you plan to graduate. You must also pay a graduation fee of \$90.00.

The Graduate School will send a graduation recommendation form to the department, and a copy of the form to you. This form notes any requirements that still need to be met: courses listed on your program of study, a thesis or project, or comprehensive exams. If you do not finish one or more of your requirements by the specified cut-off date for the graduation for which you applied, you can request to graduate at the next graduation. You do not have to re-apply or pay another fee. You simply need to make a written request (email is sufficient) to the Office of Records and Registration. You must indicate in this request which semester you now intend to graduate.

EMU does not maintain a credentials file. You must ask individual professors to keep your letters on file if you want them sent subsequently to more than one place.

## Programs

### Children's Literature (MA)

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The MA in children's literature provides advanced studies in the major genres of children's literature. These genres include illustration, fantasy, fiction, folklore, mythology, and media studies. Extensive critical reading and scholarship, study of the historical development of children's literature, and consideration of methods of teaching literature to children are also important components of the program.

The program Web site can be found at <http://www.emich.edu/public/english/childlit/>.

#### ***Program Advising***

Please contact the following faculty member for advising and additional program information:

Ian Wojcik Andrews  
612G Pray-Harold  
Phone: 734.487.0138  
Email: [iwojcika@emich.edu](mailto:iwojcika@emich.edu)

#### ***Degree Requirements and Course Information***

The children's literature concentration is valuable for teachers of elementary and middle or junior high schools, librarians, reading specialists, editors, publishers, writers of children's books, and prospective Ph.D. students. The program includes:

- 15 hours from the list of specialized course
- 9-15 hours of electives in children's literature or other appropriate English department courses, such as literary criticism, general literature, writing, or linguistics
- Up to 6 hours of cognate courses, approved by the advisor—these may include courses in other departments. Examples include courses such as Theatre for the Young and Content Reading
- Either a comprehensive examination to be taken at the end of the student's course of study, a thesis, or a portfolio

#### **Courses**

LITR 511 Literary Theory  
LITR 516 Major Genres in Children's Literature  
LITR 517 Teaching Children's Literature  
LITR 518 History of Children's Literature  
LITR 519 20th Century Children's Literature  
LITR 581 Critical Approaches to Mythology  
LITR 582 Ballads, Legends and Tales

LITR 583 Literature for Early Childhood  
LITR 584 Literature for Adolescents  
LITR 592 Special Topics (Multiculturalism, Media Studies)  
LITR 692 Thesis (Optional)

### ***Course Rotation***

The English Department offers two different on-campus children's literature courses at the graduate level each fall and winter semester. Graduate courses are also sometimes offered during the spring/summer semesters and through Continuing Education. A semester course in abbreviated format is sometimes offered in summer semester especially for teachers.

### ***400-Level Courses***

Some 400-level courses in children's literature (e.g., ENGL 450 and ENGL 451) can be taken for graduate credit; however, you must check with your advisor before signing up for a 400-level course, and you must also complete the appropriate paperwork for the Graduate School. Up to 9 hours of undergraduate courses may be taken for graduate credit. These courses are often offered on-campus during fall and winter semesters; they are also sometimes offered online or in one-week formats in Gaylord or Traverse City.

### ***Independent Studies***

Students in children's literature can also take up to 6 hours of independent studies. Those who wish to do this must first find a professor who is willing to supervise the independent study. The student must then propose and fill out the appropriate departmental forms for independent studies (see the appendix of this handbook) and then register for the independent study once it has been approved and once a course number has been assigned. Students can take independent studies during any academic semester. Recent independent studies have focused on children's films, art theory, children's picture books, and the holocaust.

### ***The Culminating Experience for the Children's Literature MA***

The MA candidates in children's literature, in consultation with their advisors, design the culminating experience. Its purpose is to establish the candidates' abilities and capabilities. A letter is sent to all candidates, successful and unsuccessful, once they complete the culminating experience. Exceptional performances are noted.

#### **Written Examination**

All candidates must take a written examination consisting of three questions focusing on material from three different areas they have selected—history, illustration, folklore, mythology, film, etc. One of the questions will ask the student to apply literary theory to a book from a chosen area. The exam allows one hour per question and is given at selected times of the year—early December, early April, and mid-July. Exams are ranked pass, pass with distinction, or not

passed. If a candidate's response on any part of the examination is judged to be unsatisfactory, he or she will be asked to complete a re-examination on that part. A waiting period of at least thirty days is required. Students who fail the entire exam may retake it one time, but only after at least one semester of further preparation. Students on academic probation may not take the exam until they achieve satisfactory academic standing.

A student may replace one of the three questions with a portfolio (see below).

### The Portfolio

The children's literature faculty believes a written examination is only one measure of a candidate's abilities—though an important one. For this reason, other achievements are also recognized, and a student can develop a portfolio that constitutes up to, but does not exceed, one-third of the culminating experience.

In order to substitute a portfolio for one of the three questions on the M.A. exam, a student must demonstrate a commitment to the study of children's literature. A student can earn portfolio credit by presenting papers at conferences (one at the national or two at the regional or state level), publishing an article in a refereed journal (*The Lion and the Unicorn*, *Children's Literature*, *Children's Literature Quarterly*, *Children's Literature in Education*, *ALAN Review*), or writing or illustrating a children's book published by a reputable press.

The Children's Literature faculty must approve a student's professional contribution in order to waive one of the three exam questions. The children's literature committee may, at its discretion, submit material to expert colleagues for evaluation.

### The Thesis

As a third option for the culminating experience, students may choose to write a thesis under the supervision of a faculty member in children's literature. The thesis should be a major research project that demonstrates the student's intimate knowledge of an aspect of children's literature. It should be approximately 100 pages in length and demonstrate familiarity with research methods and proper documentation. Students may earn three credit hours for writing a thesis. Upon completing the thesis, the student will make a presentation to the children's literature faculty. Students can complete theses in place of the written examination or portfolio.

Topics of some recent theses include the following: the history of multiculturalism in children's literature, the representation of culture in children's films and children's illustrated books, and Asian American children's books.

## ***Reading List for the Written Examination in Children's Literature***

Students often ask for a "canon" or "reading list" of children's literature and children's literary criticism to help them prepare for the written examination. While the children's literature committee does not intend the lists below to be either definitive or exclusive, it does believe that candidates for an MA in children's

literature should be familiar with most of these works, illustrators, and theorists and should refer to them in the written examination.

### Illustrators

Mitsumasa Anno	Paul Goble	Arthur Rackham
Christopher Bing	Kate Greenaway	Alice & Martin
Leslie Brooke	Trina Schart	Provinsen
Nancy Ekholm	Hyman	Faith Ringgold
Burkert	Ezra Jack Keats	Robert Sabuda
Randolph Caldecott	Charles Keeping	Allen Say
Eric Carle	Leo Lionni	John Scieszka
Barbara Cooney	Arnold & Anita	Maurice Sendak
Walter Crane	Lobel	Dr. Seuss
Donald Crews	David Macaulay	Peter Spier
Tomie DePaola	James Marshall	William Steig
Leo and Diane	David Macaulay	John Steptoe
Dillon	Robert McCloskey	Chris Van Allsburg
Barbara Emberley	Gerald McDermott	Rosemary Wells
Tom & Muriel	Jerry Pinckney	David Wiesner
Feelings	Beatrix Potter	Ed Young
Wanda Gag	Howard Pyle	Paul Zelinsky

### Poetry

Selected works from,  
William Blake  
Lewis Carroll  
e. e. cummings  
Robert Frost  
Langston Hughes  
Ted Hughes  
Edward Lear  
Eve Merriam  
Iona and Peter Opie, eds., *Children's Verse*  
Iona and Peter Opie, eds., *The Oxford Dictionary of Nursery Rhymes*  
Neil Philip, ed., *New Oxford Book of Children's Verse*  
Shel Silverstein  
J. R. R. Tolkien

### Short Stories

Jan Mark, ed. *Children's Stories*

### Novels: Fantasy and Science Fiction

Richard Adams, *Watership Down*  
Joan Aiken, *The Wolves of Willoughby Chase*  
Lloyd Alexander, *The High King*  
Natalie Babbitt, *Tuck Everlasting*  
James Barrie, *Peter Pan*

Frank Baum, *The Wizard of Oz*  
Lewis Carroll, *Alice in Wonderland* and *Through the Looking Glass*  
John Christopher, *City of Gold and Lead*  
Susan Cooper, *The Dark Is Rising*  
Roald Dahl, *Charlie and the Chocolate Factory* and *The Witches*  
Kenneth Grahame, *The Wind in the Willows*  
Robert Heinlein, *Stranger from a Strange Land*  
Monica Hughes, *The Keeper of the Isis Light*  
Rudyard Kipling, *The Just So Stories* and *The Jungle Books*  
Ursula LeGuin, *A Wizard of Earthsea*  
Madeleine L'Engle, *A Wrinkle in Time*  
C. S. Lewis, *The Lion, the Witch, and the Wardrobe*  
Hugh Lofting, *The Story of Dr. Doolittle*  
Lois Lowry, *The Giver*  
A. A. Milne, the Pooh books  
Mary Norton, *The Borrowers Afield*  
Robert O'Brien, *Mrs. Frisby and the Rats of NIMH*  
Philip Pullman, *The Golden Compass*  
J. K. Rowling, *Harry Potter & the Sorcerer's Stone*  
J. R. R. Tolkien, *The Hobbit*  
E. B. White, *Charlotte's Web*  
T. H. White, *The Sword in the Stone* and *The Once and Future King*  
Margery Williams, *The Velveteen Rabbit*  
Jane Yolen, *The Devil's Arithmetic*

### Modern Fiction

Louisa May Alcott, *Little Women*  
Laurie Halse Anderson, *Speak*  
Judy Blume, *Are You There, God? It's Me, Margaret*  
Frances H. Burnett, *The Secret Garden*  
Joseph Bruchac, *The Heart of a Chief*  
Betsy Byars, *The Summer of the Swans*  
Robert Cormier, *The Chocolate War* and *I Am the Cheese*  
Louise Fitzhugh, *Harriet the Spy*  
Nancy Garden, *Annie on My Mind*  
Leon Garfield, *Smith*  
Jean George, *Julie of the Wolves*  
Virginia Hamilton, *M.C. Higgins the Great*  
S. E. Hinton, *The Outsiders*  
E. L. Konigsberg, *From the Mixed-Up Files of Mrs. Basil E. Frankweiler*  
Marie G. Lee, *Finding My Voice*  
Lois Lensky, *Judy's Journey*  
L. M. Montgomery, *Anne of Green Gables*  
Walter Dean Myers, *Scorpions*  
Phyllis Reynolds Naylor, *Shiloh*  
Zibby Oneal, *The Language of Goldfish*

Katherine Paterson, *Bridge to Terabithia* and *The Great Gilly Hopkins*  
Gary Paulsen, *Hatchet*  
Ellen Raskin, *The Westing Game*  
Marjorie Kinnan Rawlings, *The Yearling*  
Wilson Rawls, *Where the Red Fern Grows*  
Louis Sachar, *Holes*  
J. D. Salinger, *Catcher in the Rye*  
Gary Soto, *The Pool Party*  
Jerry Spinelli, *Maniac McGee*  
Robert Louis Stevenson, *Treasure Island*  
Mark Twain, *The Adventures of Tom Sawyer*  
Cynthia Voigt, *Dacey's Song*  
Mildred Pitts Walker, *Justin and the Best Biscuits in the World*  
Laurence Yep, *Child of the Owl*  
Paul Zindel, *The Pigman*

### Historical Fiction

Rudolfo Anaya, *Bless Me, Ultima*  
Christopher Paul Curtis, *Bud, Not Buddy*.  
Karen Cushman, *The Midwife's Apprentice*  
Marguerite De Angeli, *A Door in the Wall*  
Kate DiCamillo, *Because of Winn Dixie*  
Louise Erdrich, *Birchbark House*  
Esther Forbes, *Johnny Tremain*  
Irene Hunt, *Across Five Aprils*  
Eric Kelly, *The Trumpeter of Krakow*  
Walter Dean Myers, *Fallen Angels*  
Scott O'Dell, *The Island of the Blue Dolphins*  
Philip Pullman, the Sally Lockhart series  
Pam Muñoz Ryan, *Esperanza Rising*  
Elizabeth Speare, *The Witch of Blackbird Pond*  
Rosemary Sutcliff, *Eagle of the Ninth*  
Mildred Taylor, *Roll of Thunder, Hear My Cry*  
Yoshiko Uchida, *Journey to Topaz*  
Laura Ingalls Wilder, the Little House series  
Laurence Yep, *Dragonwings*

### Literary Criticism

Molly Bang, *Picture This: How Pictures Work*  
Karen Coats, *Looking Glasses and Neverlands: Lacan, Desire, and Subjectivity  
in Children's Literature*  
Peter Hunt, Ed., *Understanding Children's Literature*  
Henry Jenkins, ed. *The Children's Culture Reader*  
Kenneth Kidd, *Making American Boys: Boyology and the Feral Tale*  
Ann Lawson Lucas, *The Presence of the Past in Children's Literature*  
Jean-Francois Lyotard, *The PostModern Explained*

Roderick Mcgillis, Ed., *Children's Literature and the Fin de Siecle*  
Perry Nodelman, *Words about Pictures: The Narrative Art of Children's Picture Books*  
July Rivkin and Michael Ryan, Eds., *Literary Theory: An Anthology*  
Jacqueline Rose, *The Case of Peter Pan or the Impossibility of Children's Fiction*  
John C. Somerville, *The Rise and Fall of Childhood*  
John Stephens, *Language and Ideology in Children's Fiction*  
Roberta Trites, *Waking Sleeping Beauty*  
Ian Wojcik-Andrews, *Children's Films: History, Ideology, Theory and Pedagogy*  
Jack Zipes, *Sticks and Stones: The Troublesome Success of Children's Literature*

### **Conferences**

Students are encouraged to attend and also to propose papers and panels for children's literature conferences, as well as children's literature sessions at more general conferences. A number of our students have read papers at conferences such as the Children's Literature Association Conference, the Modern Language Association Conference, and the Popular Culture Conference.

### **Publications**

Students are also encouraged to write and to submit papers to professional journals such as *Children's Literature*, *Children's Literature Quarterly*, *The Lion and the Unicorn*, *The Horn Book*, and *The Journal of Popular Culture*.

### **Graduate Assistantships**

EMU offers several types of graduate assistantships that pay tuition, fees, and a stipend. Students may receive a teaching assistantship for which they teach two sections of first-year writing. Others may tutor in the Writing Center, and others may assist a professor in teaching a large lecture section of the Introduction to Children's Literature or other introductory literature course. Some English graduate assistants also work with the department's *Journal of Narrative Theory*, the Eastern Michigan Writing Project, Linguist List, and other projects and publications across campus.

### **Professional Organizations**

Children's literature graduate students should consider joining the following professional organizations: Modern Language Association (MLA), National Council for Teacher Education (NCTE), Popular Culture Association (PCA), and others.

**Graduate Program of Study  
Masters of Arts in Children's Literature  
Eastern Michigan University**

Name \_\_\_\_\_ Student Number \_\_\_\_\_

**AREA OF CONCENTRATION** (18-30 hours)

**ELECTIVES** (0-6 hours)

**COGNATES** (0-6 hours)

Total Credit Hours: 30

**Other Requirements**

Children's Literature MA Exam, Thesis, or Portfolio

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Programs

### Creative Writing (MA)

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The MA in creative writing provides an advanced, individualized program of work in writing and contemporary studies. It encourages writers to explore diverse, innovative writing, and to connect their work with the arts and thought of their time. The degree prepares writers for their continuing creative work. It is also useful for writers who will teach creative writing, English, humanities, or contemporary studies.

#### ***Program Advising***

Please contact the following faculty member for advising and additional program information:

Jeff Parker  
602A Pray-Harrold  
Phone: 734.487.1310  
Email: [jparke10@emich.edu](mailto:jparke10@emich.edu)

#### ***Degree Requirements and Course Information***

As part of the admission process, applicants must submit a portfolio of about 20 pages of work to the English department graduate coordinator. The graduate creative writing faculty will screen the portfolio to ensure that the applicant can benefit from the particular focus of the program.

##### Course Information

The creative writing program includes:

- Nine hours of writing workshops (sections in Fiction, Poetry, Creative Nonfiction, Mixed Media, Sound Poetry, The Lyric Essay, Hypermedia, and Translation are offered; these courses, listed as CRTW 522 through 529, may be repeated for credit)
- Nine hours of contemporary or modern literature:
  - LITR 470 Studies in Poetry
  - LITR 526 Studies in African-American Literature before 1945
  - LITR 527 Studies in African-American Literature since 1945
  - LITR 566 20th Century British Literature
  - LITR 567 20th Century Irish Literature
  - LITR 576 20th Century American Fiction
  - LITR 577 20th Century American Poetry
  - LITR 580 Contemporary Literary Trends
- Nine hours of courses chosen from other areas of contemporary studies—art, foreign language, literature, music, history, philosophy—as approved

by the student's advisor. Students must meet the prerequisites of the respective departments

- A directed creative writing project, ENGL 693, submitted in the final semester. This includes a cognate essay or exhibit.

### ***Course Rotation***

CRTW 500-level Writing Workshops are offered every fall and winter. These courses cover alternating genres (Fiction, Poetry, Creative Nonfiction, Mixed Media, Sound Poetry, The Lyric Essay, Hypermedia, Translation, and other possible topics). Also, at least one 20th Century Literature course is scheduled each fall and winter.

### ***Creative Writing Project/Portfolio***

The final writing project for the M.A. concentration in creative writing consists of a collection of short stories or poetry, or a novel, or a combination of genres. The length and scope of the work are determined in consultation with the graduate faculty in creative writing.

The work should be substantially original to this project, although students may draw on revisions of writing they have done throughout the program. Students should work at each stage with their faculty project director, submitting drafts of each section for suggestions and revisions. An entire writing project can be submitted only after individual sections have been revised and approved. In addition, students must complete a final cognate essay or exhibit, focusing on their interdisciplinary interest.

#### **Project Procedures**

##### **1. Project Director**

You should work with a principal advisor from the creative writing graduate faculty throughout your graduate program.

##### **2. Proposal**

The proposal should specify the genres and approximate length of your project. It should also announce your goals: matters of form and style and aesthetic or ideological directions. It should also specify the cognate process, whether essay, exhibit, or performance.

##### **3. Contract**

Once the project director accepts the proposal, you should fill out the project contract form, sign it, and obtain the approval signatures of the project director and graduate coordinator. If it is approved, the graduate coordinator will return the contract form to you, keeping a copy of the proposal and contract form on file.

##### **4. Registering**

To register, you should show the approved contract form to the department secretary, who will obtain a course number for you and issue you permission to register for the project course.

## **5. Writing the Project**

You should submit drafts of each section or chapter of the project to your director for his/her comments and suggestions for revision. An entire portfolio can be submitted only after individual sections have been revised and approved.

Writing done primarily to meet the requirements of another course should not be included in a project, although material is likely to grow from your previous work in the program and from your cognate work.

If you make a major change in the project or completely abandon it, you must inform the graduate coordinator and submit a new proposal and contract.

## Contract for Master's Writing Project

### *Creative Writing*

In partial fulfillment of requirements for the Master's of Arts in Creative Writing, I propose a Master's Writing Project for the indicated semester which will include the following:

Student's Name \_\_\_\_\_  
Student's Number \_\_\_\_\_ Semester \_\_\_\_\_

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Professor \_\_\_\_\_ agrees to serve as director and has approved the proposed work for the portfolio making up the Master's Writing Project.  
Project Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

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The Graduate Coordinator in English approves the proposed project and the Project Director.  
Graduate Coordinator \_\_\_\_\_ Date \_\_\_\_\_

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#### **Completion Signatures**

These signatures attest to the satisfactory completion of the portfolio proposed in the contract for the Master's Writing Project.

**Candidate** \_\_\_\_\_ **Date** \_\_\_\_\_

**Faculty Director** \_\_\_\_\_ **Date** \_\_\_\_\_

**Grad Coordinator** \_\_\_\_\_ **Date** \_\_\_\_\_

**Graduate Program of Study  
Masters of Arts in Creative Writing  
Eastern Michigan University**

Name \_\_\_\_\_

Student Number \_\_\_\_\_ Date of Approval \_\_\_\_\_

Advisor \_\_\_\_\_

**COURSES**

**AREA OF CONCENTRATION**

(12 hours)

CRTW 500-level Writing Workshop I

CRTW 500-level Writing Workshop II

CRTW 500-level Writing Workshop III

ENGL 693 Master's Writing Project

**LITERATURE ELECTIVES**

(9 hours)

**COGNATES**

(9 hours)

**Other Requirements**

Creative Writing Project/Cognate Project

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Programs**

### **Linguistics**

#### **(MA; Graduate Certificate in Language Technology)**

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Linguistics is the study of the structure and use of human language. Findings of linguistics research are important to social and cognitive psychology, native and foreign language teaching, artificial intelligence, computer science, communications, literary analysis, sociology, anthropology, and other fields. Linguists find work in university teaching and research, language education, the communications and computer industries, and cross-cultural agencies of both business and government.

#### ***Program Advising***

Please contact the following faculty member for advising and additional program information:

Daniel Seely  
612D Pray-Harold  
Phone: 734.487.0145  
Email: tseely@emich.edu

#### ***Degree Requirements and Course Information for the MA***

Students who enter with a limited background in linguistics must complete those parts of the LING 401-420-425 sequence (or equivalent) that were not a part of their undergraduate work. Up to nine hours of graduate credit may be given for 400-level courses by special registration and arrangement with the professor (see previous sections of this handbook for additional information on this option). The prerequisite for most 500-level linguistic courses is LING 401 or background that the professor judges to be equivalent.

The linguistics MA program requires 18 hours of required courses chosen from the following:

- LING 501 Current Trends in Linguistics
- LING 502 History of Linguistics
- LING 510 Historical Linguistics
- LING 525 Advanced Syntax
- LING 531 Semantics
- LING 532 Sociolinguistics
- LING 533 Psycholinguistics
- LING 534 Advanced Phonology
- LING 535 Discourse Analysis
- LING 536 Typology and Universals of Language
- LING 592 Special Topics (with advisor's approval)

The remaining hours are selected by students in consultation with their advisor. These may include additional courses from the above list or courses from anthropology, written communication, literature, mathematics, computer science, philosophy, psychology, reading, sociology, communications, TESOL, or other appropriate fields.

Each candidate will either complete a thesis (LING 692) or sit for a comprehensive examination. The exam will include questions from general linguistics and specialized areas chosen by the candidate.

### ***Course Rotation***

Courses rotate at varying frequencies. For example, LING 401 and LING 402 are offered both fall and winter semesters. Other graduate courses in linguistics are offered at least once a year, depending on staff availability. As a rule of thumb, when a course is offered in your area of study, take it. There is no guarantee that a specific course will be offered each and every year. Normally, there are no spring/summer graduate-level offerings in linguistics.

### ***Exam Option***

MA candidates take examinations in three areas of linguistics determined by the student and the graduate linguistics advisor. The three responses, of approximately 10 typed pages each, are submitted no later than four weeks after the student receives the questions. After the linguistics committee members evaluate the answers in their areas of expertise, an oral portion is scheduled to allow the student to clarify and supplement the written answers. The student's performance is evaluated as either Pass with Distinction, Pass, Conditional Pass (revisions required), or Fail. A student who fails will be asked to retake the complete examination.

Students on academic probation may not take the examination until they regain satisfactory academic standing.

### ***Thesis Option***

The thesis is an extended research or critical document focusing on a specific issue or problem of importance to scholars in the field of linguistics. It requires exceptional scholarly or critical skills and draws on both individual and disciplinary expertise. The thesis prepares you for further work in linguistics and serves as the basis for publications and presentations. It is useful (but not essential) for students planning to continue graduate studies towards a Ph.D. in linguistics.

The work for the thesis must be conducted under the ongoing supervision of your thesis director and second reader. Three hours of thesis credit (ENGL 692) apply towards the master's degree. You should consult the Graduate School's thesis manual and the department guidelines for procedures, policies, and format requirements (see the earlier section on theses in this handbook).

## ***Degree Requirements and Course Information for the Graduate Certificate in Language Technology***

Students admitted to pursue an MA in linguistics may opt to earn a graduate certificate in language technology. This certificate is a credential that indicates graduate-level expertise and training at the intersection of linguistics and applied computer science. The certificate is designed to prepare students for advanced graduate study or for employment in industry.

To earn this certificate, students must complete 13 credit hours in computer science and computational linguistics, up to six hours of which may be double-counted as elective credit for an MA in linguistics.

### **Language Technology Certificate**

#### **Courses**

COSC 514 Fundamentals of Computer Science I (4); and  
LING 519 Technology for Language Documentation (3); and  
COSC 552 Human Computer Interaction (3); or  
COSC 571 Database Management Systems Design (3);

And one of:

LING 538 Multilingual Text Processing (3)  
COSC 541 Automata, Computability, and Formal Languages (3)  
COSC 561 Artificial Intelligence (3)  
LING 501 Current Trends in Linguistics (3) [if relevant]  
LING 590/591/592 Special Topics (3) [if relevant]  
COSC 590/591/592 Special Topics (1/2/3) [if relevant]  
COSC 679/680/681 Special Topics (1/2/3) [if relevant]

**Graduate Program of Study  
Masters of Arts in Linguistics  
Eastern Michigan University**

Name \_\_\_\_\_

Student Number \_\_\_\_\_ Date of Approval \_\_\_\_\_

Advisor \_\_\_\_\_

**COURSES**

**AREA OF CONCENTRATION**

(18 hours)

**ELECTIVES**

**COGNATES**

**Other Requirements**

Comprehensive Exam or Thesis

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Graduate Program of Study  
Graduate Certificate in Language Technology  
Eastern Michigan University**

Name \_\_\_\_\_

Student Number \_\_\_\_\_ Date of Approval \_\_\_\_\_

Advisor \_\_\_\_\_

**COURSES**

COSC 514 Fundamentals of Computer Science I (4); and  
LING 519 Technology for Language Documentation (3); and  
COSC 552 Human Computer Interaction (3); or  
COSC 571 Database Management Systems Design (3);

And one of:

LING 538 Multilingual Text Processing (3)  
COSC 541 Automata, Computability, and Formal Languages (3)  
COSC 561 Artificial Intelligence (3)  
LING 501 Current Trends in Linguistics (3) [if relevant]  
LING 590/591/592 Special Topics (3) [if relevant]  
COSC 590/591/592 Special Topics (1/2/3) [if relevant]  
COSC 679/680/681 Special Topics (1/2/3) [if relevant]

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Programs

### Literature (MA)

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The literature program emphasizes the aesthetic, social, and cultural value of literary works and the application of methods of scholarly research and critical theory. Students investigate American and British literature of major periods, genres, and authors.

#### ***Program Advising***

Please contact the following faculty member for advising and additional program information:

Andrea Kaston Tange  
603N Pray-Harrold  
Phone: 734.487.2296  
Email: [akastont@emich.edu](mailto:akastont@emich.edu)

#### ***Degree Requirements and Course Information***

Graduate students in literature must complete 30 credit hours as designated below. Students must also maintain a 3.0 GPA in the program and pass the MA exam or complete a thesis.

1. Students must take LITR 510 Critical Practices in Literary Studies as early as possible in the program.
2. Students must take LITR 511 Literary Criticism, preferably right after completing LITR 510.
3. Students must take 2 courses (6 hours) in Medieval/Renaissance literature. Students can choose from the following or take any special topics courses that address these periods:
  - LITR 512 Middle English Literature
  - LITR 520 Old English Poetry
  - LITR 530 Studies in Chaucer
  - LITR 540 Elizabethan and Jacobean Drama
  - LITR 541 Studies in Shakespeare
  - LITR 545 Studies in Renaissance Literature
  - LITR 592 Special Topics in Medieval/Renaissance Lit
4. Students must take 2 classes (6 hours) in 18<sup>th</sup>/19<sup>th</sup> century literature. Students can choose from the following or take any special topics courses that address these periods:
  - LITR 561 Studies in 18<sup>th</sup> Century Literature
  - LITR 563 Studies in 18<sup>th</sup> Century Fiction
  - LITR 565 Studies in 19<sup>th</sup> Century Fiction

- LITR 570 Studies in Romantic Literature
  - LITR 575 Studies in Victorian Literature
  - LITR 568 Studies in 19<sup>th</sup> Century American Poetry
  - LITR 569 The American Renaissance: 1830-1860
  - LITR 523 Realism and Naturalism in American Literature
  - LITR 592 Special Topics in 18<sup>th</sup> or 19<sup>th</sup> Century Lit
5. Students must take 2 classes (6 hours) in 20<sup>th</sup> century literature. Students can choose from the following or take any special topics courses that address these periods:
- LITR 526 Studies in African-American Literature to 1945
  - LITR 527 Studies in African-American Lit since 1945
  - LITR 566 Studies in 20<sup>th</sup> Century British Fiction
  - LITR 567 Studies in 20<sup>th</sup> Century Irish Literature
  - LITR 576 Studies in 20<sup>th</sup> Century American Fiction
  - LITR 577 Studies in 20<sup>th</sup> Century American Poetry
  - LITR 580 Studies in Contemporary Literary Trends
  - LITR 592 Special Topics in 20<sup>th</sup> Century Lit
6. Students must also take 2 elective or cognate courses (6 hours).
7. Students who hold teaching assistantships and teach first-year writing must also take ENGL 596, which will count as one of their electives.
8. The literature program also requires students to pass a comprehensive written exam or to write a thesis.

## Courses

### **British Literature**

- LITR 512 Middle English Poetry  
 LITR 520 Old English Poetry  
 LITR 530 Studies in Chaucer  
 LITR 540 Elizabethan Drama  
 LITR 541 Studies in Shakespeare  
 LITR 545 Studies in the Renaissance  
 LITR 561 Studies in 18th Century British Literature  
 LITR 563 Studies in 18th Century British Fiction  
 LITR 565 Studies in 19th Century British Fiction  
 LITR 566 Studies in 20th Century British Fiction  
 LITR 567 Studies in 20th Century Irish Literature  
 LITR 570 Studies in Romantic Literature  
 LITR 575 Studies in Victorian Literature  
 LITR 580 Studies in Contemporary Trends in Literature

### **American Literature**

- LITR 523 Realism and Naturalism in the American Novel  
 LITR 526 Studies in African-American Literature before 1945  
 LITR 527 Studies in African-American Literature since 1945

LITR 568 Studies in 19th Century American Poetry  
LITR 569 The American Renaissance: 1830-1860  
LITR 576 Studies in 20th Century American Fiction  
LITR 577 Studies in 20th Century American Poetry  
LITR 580 Studies in Contemporary Trends in Literature

### **Special Courses**

LITR 510 Critical Practices in Literary Studies  
LITR 511 Literary Theory  
LITR 590-92 Special Topics (Recent Special Topics include American Drama, Caribbean Literature, The Short Story, Native American Literature, Poetry for Teachers)  
Independent Study  
ENG 692 Thesis (the thesis option counts for one three-credit course)

### **Course Rotation**

Courses are offered in eight subject areas: Medieval, Renaissance, 18th Century British, 19th Century British, 20th Century British, 19th Century American, 20th Century American, and Literary Criticism/Theory. During each academic year, offerings usually include at least one course from each area. Spring and summer course offerings depend on funding and staff availability. Both LITR 510 and LITR 511 are each offered at least once a year.

### **Exam**

The four-hour written examination for the literature MA is based on a reading list drawn up by the literature committee. Students, in consultation with a member of the graduate literature faculty, also draw up a list of ten works and a rationale, which must be submitted to the literature program coordinator for approval at least two months before the exam is taken (by October 5 for the December exam and by April 10 for the June exam). Exam questions are written by literature faculty members and the literature program coordinator. In completing the exam, students should demonstrate the ability to apply critical theory and show familiarity with a range of chronological periods, genres, and critical approaches. Students must give evidence of their familiarity with a broad spectrum of periods and genres of British and American literature and of critical theory.

The literature examination is given twice each year: in early December and in June. Detailed information about the exam is distributed several months in advance of these dates through the graduate list-serv. Candidates should inform the literature program coordinator and the graduate coordinator of their intent to take the exam. Students are also encouraged to discuss the format of the exam with their advisor well in advance of the examination date.

The exam is evaluated by a rotating committee of three literature faculty members. Two questions are based on the exam reading list and the third is based on the candidate's own list of works and critical texts.

## Reading List for the MA Exam in Literature

### *Primary Literature:*

#### *Beowulf*

Old English Elegies: "The Wanderer"  
"The Seafarer"  
"The Dream of Rood"  
"The Wife's Lament"

#### *Sir Gawain and the Green Knight*

Chaucer *Canterbury Tales*  
General Prologue, Knight's Tale, Miller's Tale, Nun's Priest's Tale, Merchant's Tale, Wife of Bath's Tale, Pardoner's Tale

#### *The Second Shepherd's Play—Townley Cycle*

Excerpts from the *Book of Margery Kempe* (see *Norton Anthology* 7<sup>th</sup> ed., vol. 1)  
*Troilus and Crisedye*

Sidney *Astrophil and Stella* (a few selections from Norton)  
"Defense of Poesy"

Spenser *Faerie Queene*, any one of the first three books

More *Utopia*

Jonson *Volpone*

Shakespeare *A Midsummer Night's Dream*

*The Tempest*

*Othello*

*Hamlet*

Sonnets

John Donne "Go and Catch a Falling Star"

"The Canonization"

"The Flea"

"The Relic"

"A Valediction: Forbidding Mourning"

"The Ecstasy"

"Elegy 16. On His Mistress"

"Elegy 19, Going to Bed"

Holy Sonnets: 10, 13, 14

"To His Coy Mistress."

Marvell

Milton *Paradise Lost*, Books 1, 3, 4, 9

Aemilia Lanyer "Eve's Apology in Defense of Women"

Dryden "Absalom and Achitophel"

"Mac Flecknoe"

John Gay *Beggar's Opera*

Behn *Ooronoko*

Swift *Gulliver's Travels*, parts 1, 2, and 4

Pope *Rape of the Lock*

"Essay on Criticism"

Oliver Goldsmith	“Deserted Village”
Daniel Defoe	<i>Moll Flanders</i>
Phillis Wheatley	Selected Poems (from Norton)
Frances Burney	<i>Evelina</i>
Jane Austen	<i>Sense and Sensibility</i>
Blake	<i>Songs of Innocence and Experience</i>
Wordsworth	"Tintern Abbey"
	"Simon Lee"
	"Expostulation and Reply"
	"The Tables Turned"
	"Lines Written in Early Spring"
	"Resolution and Independence"
	"Composed Upon Westminster Bridge"
	"The World is Too Much With Us"
	"Ode: Intimations of Immortality"
	"Mutability"
	“Preface to <i>Lyrical Ballads</i> ”
Coleridge	"Rime of the Ancient Mariner" (1817 version)
	"Frost at Midnight"
	"Fears in Solitude"
	"Dejection: An Ode"
	"Kubla Khan"
	"The Eolian Harp"
	"Christabel"
Byron	<i>Don Juan</i> , Canto 1
	<i>Childe Harold</i> , Canto 3
P. Shelley	"Hymn to Intellectual Beauty"
	"Mont Blanc"
	"Ode to the West Wind"
	"Defense of Poetry"
Keats	"Ode on a Grecian Urn"
	"Ode to a Nightingale"
	"Ode to Psyche"
	"Autumn"
	"Much Have I Traveled in Realms of Gold"
	"La Belle Dame San Merci"
	“Eve of St. Agnes”
M. Shelley	<i>Frankenstein</i>
C. Bronte	<i>Jane Eyre</i>
Dickens	<i>Great Expectations</i>
Browning	"Fra Lippo Lippi"
	"My Last Duchess"
	"Soliloquy of The Spanish Cloister"
Emerson	"Self-Reliance"
	“American Scholar”
	“Nature”

Eliot	<i>Middlemarch</i>
Twain	<i>Huckleberry Finn</i>
Melville	<i>Moby Dick</i>
Hawthorne	<i>The Scarlet Letter</i>
Whitman	"Song of Myself" "When Lilacs Last in the Dooryard"
Douglass	<i>Narrative of the Life of An American Slave</i>
Harriet Jacobs	<i>Incidents in the Life of a Slave Girl</i>
Thoreau	"Civil Disobedience"
Dickinson	"These are the Days When Birds Come Back" "Safe in Their Alabaster Chambers" "After Great Pain" "I Died for Beauty" "I heard a Fly Buzz" "I Like to see it lap the Miles" "A Narrow Fellow in the Grass" "Because I could not stop for Death" "My Life Stood a Loaded Gun" "My Life Closed Twice"
Hardy	<i>Tess of the d'Uberville</i>
Wilde	<i>Portrait of Dorian Grey</i>
Chopin	<i>The Awakening</i>
Shaw	<i>Pygmalion</i>
E. M. Forster	<i>Passage to India</i>
Conrad	<i>Heart of Darkness</i>
Joyce	<i>A Portrait of the Artist as a Young Man</i>
Eliot	"The Wasteland" Selection "Burnt Norton" from <i>Four Quartets</i>
Cather	<i>O, Pioneers!</i>
Woolf	<i>To the Lighthouse</i> <i>A Room of One's Own</i>
Du Bois	<i>The Souls of Black Folks</i>
Yeats	"Easter 1916." "The Second Coming" "Sailing to Byzantium" "The Lake Ilse of Innisfree" "Leda and the Swan" "Under Ben Bulben" "Meditation in the Time of Civil War"
Stevens	"Sunday Morning" and "The Idea of Order at Key West"
Williams	Selections from the Norton
Hemingway	<i>The Sun Also Rises</i>
Faulkner	<i>Absalom Absalom!</i>
Ellison	<i>Invisible Man</i>
Fitzgerald	<i>Great Gatsby</i>

Hurston	<i>Their Eyes Were Watching God</i> "What White Publishers Won't Print"
Nella Larsen	<i>Quicksand</i>
Hughes	"The Negro Speaks of Rivers" <i>Montage of a Dream Deferred</i> <i>Weary Blues</i>
Beckett	<i>Waiting for Godot</i>
Richard Wright	<i>Native Son</i>
O'Connor	"Everything that Rises Must Converge"
Nabokov	<i>Pale Fire</i>
Miller	<i>Death of a Salesman</i>
Williams	<i>Streetcar Named Desire</i>
Kennedy	<i>Funnyhouse of a Negro</i>
Wilson	<i>Fences</i>
Burroughs	<i>Naked Lunch</i>
Ginsburg	<i>Howl</i> <i>America</i>
Pinter	<i>The Dumbwaiter</i>
Walker	<i>The Color Purple</i>
Rich	"21 Love Poems" "At a Bach Concert" "Power" "For Ethel Rosenberg" "Diving into the Wreck" "Aunt Jennifer's Tigers" "Snapshots of a Daughter-in-Law" "When We Dead Awaken"
Lorde	"Coal"
Morrison	<i>Beloved</i>
Silko	<i>Ceremony</i>
Erdrich	<i>Tracks</i>
Momaday	<i>House Made of Dawn</i>
Shepherd	<i>True West</i>
Pynchon	<i>Crying of Lot 49</i>
John Fowles	<i>The French Lieutenant's Woman</i>
Rushdie	<i>Midnight's Children</i>
Don Delillo	<i>White Noise</i>

*Literary and Critical Theory:*

Sidney	"In Defense of Poesy"
Wordsworth	"Preface to Lyrical Ballads"
P. Shelley	"Defense of Poetry"
Bakhtin	"Discourse in the Novel"
Barthes	"Myth Today" (from <i>Mythologies</i> ) "Death of the Author"

Benjamin,	"The Work of Art in the Age of Mechanical Reproduction"
Homi Bhabha	<i>The Location of Culture</i> , Introduction
Brooks	"Keats' Sylvan Historian"
Derrida	"Plato's Pharmacy"
	"Differance"
Eagleton	<i>Marxism and Literature</i>
Foucault	"What is an Author?"
	Panopticon section from <i>Discipline and Punish</i>
Greenblatt	"Power and Improvisation"
Gates	"A Theory of Tradition"
Stuart Hall	"The Work of Representation"
Jameson	"Postmodernism, or The Cultural Logic of Late Capitalism."
Sedgwick	"Intro" and "Axiomatic" from <i>Epistemology of the Closet</i>
Said	<i>Orientalism</i> , "Introduction"
Williams	"Culture" from <i>Keywords</i>
	"The Romantic Artist." from <i>Culture and Society</i>
	"Dominant and Emergent" in <i>Marxism and Literature</i>
Spillers	"Mama's Baby, Papa's Maybe: An American Grammar Book"
Davis	"Reflections on the Black Woman's Role in the Community Of the Slave"
Gilroy	Part I of <i>Against Race: Imagining Political Culture Beyond the Color Line</i>
Scott	"Experience"
Clifford	the Introduction from <i>The Predicament of Culture</i>
Allen	"The Sacred Hoop" from <i>The Sacred Hoop: Recovering the Feminine in American Indian Traditions</i>

### **Thesis in Literature**

Students in literature may elect to do a thesis as an alternative to the MA exam. The thesis is an extended research or critical document focusing on a specific issue or problem of importance to scholars in the field of literature. It requires exceptional scholarly or critical skills and draws on both individual and disciplinary expertise. The thesis prepares students for further work in literature and can serve as the basis for publications and presentations. It is useful (but not essential) for students planning to continue graduate studies towards a Ph.D. in literature.

The work for the thesis must be conducted under the ongoing supervision of your thesis director and second reader. Three hours of thesis credit (ENGL 692) apply towards the master's degree. Students should consult the Graduate School's thesis manual (see the section on theses earlier in this manual) and department guidelines for procedures, policies, and format requirements.

**Graduate Program of Study  
Masters of Arts in Literature  
Eastern Michigan University**

Name \_\_\_\_\_

Student Number \_\_\_\_\_ Date of Approval \_\_\_\_\_

Advisor \_\_\_\_\_

**REQUIREMENTS**

1. Students must take LITR 510 Critical Practices in Literary Studies as early as possible in the program.
2. Students must take LITR 511 Literary Criticism, preferably right after completing LITR 510.
3. Students must take 2 courses (6 hours) in Medieval/Renaissance literature.
4. Students must take 2 classes (6 hours) in 18<sup>th</sup>/19<sup>th</sup> century literature.
5. Students must take 2 classes (6 hours) in 20<sup>th</sup> century literature.
6. Students must also take 2 elective or cognate courses (6 hours).
7. Students who hold teaching assistantships and teach first-year writing must also take ENGL 596, which will count as one of their electives.

**COURSES**

**OTHER REQUIREMENTS**

MA Exam or Thesis

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Programs**

### **Written Communication**

#### **(MA; Graduate Certificate in Technical Communication; Graduate Certificate in the Teaching of Writing)**

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In the written communication concentration, students may focus on either professional writing or the teaching of writing. Students study the relationships between rhetorical theory and writing, various elements affecting the writing process, the nature of language, and both practical and theoretical perspectives on writing and language. Studies of research methods in writing and writing theory aid students in analyzing writing and its processes and prepare students for the required thesis or master's writing project.

#### ***Program Advising***

Please contact the following faculty member for advising and additional program information:

Steve Krause  
614G Pray-Harrold  
Phone: 734.487.1363  
Email: nallen@emich.edu

#### ***Degree Requirements and Course Information for the MA***

Students focusing on the teaching of writing complete 21 hours of required courses, and students focusing on professional writing complete 18 required hours. Students then complete 12 or 9 hours of electives, which may include up to 9 hours of 400-level writing courses, which must be on the list of approved 400-level courses for graduate credit. Students may complete electives in technical, argumentative, creative, and magazine article writing, or may choose from offerings in creative writing, linguistics, or literature. Students also may choose from offerings in other departments (up to 6 hours); however, they should consult with their advisor before registering for elective courses.

Students in professional writing should consider ENGL 424G Technical Writing, ENGL 427G Technical Editing, and/or ENGL 428G Writing Computer Documentation in addition to the required courses for the program.

#### **Required Courses**

##### **Teaching of Writing Emphasis**

ENGL 503 Rhetorical Theory and the Teaching of Writing  
ENGL 514 Issues in Teaching Writing  
ENGL 515 Literacy and Written Literacy Instruction  
ENGL 516 Computers and Writing: Theory and Practice  
ENGL 517 Topics in the Teaching of Writing OR

ENGL 518 Topics in English Education  
ENGL 621 Research in Theory and Practice of Writing  
ENGL 692 Thesis OR  
ENGL 693 Master's Writing Project OR  
ENGL 694 Teacher Research/Professional Writing Internship

### **Professional Writing Emphasis**

ENGL 505 Rhetoric of Science and Technology  
ENGL 524 Advanced Technical Writing and Research  
ENGL 525 Advanced Public Relations Writing  
ENGL 526 Topics in Technical Communications OR  
ENGL 527 Topics in Professional Communication  
ENGL 621 Research in Theory and Practice of Writing  
ENGL 692 Thesis OR  
ENGL 693 Master's Writing Project OR  
ENGL 694 Teacher Research/Professional Writing Internship (if available)

### **Course Rotation**

The written communication program offers a variety of graduate courses each semester. Some may also be offered during spring or summer depending on staff availability. ENGL 621 is usually offered both fall and winter semesters, and the National Writing Project Summer Invitational is offered every July. Other courses are offered on regular rotations. Whenever a course on your program of study is offered, you should take it if you haven't already.

In fall, ENGL 596 Teaching College Composition is restricted to graduate teaching assistants. This course meets intensively four days a week during the last two weeks of August and weekly throughout the fall semester.

### **Master's Writing Project or Thesis**

Students in written communication can choose to do either a writing project or thesis to satisfy their culminating requirement for the program (there is no exam in written communication).

Students who choose to do the writing project work closely with a project director to develop a portfolio that includes the following documents:

1. Research project proposal – a piece that identifies a question or issue the student wishes to research and explains how the student plans to carry out the research.
2. Research project – a piece that reports, demonstrates, or incorporates the new knowledge and insights the student gained from his/her research.
3. Course artifacts – two or three papers from the student's graduate course work.

4. Reflective essay – a framing piece in which the student analyzes and reflects on his/her graduate experience, paying particular attention to the course papers and research project.

The project director must approve the student's proposal before he or she can register for ENGL 693 and begin to work on the project.

The research project might be a report of research that the student submits to a journal in the field, or it might be some sort of document that is commonly produced in the field. If it's the latter, and if it's not readily apparent how the research the student carried out contributed to its development, the student must include with the project a separate paper (one to two pages) that reports on the research and, if applicable, that places it within the context of pre-existing knowledge about the issue or problem.

The research project students produce should,

- Report, demonstrate, or incorporate the knowledge and insights the student gained from his/her research.
- Focus on, or be related to, the professional work the student plans to do.
- Demonstrate the student's understanding of the professional field and of the standards and expectations in that field.
- Be addressed to a specific audience.
- Be useful and relevant beyond the university (e.g., to the profession or to the student's professional development).

The reflective essay (approximately 10 to 15 pages) should analyze the course papers, research project, and the student's graduate experience in relation both to his/her personal goals and expectations and to his/her professional plans. The reflective essay should help the student make sense of and articulate how his/her thinking has developed during the program.

The project director, written communication coordinator, and graduate coordinator review and approve the final project portfolio. After the project is approved, students give one final copy to the project director and a second final copy to the written communication coordinator.

Students who opt to complete a thesis for their final requirement in the written communication program work with a director and second reader and follow the procedures and policies for theses provided by the department and the Graduate School (see the earlier section of this document that addresses theses).

### ***Degree Requirements and Course Information for the Graduate Certificates in Technical Communication and the Teaching of Writing***

Students interested in written communication can also opt to earn a graduate certificate either in technical communication or in the teaching of writing. These certificates are credentials that indicate graduate-level expertise and experience in the field. Graduate certificates address the needs of individuals who have degrees in

English or other related fields who wish to take additional, advanced course work. They also prepare students to pursue further graduate study.

To earn a graduate certificate, students must complete a minimum of 15 credit hours of graduate course work in technical communication or the teaching of writing with a GPA of at least 3.0. Students are also encouraged, but not required, to compile a portfolio of work completed in the program accompanied by a reflective essay.

### Required Courses

#### **Technical Communication Certificate**

ENGL 524 Advanced Technical Writing and Research (3)

ENGL 525 Advanced Public Relations Writing (3); and/or

INDT 502 Microcomputer Applications in Administration and Research (3)

ENGL 526 Topics in Technical Communications (3); and/or

ENGL 527 Topics in Professional Communication

ENGL 427<sup>††</sup> Technical Editing (3); or

ENGL 428 Writing Computer Documentation (3)

#### **Teaching of Writing Certificate**

ENGL 514 Issues in Teaching Writing (3); or

ENGL 596 Teaching Composition at the College Level (3); or

ENGL 675 Eastern Michigan Writing Project Summer Institute (5)

ENGL 515 Literacy and Written Literacy Instruction (3)

ENGL 516 Computers and Writing: Theory and Practice (3)

ENGL 517 Topics in the Teaching of Writing (3); or

ENGL 518 Topics in English Education (3)

ENGL 503 Rhetorical Theory and the Teaching of Writing (3)

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<sup>††</sup> A maximum of three hours of approved 400-level course work may count toward the graduate certificate in technical communication. Students must submit a request form from the Graduate School to enroll in an advanced 400-level undergraduate course for graduate credit.

**Graduate Program of Study**  
**Masters of Arts in Written Communication**  
**Eastern Michigan University**  
***Emphasis in Professional Writing***

Name \_\_\_\_\_ Student Number \_\_\_\_\_

**AREA OF CONCENTRATION** (18 hours)

- ENGL 505 Rhetoric of Science and Technology
- ENGL 524 Advanced Technical Writing and Research
- ENGL 525 Advanced Public Relations Writing
- ENGL 526 Topics in Technical Communication OR
  - ENGL 527 Topics in Professional Communication
- ENGL 621 Research in Theory and Practice of Writing
- ENGL 692 Thesis OR
  - ENGL 693 Master's Writing Project OR
  - ENGL 694 Teacher Research/Professional Writing Internship

**ELECTIVES** (12 hours)

(Can choose from courses below or from other courses deemed to be appropriate)

- ENGL 424 Technical Writing
- ENGL 427 Technical Editing
- ENGL 428 Writing Computer Documentation
- JRNL 408 Case Studies in Public Relations
- INDT 436 Electronic Publishing Technology
- INDT 502 Microcomputer Applications in Administration and Research

Total credit hours: 30

Students may only take 3 400-level classes for graduate credit (9 hrs.)

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Graduate Program of Study**  
**Masters of Arts in Written Communication**  
**Eastern Michigan University**  
***Emphasis in Teaching of Writing***

Name \_\_\_\_\_ Student Number \_\_\_\_\_

**AREA OF CONCENTRATION** (21 hours)

- ENGL 503 Rhetorical Theory and the Teaching of Writing
- ENGL 514 Issues in Teaching Writing
- ENGL 515 Literacy and Written Literacy Instruction
- ENGL 516 Computers and Writing: Theory and Practice
- ENGL 517 Topics in the Teaching of Writing OR
  - ENGL 518 Topics in English Education
- ENGL 621 Research in Theory and Practice of Writing
- ENGL 692 Thesis OR
  - ENGL 693 Master's Writing Project OR
  - ENGL 694 Teacher Research/Professional Writing Internship

**ELECTIVES** (9 hours)

(Can choose from courses below or from other courses deemed to be appropriate)

- ENGL 408 Writing for Writing Teachers
- ENGL 417 Writing about Controversies
- ENGL 596 Teaching Composition at the College Level (for teaching assistants)
- ENGL 675 Eastern Michigan Writing Project Summer Institute
- Eastern Michigan Writing Project Special Topics

Total credit hours: 30

Students may only take 3 400-level classes for graduate credit (9 hrs.)

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Graduate Program of Study  
Graduate Certificate in Technical Communication  
Eastern Michigan University**

Name \_\_\_\_\_ Student Number \_\_\_\_\_

**AREA OF CONCENTRATION** (15 hours)

ENGL 524 Advanced Technical Writing and Research (3)

ENGL 525 Advanced Public Relations Writing (3); and/or

INDT 502 Microcomputer Applications in Administration and Research (3)

ENGL 526 Topics in Technical Communications (3); and/or

ENGL 527 Topics in Professional Communication

ENGL 427 Technical Editing (3); and/or

ENGL 428 Writing Computer Documentation (3)

**ELECTIVES**

Students must complete their courses required for the certificate; however, they can choose to take additional relevant courses.

Total credit hours: 15

Students may only take one 400-level classes for graduate credit in a certificate program (3 hrs.)

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Graduate Program of Study  
Graduate Certificate in the Teaching of Writing  
Eastern Michigan University**

Name \_\_\_\_\_ Student Number \_\_\_\_\_

**AREA OF CONCENTRATION** (15 hours)

- ENGL 514 Issues in Teaching Writing (3); or
- ENGL 596 Teaching Composition at the College Level (3); or
- ENGL 675 Eastern Michigan Writing Project Summer Institute (5)
- ENGL 515 Literacy and Written Literacy Instruction (3)
- ENGL 516 Computers and Writing: Theory and Practice (3)
- ENGL 517 Topics in the Teaching of Writing (3); or
- ENGL 518 Topics in English Education (3)
- ENGL 503 Rhetorical Theory and the Teaching of Writing (3)

**ELECTIVES**

Students must complete the courses required for the certificate; however, they can choose to take additional relevant courses.

Total credit hours: 15

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_



# **Contract For Master's Writing Project: Written Communication**

## **Responsibilities and Duties of Graduate Student:**

In signing this contract, I acknowledge and agree to the following conditions:

1. I understand that I am to establish and maintain regular contact with my writing project director. Failure to meet or hold conversations with my director at least once a month, minimum, unless otherwise negotiated with my first reader, can invalidate this agreement.
2. Unless otherwise negotiated with my director, I am to submit the written work for my writing project, document by document, since timely input and guidance from my director throughout the process of completing the project is crucial to insure the optimum quality of the finished work. Therefore, I am not to submit a fully completed project for interim evaluations and comments. Failure to follow this procedure will result in having my director return the project unread so that it can be resubmitted in the appropriate manner.
3. I am to save any original research materials (surveys, taped interviews, student papers, transcripts, logs, etc.) until after my project has been completed, approved, and a grade received for the work. Often versions or parts of these materials appear in an appendix, but the original materials must be readily available to the director even if they are not included in the final form of the project.
4. If, in the judgment of my director, I have not made significant progress on the project within one calendar year, I am to submit a new proposal. My director who agreed to work with me on the proposal that I was unable to complete is under no obligation to continue in his/her role after the calendar year has expired.

## **Responsibilities for the Writing Project Director**

In signing this contract, I acknowledge and agree to the following conditions:

1. As director of the graduate student's writing project, I am to provide constructive criticism of the graduate student's written work, from initial drafts to final editing.
2. As a director, I am to provide all initial and interim comments and guidance for the graduate student's work on the project and, along with the student, am to determine when proposals and documents are of sufficient quality to be submitted for approval.
3. As a director, I am to be available for meetings with the graduate student during regularly scheduled office hours, unless other, additional meeting times are mutually agreed to and convenient for myself and the student, and/or must be accessible by phone, mail, or email to stay in touch with the student about the progress of the work being done.
4. If, in my judgment as director, a student has not made significant progress on the project within one calendar year, I am to advise that student to submit a new proposal. As the director who originally agreed to work with the student, I am under no obligation to continue in my role after a calendar year has expired.

**Project Director's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Contract for Master of Arts Thesis

## *Written Communication*

**Professional Writing**

**Teaching of Writing**

In partial fulfillment of requirements for the Master of Arts in English, Written Communication, \_\_\_\_\_ (student name), \_\_\_\_\_ (student number) proposes a Master's Thesis entitled

\_\_\_\_\_ to be completed in the \_\_\_\_\_ (semester).

Professor \_\_\_\_\_ agrees to serve as director and first reader and has approved the proposed work for the thesis.

\_\_\_\_\_  
Project Director

\_\_\_\_\_  
Date

Professor \_\_\_\_\_ agrees to serve as second reader for the thesis and has approved the proposed work.

\_\_\_\_\_  
Second Reader

\_\_\_\_\_  
Date

The Graduate Coordinator for the department approves the thesis and the thesis director and second reader.

\_\_\_\_\_  
Department Graduate Coordinator

\_\_\_\_\_  
Date

---

### **Completion Signatures**

These signatures attest to the satisfactory completion of the Master's thesis proposed in this contract.

**Candidate** \_\_\_\_\_ **Date** \_\_\_\_\_

**Project Director** \_\_\_\_\_ **Date** \_\_\_\_\_

**Second Reader** \_\_\_\_\_ **Date** \_\_\_\_\_

**Graduate Coordinator** \_\_\_\_\_ **Date** \_\_\_\_\_

# **Contract For Master of Arts Thesis: Written Communication**

## **Responsibilities and Duties of Graduate Student:**

In signing this contract, I acknowledge and agree to the following conditions:

1. I understand that I am to establish and maintain regular contact with my thesis director. Failure to meet or hold conversations with my director at least once a month, minimum, unless otherwise negotiated with my first reader, can invalidate this agreement.
2. Unless otherwise negotiated with my director and second reader, I am to submit the written work for my writing project, document by document, since timely input and guidance from my director and second reader throughout the process of completing the project is crucial to insure the optimum quality of the finished work. Therefore, I am not to submit a fully completed project for interim evaluations and comments. Failure to follow this procedure will result in having my director and/or second reader return the thesis unread so that it can be resubmitted in the appropriate manner.
3. I am to save any original research materials (surveys, taped interviews, student papers, transcripts, logs, etc.) until after my thesis has been completed, approved, and a grade received for the work. Often versions or parts of these materials appear in an appendix, but the original materials must be readily available to my director and second reader even if they are not included in the final form of the thesis.
4. If, in the judgment of my director and second reader, I have not made significant progress on the thesis within one calendar year, I am to submit a new proposal and form a new committee. The readers who agreed to work with me on the proposal that I was unable to complete is under no obligation to continue in those roles after the calendar year has expired.

## **Responsibilities for the Thesis Director and Second Reader**

In signing this contract, we acknowledge and agree to the following conditions:

1. As director of the graduate student's thesis, I am to provide constructive criticism of the graduate student's written work, from initial drafts to final editing.
2. As director, I am to provide all initial and interim comments and guidance for the graduate student's work on the thesis and, along with the student, am to determine when proposals, chapters, and documents are of sufficient quality to be submitted to the second reader for further comments and response.
3. As director, I am to be available for meetings with the graduate student during regularly scheduled office hours, unless other, additional meeting times are mutually agreed to and convenient for myself and the student, and/or must be accessible by phone, mail, or email to stay in touch with the student about the progress of the work being done.
4. As second reader for the thesis, I am to provide constructive criticism for only those drafts of chapters that have already been read by the director and revised/edited by the graduate student.
5. As second reader, I am to make sure my suggestions and comments, negotiated by me, the director and student, have been addressed in the revised/edited drafts of all relevant chapters of the thesis.
6. If, in the judgment of the director or both the director and second reader, a student has not made significant progress on the project within one calendar year, I/we are to advise that student to submit a new proposal. As the director and second reader who originally agreed to work with the student, we are under no obligation to continue in our roles after a calendar year has expired.

**Project Director's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Second Reader's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**APPENDIX A**  
**DEPARTMENT OF ENGLISH LANGUAGE AND LITERATURE**  
**EASTERN MICHIGAN UNIVERSITY**

**APPLICATION FOR GRADUATE ASSISTANTSHIP**

GENERAL INSTRUCTIONS

1. If you are applying for Fall admission and for an assistantship beginning in Fall, please have all program application materials completed and sent to the Graduate Admissions Office at EMU no later than March 1.
2. Send this form and your personal statement for your assistantship to: Graduate Coordinator, English Department, 612 Pray-Harrod, Eastern Michigan University, Ypsilanti, MI 48197. These must also be received no later than March 1.
3. You need at least two letters of recommendation to be considered for a graduate assistantship. The letters you submit for your application can also be used for this purpose as long as they address your qualifications for a graduate assistantship. Send letters to Graduate Admissions. If you wish to, copies can be sent to the English Graduate Coordinator (at least one should be from a Professor of English).
4. Complete the Graduate Financial Aid Form available on the Graduate School Web site and submit that form directly to the Graduate School in Starkweather Hall.



DATE: \_\_\_\_\_ SEMESTER APPLYING FOR: \_\_\_\_\_

NAME: \_\_\_\_\_ EMU STUDENT NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE # (INCLUDE HOME AND WORK): \_\_\_\_\_

UNDERGRADUATE SCHOOL: \_\_\_\_\_ DEGREE: \_\_\_\_\_

UNDERGRADUATE HOURS COMPLETED IN ENGLISH: \_\_\_\_\_

UNDERGRADUATE HOURS TO BE COMPLETED IN ENGLISH: \_\_\_\_\_

UNDERGRADUATE GPA: \_\_\_\_\_

HONORS RECEIVED: \_\_\_\_\_

ACTIVITIES: \_\_\_\_\_

GRADUATE HOURS COMPLETED IN ENGLISH: \_\_\_\_\_ GRADUATE GPA: \_\_\_\_\_

PROBABLE GRADUATE CONCENTRATION WITHIN ENGLISH LANGUAGE AND LITERATURE: (check one)

- LITERATURE       WRITTEN COMMUNICATION       LINGUISTICS
- CHILDREN'S LITERATURE       CREATIVE WRITING

PREFERENCES FOR GRADUATE ASSISTANTSHIPS: [Please number preferences with 1 being your first preference. Write no next to any that you do not want to be considered for. Descriptions can be found on the Web site.]

- WRITING CENTER     1<sup>ST</sup>-YR WRITING     LINGUISTLIST     LINGUISTICS TA     LITERATURE TA
- NATL. WRITING PROJECT     CHILDREN'S LIT TA     BATHHOUSE     JOURNAL OF NARRATIVE THEORY

APPLICATION FOR GRADUATE ASSISTANTSHIP CONT'D

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PLEASE RESPOND TO THE FOLLOWING (FEEL FREE TO USE ADDITIONAL PAGES IF NECESSARY):

1. List the names and titles of the people you have asked to submit recommendations.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

2. List undergraduate courses related to your graduate program.

\_\_\_\_\_  
\_\_\_\_\_

3. List graduate courses you will have completed by the coming fall semester. Include the grade you earned.


4. List experience relevant to your professional and academic goals, such as tutoring, teaching, editorial work, conferences, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Submit a short essay, 300-500 words, describing your academic and professional goals and conveying a sense of yourself: your special aptitudes and qualifications for a graduate assistantship, your reasons for applying for a graduate assistantship, your reasons for coming in to our graduate program, the intellectual directions you see yourself following, and other information you feel is relevant.

# APPENDIX B

## EASTERN MICHIGAN UNIVERSITY ASSISTANTSHIP RECOMMENDATION

**Applicant:** Please complete your name and address below and give this form (or a duplicate) and a stamped, addressed envelope to the person providing the recommendation. The envelope should be addressed to:

Graduate Coordinator  
Department of English Language and Literature  
Eastern Michigan University  
612 Pray-Harold  
Ypsilanti, MI 48197

**APPLICANT'S NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_



Please complete the following statements and provide whatever comments seem relevant on a separate sheet.

I have known this student (length of time; in what capacity) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Among students at his/her level whom I have known in recent years, I would rank him/her in the:

Upper 5%       Upper 10%       Upper 50%       Lower 50%

I rate his/her potential as a graduate student in English to be:

Excellent       Very Good       Good       Fair       Poor

I rate his/her potential as a graduate assistant to be:

Excellent       Very Good       Good       Fair       Poor

Name (please print or type): \_\_\_\_\_ Title: \_\_\_\_\_

Position: \_\_\_\_\_ Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX C**  
**Eastern Michigan University**  
**English Language and Literature**  
***Graduate Student—Independent Study***

Prior to registering for an independent study, students must (1) consult the professor with whom they will work, (2) secure that professor's approval for the suggested plan of study, and (3) obtain the approval of the Graduate Coordinator in English.

Student's Name \_\_\_\_\_

Student's Number \_\_\_\_\_ Semester and Year \_\_\_\_\_

Supervising Professor \_\_\_\_\_

Please circle one selection from each group:

**Concentration**

English

Linguistics

Literature

**Course (credits)**

697 (1 credit)

698 (2 credits)

699 (3 credits)

**Proposal**

Briefly describe below the objectives of the Independent Study.

List the papers to be completed.

On an attached sheet, provide a proposed bibliography of primary and secondary sources.

---

**Signature Approval**

These signatures attest to the approval for the suggested plan of Independent Study for English Language and Literature.

**Supervising Professor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Graduate Coordinator** \_\_\_\_\_ **Date** \_\_\_\_\_