Graduate Handbook
for the
Master of Arts in English
2014 - 2015

All information is subject to change.
Students are responsible for checking relevant University web sites
for current deadlines and updates
# ENGLISH MA HANDBOOK
## 2014 - 2015

### TABLE OF CONTENTS

#### SECTION I: INTRODUCTION TO THE PROGRAM
- THE MASTER OF ARTS IN ENGLISH ....................................................... 2
- GETTING STARTED ............................................................................ 2

#### SECTION II: PROGRAM REQUIREMENTS
- OVERVIEW OF PROGRAM REQUIREMENTS .................................... 3
- COURSEWORK .................................................................................. 3
- FOREIGN LANGUAGE REQUIREMENT ............................................ 6
- CULMINATING COURSES OF STUDY ............................................ 6
- PLANNING YOUR PROGRAM ............................................................ 10

#### SECTION III: UNIVERSITY & DEPARTMENTAL POLICIES AND PROCEDURES
- ENROLLMENT STATUS ....................................................................... 12
- SHARING AND TRANSFERRING CREDITS ....................................... 14
- SATISFACTORY PROGRESS ............................................................... 14

#### SECTION IV: SUPPORTING YOURSELF IN GRADUATE SCHOOL
- ESTABLISHING RESIDENCY ................................................................ 15
- FINANCIAL AID AND SCHOLARSHIPS ........................................... 15
- GRADUATE ASSISTANTSHIPS ............................................................ 16
- TEACHING AND OTHER JOB OPPORTUNITIES ON CAMPUS .......... 17
- PROFESSIONAL DEVELOPMENT ....................................................... 18

#### APPENDICES
- APPENDIX 1: ADMISSION AND APPLICATION REQUIREMENTS ........ 22
- APPENDIX 2: INTERNATIONAL STUDENTS .................................... 23
- APPENDIX 3: OFFICE OF GRADUATE STUDIES FORMS & DEFINITIONS 24
- APPENDIX 4: ENGLISH DEPARTMENT FORMS .................................. 25
- APPENDIX 5: SAMPLE EXAMINATIONS .......................................... 25
- APPENDIX 6: ENGLISH MA STUDENT TIMELINE ............................. 28
- APPENDIX 7: DEPARTMENT OF ENGLISH LISTSERV ....................... 29
SECTION I: INTRODUCTION TO THE PROGRAM

THE MASTER OF ARTS IN ENGLISH

Portland State University’s M.A. in English is designed for students who are prepared to undertake advanced work in the field. The program provides a range of courses in literatures in English, including British, American, and Anglophone literature; composition and rhetorical theory; cultural studies; and literary history, theory, and critical methods. The motives and destinations of the students in the program vary. Some go on to work in humanities-related fields such as public relations and arts administration; others teach in high schools; some teach community college or pursue a PhD. Still others pursue the degree solely for their own interest and enrichment.

GETTING STARTED

When you are accepted into the program you will be assigned a faculty advisor. You should make contact with your advisor as early as possible. This faculty member will guide you through the early stages of your program. If you have questions that your advisor cannot answer, contact the department’s Graduate Coordinator Mizuki Hisaka, (grdstudy@pdx.edu) or the Literary Studies Director. Dr Christine Rose, (hhrc@pdx.edu). This Handbook, and the English Department website, may also provide answers to many of your questions.

Early on you should make sure that you have a university ODIN account and email address. To get started, read the instructions on your university letter of admission or, for help, contact the Office of Information Technology at 503-725-HELP (4357). The Department of English will use a listserv to communicate important information to our graduate students. We will add your official PSU email address to our listserv for all correspondence and you are encouraged to check your PSU email using the web interface at mail.pdx.edu. (See APPENDIX 7: DEPARTMENT OF ENGLISH LISTSERV for detailed information)

Find out the date that you can begin registering for courses. Students entering the program should take English 500: Problems and Methods of Literary Study, in their first term.

We strongly recommend that you attend our graduate student orientation, usually held the Friday before classes begin. This event will introduce you to our faculty and other students, inform you about the program and its requirements, and acquaint you with the resources available at the university and in the city of Portland.

Other important resources on campus include the Office of Graduate Studies, which provides information on university requirements, the Career Center, which offers valuable guidance on graduate education and professional development, the Writing Center, which can help you with any stage of your writing process (from coming up with an idea for a paper to proofreading), and the Department of World Languages and Literatures. You should also get into the habit of checking the English Department Website regularly (www.english.pdx.edu) so that you can keep up with departmental news and events.
SECTION II: PROGRAM REQUIREMENTS

II.A. Overview of Program Requirements

NOTE: Requirements for the English MA occasionally change. Students may opt to fulfill the requirements in place during the year when they entered the program, if those differ from current requirements. However, all students, regardless of matriculation, must complete the present requirements for the Culminating Course of Study (Option I or Option II, explained below).

Students in the English M.A. program must complete the following requirements:

• **45 credits of graduate coursework.** These must include
  - English 500: Problems and Methods of Literary Study (only offered fall term)
  - One graduate seminar (English 507)
  - One course in pre-1800 British or American literature (A seminar on a pre-1800 topic, e.g., Eng 507: Shakespeare, can fulfill both the 507 and the pre-1800 requirement)
  - One course in literature or rhetoric, whether Anglophone or in translation, before 1900.
  - One critical theory course
  - At least 32 credits in English (courses listed as “Eng”)  
  - No more than 13 credits outside of English (these require advisor approval)

• **University Foreign Language Requirement.** This may be completed through coursework or examinations administered by the Department of World Languages and Literatures (see “Foreign Language Requirement” on page 6).

• **Option I or Option II (explained below) of the Culminating Course of Study.**

II.B. Coursework

The English M.A. Degree requires 45 credits of graduate-level coursework. All coursework must be taken for a letter grade and students are expected to maintain a minimum 3.25 cumulative GPA in the program. Students who fail to do so for at least three consecutive terms will not be allowed to complete the M.A. Program and may be asked to leave.

Both the student's advisor and the Program Director must ultimately approve the list of courses students plan to use to fulfill the program’s requirements. The student will list course work used for degree completion on the Degree Completion Plan, explained below, at least 2 terms prior to graduation Students should meet with their advisor regularly to make sure that they are interpreting the requirements correctly and keeping on track.

II.B.1. English 500: Problems and Methods of Literary Study
Required for all English M.A. students, English 500 introduces students to the methods of research and analysis they will use throughout the program. Students take the course in the fall of their first year of study. English 500 covers the following:

- The history and current state of the field of English literary studies
- Methods of academic research: textual analysis, bibliographic conventions, and academic library use (both print and electronic media, including rare books and manuscripts)
- Methods of annotation and bibliographic compiling
- How to evaluate and produce scholarly writing: defining the nature of a scholarly article; identifying and assessing types of evidence; understanding how scholars intervene in critical debates; evaluating and developing scholarly writing styles
- How to write a prospectus, abstract, and précis
- How to organize a large research or writing project
- How to identify and use literary terms and theoretical approaches
- The organizations and tools available to scholars and teachers, such as scholarly presses, the Modern Language Association (MLA), and the National Council of Teachers of English (NCTE)
- The current state of the profession and the job market

II.B.2. 4-credit Graduate Courses

There are three types of 4-credit graduate courses:

- 400/500 level courses are larger classes that include both undergraduate and graduate students. Though all students participate in discussions and lectures, the classes have separate requirements for graduates and undergraduates.
- 500-level graduate-only courses are small classes that concentrate on wide reading and focused writing in advanced topics.
- Graduate seminars involve extensive independent research around a central theme and set of readings.

II.B.3. 1-credit Graduate Courses

Some student loans, scholarships, and grants require full-time status. At PSU, a full time course load at the graduate level is 9 credits or more per term. Half time is 8 credits or less per term. This means that if you enroll for two 4-credit courses you will not have full-time status. In addition to the By-Arrangement options (explained below), the department offers a range of ENG 531 selected topics for 1-credit to help fill out your schedule. These include Eng 531: The Field of English, a course designed for first-year English MA students, and Eng 531: Professional Development, a course designed for second-year students in the program. The Department has also regularly offered Eng 531: Rhetoric and Composition Discussion Group as well as a rotating list of workshops and discussion groups run by various faculty. Each term a list of these 1-credit options is posted to the Graduate Student listserv.

II.B.4. By-Arrangement Course Work
The English department recognizes that By-Arrangement study can be a valuable means of expanding the curriculum and allowing students to pursue special interests. By-Arrangement study may be arranged under several course titles. The following limitations apply:

- Students may take each By-Arrangement course for between 1 and 4 credits.
- Students may take no more than 9 credits of By-Arrangement in any given term.
- Students can only apply a combined maximum of 12 credits in 501: Research and 505: Reading & Conference towards the M.A. degree.
- Students can only apply a combined maximum of 9 credits in 504: Internship, 508: Workshop, and 509: Practicum towards the M.A. degree.

Students wishing to pursue By-Arrangement study should seek the approval of a faculty member willing to undertake the arrangement. To register for these courses you must fill out a By Arrangement Request Form available in the Department of English or on the PSU website, have it signed by the instructor, and leave it with Department staff to be signed by the Chair and forwarded to Registration. Faculty's time to supervise independent study is limited. Please keep in mind that professors choose to take on these courses on top of their regular workload.

Following are the course numbers for By-Arrangement:

- Eng 501: Research. Students may take from 1 to 4 credits of Eng 501 as they prepare for their Focus Area or their Qualifying Essay. Students should arrange to work with a faculty supervisor, preferably their advisor.
- Eng 504 or WR 504: Cooperative Education/Internship. Academic work with a faculty advisor or mentor in conjunction with either paid or unpaid employment outside the university.
- Eng 505: Reading and Conference. One-on-one reading/discussion on a special topic with single students. If a group of students wants to gather together and propose a topic to a faculty sponsor, it is better to use ENG 508: Workshop. See above for the limit on the number of Eng 505 that students can count toward their M.A..
- WR 505: Writing and Conference. One-on-one work with a faculty advisor or mentor on a student writing project; this may also include reading and discussion. There is a limit of 12 credits of WR 505 that students can count toward their M.A.
- Eng 508: Workshop. Workshops are organized around a shared area of interest between a professor and a group of students (and sometimes additional faculty). The faculty role is supervisory; students produce their own discussions, with the faculty members as guides in choosing materials and organizing the group.
- Eng 509: Practicum. For students who are assisting a faculty member in a research, writing, or community-based project, or in teaching a lower division course.

II.B.5. Taking Undergraduate Courses for Graduate Credit
In some cases, faculty may allow a student to take an undergraduate course for graduate credit. You will need to take the course as a ENG 505 or WR 505 Reading and Conference, not the undergraduate course number offered, and the professor will give you extra assignments appropriate for the graduate level.

II.B.6. Courses Taken Outside of the Department

While students must take 32 credits in English (ENG), the remainder of their program (up to 13 credits) may include graduate coursework in related fields with advisor approval. Some common related fields are Writing (courses in the department prefixed “WR”), Applied Linguistics, World Languages and Literatures, Communication, History, Philosophy, Theater Arts, and Education.

II.C. Foreign Language Requirement

All Master of Arts students at Portland State are required to demonstrate a proficiency in a language other than English. They may do so either by taking an exam or by providing transcript evidence that they have completed at least two years of college level coursework in a language other than English with a cumulative grade of C- or above. We strongly encourage students to fulfill their language requirement early in their program. This exam must be passed before scheduling the writing and the oral MA examinations. Options for satisfying the Foreign Language Requirements can be found on the World Language and Literature Department website. Students are responsible for completing the Foreign Language Requirement Verification Request Form and requesting evaluation and certification of language equivalency.

For students who would like to fulfill their language requirement with Spanish or French, we recommend you take the Webcape exam. We do not recommend taking the CLEP, which is more costly. If you are testing in other languages taught at Portland State, your exam will be conducted for free with a professor in that field. If you are testing in a language not taught at Portland State, you may need to take the BYU test. These exams are administered by the World Languages and Literatures Department and you should consult them for more information.

II.D. Culminating Course of Study

NOTE: The program requirements for the culminating courses of study changed in spring of 2010. All students, regardless of year of admission, must abide by the new options.

To finish the program, all students must complete a General Examination, and either Option I: Focus Area Examination or Option II: Qualifying Essay, in addition to the respective Oral Examination for each option. Students pursuing full-time studies must submit their Degree Completion Plan to the Graduate Coordinator by the fifth week of their fourth term of study.

<table>
<thead>
<tr>
<th>Option I: Focus Area</th>
<th>Option II: Qualifying Essay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus Area Proposal</td>
<td>Qualifying Essay Proposal</td>
</tr>
<tr>
<td>General Examination</td>
<td>General Examination</td>
</tr>
<tr>
<td>Focus Area Examination</td>
<td>Qualifying Essay</td>
</tr>
<tr>
<td>Oral Examination</td>
<td>Oral Examination</td>
</tr>
</tbody>
</table>
For students unsure of which option to pursue, we recommend taking Option I: Focus Area and the General Examination. This two section exam is rigorous and gives you a firm grounding in English studies that will make you a more effective teacher, scholar, writer, administrator, or other professional. We suggest that you choose Option II: Qualifying Essay and the General Examination if you are strongly committed to a specific research project or otherwise believe that a sustained, largely self-directed writing project is what will best serve your educational goals.

If the candidate fails to pass any part of the Culminating Course of Study, the student’s committee will meet to recommend a course of action. The candidate’s right to retake or rewrite any or all of their culminating materials is not automatic. The University requires a wait of at least three months before retaking any failed final exam. Should the student fail a second examination, disqualification from the program is automatic.

II.D.1. The General Examination

The General Examination, required for all MA students, is designed to test a student’s knowledge of a general course of study in the field of English.

Format of the General Examination

This General Examination is a formal written exam, held on the third Friday of fall, winter and spring terms (exams are not given during summer session). It is compiled from questions on form, period, rhetoric, and/or theory submitted to the Literary Studies Committee by the Graduate English Faculty (see Appendix 5: Sample Examinations). The examination invites you to write responses to three of these questions (of your choice) that articulate your understanding of the field of English.

Examiners will expect that your answers to the General Examination will demonstrate your ability to do the following:

- Identify and analyze issues of genre, and style, be they literary, rhetorical, fictional, poetic, popular, elite, dramatic, cinematic, or multimedia;
- Discuss patterns and developments across historical periods, including periods before 1800;
- Discuss patterns and developments across regions and nations, including materials from North America, Britain, and other regions.
- Discuss the roles of political, social, and cultural conflict and identity in the production, reception, and analysis of texts;
- Discuss the theoretical perspectives that inform your approach to English studies. These perspectives can include literary, rhetorical, composition, pedagogical, film, cultural, historical, social, classical, or any other type of theory.

General Examination List and Rationale

The first phase of preparation for the General Examination is compiling a list of works that will inform your answers to the exam questions. (On the exam itself, you are of course free to discuss,
and may be asked about, works not on your list; however you should be prepared to answer questions regarding the works that are on the list.) You should create this list in consultation with your adviser, who has final approval. You will preface your list with a paragraph that outlines your rationale in selecting your specific works from a broad array of literature and theory in English. The approved General Examination List and Rationale must be submitted as part of the Degree Completion Plan.

Your General Examination list should include material from the coursework you have done that stand out to you as central to your thinking about the discipline. To these, we recommend that if necessary you add some materials that you think round out or deepen the knowledge you have gained through coursework (the result should be a list of 20-40 works). Your General Examination List should not overlap with your Focus Area list or Qualifying Essay bibliography.

Choose works that you can use to demonstrate the types of knowledge and analysis required for the General Examination, as outlined above. In this way you should be able to synthesize your MA experience by locating your intellectual development through concrete examples as well as demonstrating your knowledge of the history of English Literature.

II.D.2. Option I. Focus Area

The Focus Area Option gives students the opportunity to read widely and deeply in an area of interest they share with their advisor. The following are some sample areas:

• British Women Writers, 1700-1900
• History of Rhetoric
• American Literature, 1607-1800
• Race and Modernism
• Fifteenth-Century British Poetry
• Composition Theory and Postmodern Subjectivity
• Allegorical Forms in Literature

a. Focus Area Proposal

Students who choose OPTION I must submit a Focus Area Proposal to their Examining Committee. This one page document—approximately 500 words—should be concise, outlining the project and providing a timeline for completion. The Focus Area Proposal should contain the following components:

• Identifies Focus Area (defined by certain criteria, be they generic, formal, thematic, theoretical or historical)
• Provides a set of guiding questions that shape your initial approach to this Focus Area
• Attaches a reading list of primary and secondary sources, at least 20 texts, that the student will be responsible for reading
• Sets forth the rationale for including this particular set of texts
• Outlines the project and timeline for completion

b. Focus Area Proposal Timeline Considerations

Typically students pursuing full-time studies submit a working draft of their Focus Area Proposal to their examining committee one term before they submit the proposal to the Literary Studies Committee. This provides the committee time to review and suggest revisions to the Focus Area Proposal. The approved Focus Area Proposal must be submitted as part of the Degree Completion Plan at least two terms before the student plans to graduate.

c. Focus Area Examination

The Focus Area Examination will be two hours and test a student’s knowledge of the specific course of study. The Focus Area Examination is created by the student’s Advisor in consultation with the student’s Examination Committee and will be administered the same day as the General Examination.

II.D.3. Option II: Qualifying Essay

The Qualifying Essay option gives students the opportunity to engage in advanced research methods to explore a specific topic in depth.

a. The Form of the Qualifying Essay

The English M.A. Qualifying Essay should be an essay of publishable quality and length – approximately 10,000 words – that makes an original contribution to a field of study. Students should write the Qualifying Essay with a particular publication venue in mind such as an academic journal. Although students are not required to submit their Qualifying Essay for publication, they are encouraged to do so. While the Qualifying Essay is intended to be a publishable scholarly article, individual students and advisors may also elect to include supplementary written materials or activities alongside the Qualifying Essay (e.g., an Annotated Bibliography, a critical survey). Any such material will be beyond the required minimum length for the Qualifying Essay.

The Qualifying Essay should accomplish the following:

• Present a well-defined, detailed problem appropriate to the time frame and page constraints of the Department’s requirements. The argument should be well organized and show an understanding of the intended audience. It should be written with care for style and balance, use sophisticated and appropriate vocabulary, and use MLA-style formatting.

• Demonstrate a wide reading of pertinent background material, historical and current, especially regarding theoretical and cultural issues that bear upon the Qualifying Essay topic.

• Demonstrate understanding of the critical conversation in the field relevant to the problem, and how the Qualifying Essay contributes to that conversation.

• Demonstrate familiarity with the methodologies currently used in the discipline, in relation to both the content of the Qualifying Essay and the form of its research methods.
Aim to be publishable.

A student’s Qualifying Essay advisor or examining committee may have other suggestions and requirements for the writing of a particular Qualifying Essay.

b. The Qualifying Essay Proposal

Students who wish to write a Qualifying Essay must submit a draft proposal to their examining committee defining a focused topic one term before they submit the proposal to the Literary Studies Committee. This provides the committee time to review and suggest revisions to the Qualifying Essay Proposal. The approved Qualifying Essay Proposal must be submitted as part of the Degree Completion Plan, at least two terms before the student plans to graduate. The proposal should:

- be two to three pages in length,
- consist of a clear, concise statement of the Qualifying Essay project or problem to be explored, its significance in the context of previous scholarship and criticism (identify a gap in our understanding of the particular topic and suggest the benefits of improving our knowledge of this topic), and an account of the methodologies or critical approaches to be used,
- include a preliminary bibliography, including both primary and secondary materials.

Students should seek the help of their advisors in writing the proposal. When the proposal is completed, the student’s advisor submits the proposal to the Literary Studies Committee for approval.

Approval to write a Qualifying Essay is not automatic; students may be asked to revise the proposal, and only superior proposals will be approved.

c. Qualifying Essay Timeline Considerations

Realistically, the Qualifying Essay is a long project, and unless you have a great deal of it already done when your proposal is accepted, it is at least two terms of work. Since the Qualifying Essay must be given to your committee two weeks before the Oral Examination, and University policy is that the absolute last date to schedule an oral is in the 9th week of any term, the first four weeks of the term in which you are defending the Qualifying Essay should be used only for final editing and proofreading. Optimally, a student would distribute the Qualifying Essay to their committee at the end of the term prior to the one in which s/he intends to graduate.

In sum, you should give yourself at least a full calendar year, following the approval of your Qualifying Essay proposal, in which to write the Qualifying Essay. For example, to graduate in spring of 2015, the Qualifying Essay proposal should ideally be written and approved by the end of spring term 2014.

II.D.4. Oral Examination

The Oral Examination is the final stage of the Culminating Course of Study for Option I and Option II. After the student has completed the General Examination and either the Focus Area Examination or the Qualifying Essay, there are three possible scenarios:
• The examination committee passes the student on the written portion of the Culminating Course of Study and initiates the process of scheduling the Oral Examination.
• The examination committee conditionally passes the student on the written portion of the Culminating Course of Study and initiates the process of scheduling the Oral Examination. The student may be asked to rewrite one of the examination essays, or be prepared at the Oral to discuss further why the written portion of the exam was borderline acceptable. Should the student fail to pass the Oral Examination, he or she may be asked to retake or revise portions of the written examination (General Examination, Focus Area Exam, or Qualifying Essay) before retaking the Oral Examination.
• The examination committee does not pass the student on the written portion of the Culminating Course of Study; the student must repeat some or all of this portion of the examination before proceeding to the Oral Examination.

All students must be enrolled for at least one credit hour in the term in which take their Oral Examination and satisfy the requirements for the degree (including the Foreign Language requirement). If a leave of absence is taken while a student is working on either the Focus Area or the Qualifying Essay, the student is not allowed to utilize the services of their committee, and the Graduate Studies Office will process no paperwork until the student is re-registered. The Adviser arranges a convenient time for the Oral Examination with the committee based on the term deadlines set by the Graduate Studies Office. Option I examiners may ask questions arising from either the General Examination or the Focus Area Examination. Option II examiners may ask questions arising from either the General Examination or the Qualifying Essay. The student must deliver a complete copy of the Qualifying Essay to Committee members at least two weeks prior to the examination date in the format determined by each committee member, either electronic or hard copy. If a copy of the Qualifying Essay is not received by the deadline, the committee has discretion to postpone the oral exam to a following term. Passing the Oral Examination requires a favorable majority vote of the committee. The committee may recommend that the student repeat the Oral Examination, the Focus Area and/or the General Examination. For Option II students, committee members may request revisions to the Qualifying Essay before it is accepted for Graduation. Option II students must submit their completed Qualifying Essay in PDF format to the Graduate Coordinator.

For all candidates, the General Examination and the Focus Area Examination or the Qualifying Essay are read only by the student’s examining committee and must be passed by a majority of its members.

II.E. Planning Your Program of Study

II.E.1. Advising

Students accepted into the program are immediately assigned an advisor. Students should introduce themselves and receive advice on enrolling for fall courses. The student should contact the Director of Literary Studies if the student’s assigned advisor is on leave or otherwise unavailable. Students should also plan to meet with their faculty advisor early in their first term of study to discuss their options for a coherent MA program and confer in general about the culminating course of study.
We do not expect students entering the program to know in advance what specific areas within the field of English they would like to study. Our goal is to train our students as generalists, rather than specialists, meaning that we train students to use a variety of materials, methods, and approaches as they pursue their study of English both before and after graduation. At the same time, we find that it is beneficial for students to have a deeper knowledge of a particular area of study. Students need not come into the program knowing what this will be, but they should begin to craft a course of study in a specific area by the end of their first year in the program (or after taking roughly 25 credits for students who are attending part-time) which will become the basis for their Focus Area Exam or Qualifying Essay (Option I or Option II).

Students may find that their selected a course of study is not compatible with their assigned advisor’s field of expertise. Students can review departmental faculty profiles to identify tenure-line faculty with academic interests that parallel their focus of study. If the student selects a new faculty advisor, the student must submit a Change of Non-Thesis Graduate Advisor form to the Department of English. Once a student has selected an advisor, s/he is ready to assemble the rest of their examination committee.

II.E.2 The Examining Committee

Each student’s examining committee consists of 3 faculty members:

- The student’s advisor, who also acts as the Chair of the student’s Examining Committee,
- One member appointed by the Literary Studies Committee, and
- One member of the English Department chosen by the student.

Students are responsible for obtaining the support of a faculty advisor willing to assist with devising either the Focus Area Examination proposal or the Qualifying Essay proposal, and to be the chair of the Oral Examination. The student’s advisor must be tenured or tenure-track with an appointment in the English Department at Assistant Professor rank or higher. Consult the English Department website for a list of tenure-track professors and their specialties.

Other than the advisor, committee members may be tenure-track or fixed-term faculty who teach in the Graduate English Program. Please note that fixed-term faculty are not required to serve on Master of Arts in English committees. Part-time/Adjunct faculty may be approved to serve on a committee if the faculty member in that specialty is on leave; however this appointment is also voluntary.

II.F Requirements for Degree Completion

Students must ensure that they have completed both the departmental and the university requirements for the M.A. Degree, including all associated paperwork, before they will be able to graduate.

II.F.1. English Department Requirements: Degree Completion Plan

Students must notify the Literary Studies Committee which option they will be choosing (Option I: Focus Area Examination or Option II: Qualifying Essay) by submitting a Degree Completion Plan.
form to the Graduate Coordinator two terms before they intend to graduate (i.e. by the end of Fall term for a Spring graduation — see Appendices 4 and 6). At this time students will also submit a General Exam List/Rationale and either a Focus Area or Qualifying Essay Proposal.

At the beginning of the term in which they intend to complete their degree, students must send the Graduate Coordinator an email that announces their intention to take the General and Oral Examinations, confirms their list of examiners, and their choice of Option I or Option II. If there are changes to the program requirements worksheet, a new worksheet must be approved by your advisor. **Before taking the exams, students must have fulfilled the foreign language requirement and have checked with their faculty advisor to assure completion of all degree requirements.**

Students receive an email in advance of the written examination stating the place, time, and instructions for taking the examination.

II.F.2. University Requirements

No later than the first week of the term they wish to graduate all students must also:

- Submit an [Application for Awarding a Master’s Degree](http://www.pdx.edu/sites/www.pdx.edu.registration/files/media_assets/update-gr.pdf) to the Graduate Studies Office no later than the first week of the term they wish to graduate.
- Submit all forms except the Application for Degree to the Department of English so that they can be signed by the Chair and copied to the student’s file before they are submitted to Graduate Studies. A summary of Graduate Studies Office forms is appended to this Handbook as Appendix 3.

If you wish to participate in the University Commencement, you should check commencement deadlines on the University’s [commencement](http://www.pdx.edu/sites/www.pdx.edu.registration/files/media_assets/update-gr.pdf) web page. The English Department separately holds a capping ceremony. Event details will be announced during winter term.

### SECTION III: UNIVERSITY AND DEPARTMENTAL POLICIES AND PROCEDURES

#### III.A. Enrollment Status

III.A.1. Deferral of Enrollment

According to University policy, students admitted to a graduate program who fail to matriculate at the beginning of the first term of the first year will have their admission canceled by the University unless they have been granted a deferral of enrollment from the program for no more than one year. The English MA Program discourages deferments. However, you may request one by downloading a graduate Admission Application Update Request at [http://www.pdx.edu/sites/www.pdx.edu.registration/files/media_assets/update-gr.pdf](http://www.pdx.edu/sites/www.pdx.edu.registration/files/media_assets/update-gr.pdf). The form must be filled out, signed, and mailed to the Graduate Program Coordinator; Department of English-ENG; Portland State University; PO Box 751; Portland, OR 97201-0751.
III.A.2. Conditional Admission
Any student admitted conditionally should notify their advisor as soon as the conditions outlined in their admissions letter have been met. Students will not be allowed to take the Comprehensive Exam or begin a Qualifying Essay for the MA Degree until their Departmental Conditional status has been removed.

III.A.3. Leave of Absence
A student in good standing may petition for a leave of absence. Leave of absence status assures the student a continuation of admission in the program during a period of absence. The cumulative amount of leave may not exceed one calendar year. Students on an approved leave of absence do not register for courses and are not required to pay instructional or other fees. During a leave of absence, access to university or program facilities and services and use of faculty or staff time is restricted according to policies established by the university and each program. A leave of absence does not constitute a waiver of the time limit for completion of the graduate degree at PSU, nor does it extend the regular one-year limit for completion of a course.

A leave is not automatic, but is only awarded to a student in good standing and must be approved by the student’s advisor and Program Director. Students wishing to take a leave should fill out a Request for Leave of Absence form and have it signed by their advisor and Program Director before submitting it to the Graduate Administrator. If the student fails to submit this form, s/he will be listed as inactive and administratively withdrawn from the program. Students are responsible for keeping their contact information current with the Department’s Graduate Coordinator during their leave. A student planning to return from a leave of absence should contact the Graduate Administrator and his/her advisor at least three months prior to returning to school. Students who fail to return to the graduate program within 12 months of initiating a leave of absence may be administratively withdrawn from the program.

III.A.4. Continuous Enrollment
Students admitted to a graduate program must be continuously enrolled until graduation, except for periods during which they have been approved for a leave of absence. Taking a minimum of 1 graduate credit per term during the regular academic year (fall, winter and spring terms) will constitute continuous enrollment. Registration during the summer term is not required. Failure to meet the continuous enrollment minimum may result in administrative withdrawal of the student from the program.

III.A.5. Time to Completion
Although the Department recognizes that students enter our programs with differing plans and obligations, we expect full-time students to complete the English MA program in two years, and part-time students to complete the program within 4 years. Students who have not completed the program by the end of their seventh year may be administratively withdrawn by the Program Director or Department Chair. The University will not count graduate credits that are more than seven years old toward any master’s degree (e.g., a course started in the fall term of 2014 will be beyond the seven-year limitation at the close of fall term 2021).

III.B. SHARING AND TRANSFERRING CREDITS
III.B.1. Pre-Admission Credit and Transfer Credit

A maximum of 16 approved credits earned before admission to the program may be applied to the degree. This “pre-admission credit” limit applies to transfer credits earned outside PSU or at PSU before admission to the program.

A separate 16-credit allotment of transfer credit may be approved for coursework taken after admission to the Master’s program (courses taken elsewhere over the summer, for example). However, a maximum of one-third of a student’s total of 45 credits may be taken outside PSU, so only 16 of the possible combined 32 transferred credits (pre-admission and post-admission) may be from outside PSU (the one-third limit is actually 15 credits but we are allowed an extra credit because of our four-credit course structure).

Students must fill out a Transfer and Pre-approved Credit form (GO-21) and meet with their advisor or the Program Director for credit evaluation and approval.

All Pre-admission and Transfer credits must be graduate level and must be: 1) letter graded B- or higher; 2) not be used for any other degree at any institution; 3) no more than seven years old at the time the Master’s degree is awarded; 4) applicable to a Master’s degree at the originating institution without qualification. Refer to the PSU Bulletin for information on transfer of courses from foreign institutions, distance learning programs, etc.

III.B.2. Dual Master’s Degrees

No credits applied toward a completed Master’s degree may be applied toward earning another Master’s degree, except in the case of a Dual Master’s degree. A graduate student may work concurrently toward the completion of the requirements of two PSU Master’s degrees in complementary disciplines where an overlap of coursework occurs. The dual degree program is planned in consultation with and approved by the advisors from each program. More information is available in the University Bulletin.

III.C. SATISFACTORY PROGRESS

Students enrolled in the English MA Program must make satisfactory progress toward the degree or they may be administratively withdrawn from the program by the Program Director or Department Chair.

To make satisfactory progress, you must do the following:

- Be registered for each term of the academic year following your admission to the program. The exceptions are if you are granted approval to defer matriculation, or if you are absent during an approved Leave of Absence. See the sections of this handbook on Deferral of Enrollment and Leave of Absence for specific departmental policies and procedures.

- Maintain a minimum 3.25 cumulative GPA throughout the program. Students who fail to maintain this minimum GPA for at least three consecutive terms will not be allowed to pursue a Qualifying Essay or take the Comprehensive Exam and may be asked to leave the program. Students who fail to maintain a minimum 3.0 cumulative GPA, and/or maintain a GPA above 2.67 for any given term will be placed on academic probation by the Office of Graduate Studies.
• Earn a B- or higher in your classes. You will not earn graduate credit for a class in which you receive a C+ or below unless you have specific written approval from the Program Director or Department Chair.

• Make up any incomplete prior to the agreed deadline or within one year, whichever comes first.

• Satisfactorily complete the work for any Practicum project or Qualifying Essay hours arrangement you have with an instructor or your advisor.

• Avoid getting two or more Xs or Ws in a given academic year.

• Get approval from your advisor if you plan to take elective courses outside of the English program that do not meet the program requirements. This restriction does not apply to students in a dual degree program.

• Abide by the requirements of PSU’s Office of Graduate Studies and Research, and the Student Conduct Code.

SECTION IV: SUPPORTING YOURSELF IN GRADUATE SCHOOL AND BEYOND

IV.A. ESTABLISHING RESIDENCY

PSU tuition is significantly lower for Oregon residents than it is for those from out of state. To establish Oregon residency, you must reside in the state for one year; however, this is not the only requirement. For a synopsis of residency requirements, call the Admissions office or see their website at http://www.pdx.edu/admissions/residency-requirements.

IV.B. FINANCIAL AID AND SCHOLARSHIPS

Information on graduate financial aid is available on the University website at: http://www.pdx.edu/finaid.

For graduate students both in-state from out-of-state, the Laurels Graduate Award is available. Information about the Laurels and other competitive scholarships is available on the Graduate Studies website at: http://www.pdx.edu/ogs/funding.

English department nomination is required for three all-University competitions: the Oregon Sports Lottery, the University Club, and the Underrepresented Minority Graduate Student Pipeline scholarships. Any student who would like to be nominated for one of these scholarships should speak to their advisor or Program Director about their qualifications. A computerized database of national and local scholarships is also available in the Millar Library.

IV.C. GRADUATE ASSISTANTSHIPS
University Graduate Assistantships are scholarships that come with a complete tuition remission (this covers tuition only, not additional University fees) and stipend. The student, in turn, is expected to work part-time for the university. The English Department offers a small number of GAships to its students every year; students are also eligible to apply for other GAships offered across the campus. These include University Studies Mentorships and other GAships in various departments.

IV.C.1. English Department Graduate Assistantships

The Department has a very limited number of Graduate Assistantships. Graduate assistants receive both tuition remission and a stipend for the academic year (Fall, Winter and Spring Terms). In some years we have also been able to offer teaching employment in the summer, but this is not guaranteed.

The English M.A. Program generally has between 4 and 5 Graduate Assistantships to offer to incoming students. These assistantships represent a contract for one year with the possibility of renewal for a second year, and usually require the student to teach composition courses and work in the Writing Center. To apply, students check the relevant box on their applications to the program. The Graduate Admissions committee awards assistantships based primarily on students’ academic merit. In the second year of their GAships, some students work as assistants to Program Directors or assist faculty in teaching undergraduate English courses.

The Department also occasionally has GAships to offer to students in their second year of study, including administrative positions with the Portland Center for Public Humanities. These and other positions are announced over the graduate student listserv.

IV.C.2. University Studies Mentorships

University Studies is PSU’s General Education program. The University Studies Department offers Graduate Assistantships to graduate students to work as mentors for Sophomore Inquiry courses. Mentors plan and facilitate 50-minute mentor sessions, assist the course instructor, and act as student advisors. Applications are due in January of each year. Before beginning to teach in Fall term, all new mentors must enroll in a four-credit Education course that is offered in the Spring and a two-week Fall training prior to the start of school. Mentors work 10-20 hours per week. For more information see the mentoring website at http://mentors.unst.pdx.edu/content/mentors-and-mentored-inquiry.

IV.C.3. Other Graduate Assistantships outside the English Department

Many non-academic divisions of the University offer Graduate Assistantships, including: University Communications, Campus Recreation, University Housing, The Office of International Affairs, the Women’s Resource Center, the Queer Resource Center, and Student Health and Counseling. A list of some of these GAships is available through the Graduate Studies website: http://www.pdx.edu/ogs/graduate-assistantships. Some open GAships are also announced on the English Graduate Listserv. However, we suggest that you regularly contact likely departments to see if there are any positions available. Students with non-English language skills may want to contact the Department of World Languages about teaching opportunities.
IV.D. OTHER JOB OPPORTUNITIES ON CAMPUS

IV.D.1. Writing Intensive Course (WIC) Assistant

WIC Assistants help faculty across the University curriculum in teaching writing for a content course. Responsibilities may include reading drafts, leading writing workshops, or doing presentations on writing. To qualify for a WIC position you should take either ENG 513 (Teaching and Tutoring Writing) or ENG 514 (Introduction to Composition Theory). WIC Assistants receive a stipend but no tuition remission. Please submit a WIC Application and current CV to Professor Susan Kirtley (skirtley@pdx.edu) for consideration.

IV.D.2. Writing Center Tutor

Tutors assist students in individual sessions. To qualify for this position you should take ENG 413/513 (Teaching and Tutoring Writing). Tutors are part time hourly employees paid by monthly timescard submission and assigned term by term. Contact the Writing Center Coordinator, Dan Deweese at deweesed@pdx.edu, for further information.

IV.D.3. PTLC (Peer Tutoring and Learning Center) Writing Tutor

PTLC hires writing tutors on an ongoing basis throughout the academic year as existing tutors graduate. For more information see their website at http://www.pdx.edu/tutoring/.

IV.D.4. Chiron Course Instructor

Chiron courses are credit classes taught by students for students. They are listed under “Interdisciplinary Studies” in the University Schedule of Classes. In addition to the teaching experience gained, student instructors receive a small teaching stipend. For more information, go to: http://www.ess.pdx.edu/chiron/

IV.D.5. Work Study Positions

If you qualify for the federal work-study program, you may apply for a variety of jobs with the English department or elsewhere on campus, including writing, website development, and office work. These jobs are also posted on the Career Center website at: http://www.pdx.edu/careers/

IV.D.6. Adjunct Positions

Recent graduates of the English M.A. Program are sometimes hired as adjunct composition instructors or Writing Center tutors soon after they have graduated. It is our general practice to hire former students for no more than one calendar year after graduation (the number of courses they teach or hours they work may vary within that time period). After that time, we generally do not re-hire former graduates from the M.A. program until they have had substantial relevant work experience outside PSU.
IV.E. PROFESSIONAL DEVELOPMENT

The English Department at Portland State University believes in the inherent value of scholarly and creative work, but we also recognize that students want to put their degrees to practical use once they graduate. We believe that an English degree is one of the most versatile and useful that a student can have, and we are committed to offering opportunities for students to prepare themselves for work in a variety of fields.

The English Department offers Futures Forums throughout the year to introduce students to different career options. We also encourage students to use the PSU Career Center. The Center has an impressive collection of resources especially for English students. The center will help you with planning a job search, preparing job search materials, applying for further graduate study, and exploring career options. Visit both their web site (http://www.career.pdx.edu/) and the actual center in 402 University Services Building (612 SW Montgomery).

IV.E.1. Courses Stressing Professional Development

a. **WR 394: Writing Careers for English Majors**

This course is also available for graduate credit if you enroll as ENG 505 (Reading and Conference). The course covers career possibilities, internships and community service. Each student gets individual attention and the goal is to identify possible career paths. This course is particularly helpful for those who wish to pursue non-teaching careers. Contact Dan Deweese (deweised@pdx.edu) for more information.

b. **ENG 513: Teaching and Tutoring Writing**

This course offers theoretical and practical strategies for teaching composition and tutoring. The focus is on preparing participants to teach in a variety of contexts. Contact Professor Hildy Miller for more information.

c. **ENG 531: Professional Development**

This 1-credit course is designed for second-year students in the English MA program. In addition to mentoring you through your Culminating Course of Study, the course also introduces you to a range of career options and gives you practical assistance in preparing for the job market.

IV.E.2. Important Information on Some Common Career Choices

a. **Teaching High School**

An MA in English will enhance your ability to teach critical thinking and writing in the high school English classroom. The MA alone does not, however, license you to teach public high school. To obtain a license, you will have to complete a separate graduate teacher education program, such as PSU’s GTEP program. Note that you will need to complete certain course prerequisites, gain work experience teaching children and young adults, and pass statewide exams in order to be considered for GTEP programs. If you wish to earn your MA in English and immediately go on to get your teaching license, we recommend the following schedule:
Summer, Year 1: Fulfill all prerequisites for the GTEP program and PSU’s foreign language requirement for MA degrees.

Fall, Year 1: Enroll in PSU’s English MA program, take at least 9 credits of courses. Apply to PSU’s GTEP program by the December deadline.

Winter, Year 1: Take at least 9 credits in PSU’s MA English program.

Spring, Year 1: Complete 9 credits of coursework for PSU’s MA in English program; coordinate MA exam committee.

Summer-Spring, Year 2: Complete PSU’s GTEP program; with your MA advisor’s approval, apply 13 credits of graduate courses from this program toward your MA in English.

Summer, Year 3: Complete the remaining 5 credits of coursework needed for the English MA; study for MA exams.

Fall, Year 3: Begin your first teaching job, and take your MA exams in mid-October.

Please note that if you wish to apply credits from the GTEP toward your English MA you will need to get your English advisor’s approval. It would be best to do this before you begin the GTEP. Students interested in pursuing high school teaching should also consider whether they are willing to move outside the area for a job. Job availability in Portland, as in other popular metro areas, is tight. To get a sense of what statewide job availability is like, check out the website for the Oregon Labor Market information System (www.qualityinfo.org/olmisj/olmiszine). Also think about setting up informational interviews at local high schools and education programs to get a better sense of employment opportunities.

b. Teaching at a Community College

An MA in English qualifies you to teach lower-division (freshman and sophomore) courses in either two- or four-year colleges. Most jobs teaching lower-division courses mainly involve composition instruction, with some opportunities to teach literature and other subjects. Two-year colleges look for teachers with previous classroom experience, the ability to work with diverse populations, and advanced training in literature, pedagogy, and literary, rhetorical, and composition theory. For more information on the kinds of knowledge and skills community colleges are looking for, see the Guidelines for the Academic Preparation of English Faculty at Two-Year Colleges, available through the National Council of Teachers of English webpage (WWW.NCTE.org/tyca).

Be aware that a large percentage of lower-division teaching jobs are part-time, adjunct positions. Portland, like many other popular metropolitan areas, has an especially tight market for full- and even part-time positions for college instructors. Consider whether you are willing to move to a different area or supplement your teaching income with another kind of work. For more information on the market for college English teaching, check out the Academic Workforce Advocacy Kit on the Modern Language Association website (www.mla.org). To get a sense of the Oregon job market, you can also explore the website for the Oregon Labor Market information System (www.qualityinfo.org/olmisj/olmiszine) and contact community colleges in your area to find out more about employment opportunities and requirements.
c. Working in Public Relations, Marketing, and Other Humanities Related Fields

Many of our graduates have gone on to successful careers in fields such as marketing, community outreach, and media relations, to name only a few. The Department regularly organizes informational events with alumni/ae who work in these fields. We can also put you in contact with local organizations and assist you in finding internships and other sorts of employment. To learn more about these opportunities, ask your advisor, the Directors of the Department’s various graduate programs, your GLO Coordinators, and/or Career Center advisors.

d. Obtaining a Ph.D.

Many of our students have gone on to excellent PhD programs. In the last four years, our graduates have entered doctoral programs at the University of Wisconsin, the University of Michigan, Northwestern, UMass-Amherst, USC, and the University of Texas at Austin, as well as other similar programs.

We advise anyone considering doctoral study to learn more about job prospects after graduation. Obtaining a doctoral degree can take 5-9 years or more, and with financial aid limited students often go into debt to finish their degrees. But after all that, the likelihood of getting a job post-graduation is far from certain. The job market for English PhDs has been in crisis for over a decade, with few signs that the situation will improve anytime soon. You can obtain more information through the Modern Language Association website (www.mla.org), which features an Academic Workforce Advocacy Kit as well as reports on PhD job placement for the last several years. Other sources of information include the Chronicle of Higher Education, the ADE Bulletin, Academe (at www.aaup.org), and several recent books on the academic profession. There is some evidence that certain specialties within the field of English are more sought-after than others, so seek advice from the above sources as well as professors in the fields that interest you. Also, flexibility about where you would be willing to live is always an asset when seeking academic employment.

If you are committed to pursuing a doctorate, you should think about how you can use your MA experience to gather materials for applications: usually a substantial writing sample or samples and three letters of recommendation, as well as GRE and sometimes English Subject Test scores. Also think about presenting a paper at a conference to get a better sense of the academic experience, gain contacts, and add a line to your resume.

To begin the process of deciding which schools to apply to, check out the ranked list of Ph.D. programs available through the USA Today website (http://grad-schools.usnews.rankingsandreviews.com). This includes a ranking of programs by specialty (e.g., Gender Studies, Renaissance Studies, etc.). Don’t take these ratings as gospel: many excellent schools are not listed at the top. You should think about what scholars you admire and where they teach, as well as whether there is a program that specializes in the subject you plan to pursue (e.g., is there a Center for the Study of Agrarian Drama at the University of Nebraska?). Try getting in touch with faculty members you might want to work with to see if you like them and to put yourself on their radar. Ask your professors for tips and learn if they have any professional contacts to whom you should introduce yourself.
Other factors to consider include:

- The program’s record for placing their PhDs in jobs. Often this information is available on program websites. If it isn't, contact the department to find out.
- The types of financial aid and work opportunities that are available.
- The number of graduate credits the program is willing to transfer from your MA. Many PhD programs in English set narrow limits on these, requiring that you do most of your coursework with them, and so the work you did for your MA may not significantly reduce the amount of time or money you will need to spend earning a PhD. Other programs, however, readily accept transferred credits. For example, the University of Oregon English PhD program will allow you to transfer up to 9 courses from another institution.

With the crisis in jobs, doctoral programs are limiting the number of degrees they award and so more students are competing for fewer spots. So make sure that you don't just apply for your top choices of schools – be flexible. And make sure to ask your favorite faculty for advice on how to survive and thrive in graduate school and beyond.

SECTION V: CONCLUSION

The English Department Faculty is a group of committed teachers and scholars who love working with students. We and the Department Staff are committed to creating the best educational experience and environment for our graduate students. Do not hesitate to come to us with questions — the Directors of Literary Studies and Rhetoric and Composition, as well as the Graduate Administrator, may be especially equipped to answer them. And please take the time out from studying to get to know each other, our department, our university, and our beautiful city.
APPENDICES

APPENDIX 1: ADMISSION AND APPLICATION REQUIREMENTS

Admission to graduate study is granted on the basis of evidence of preparedness to undertake advanced work and the probability of successful completion of the degree. All applicants must hold a B.A. or B.S. degree from a regionally accredited institution (the degree may be in progress at the time of application but must be completed before admission can be finalized).

Applicants are expected to have extensive experience in literary studies, especially English language and literature. If you do not already have a bachelor's degree in English, we expect you to have taken 20-30 credit hours in literatures in English and writing, so that you come into the program with a knowledge of literary history, excellent writing skills, and experience doing advanced critical analysis in upper-division coursework. We also expect a minimum GPA of 3.25 in all English courses.

Our students come from a wide variety of backgrounds, and your admission file will be evaluated as a whole so that weaknesses in one area may be offset by other strengths.

**Important: applicants must apply separately to the University and to the English department. Two different application packets must be provided.**

The Department Application

The Department application must be submitted online. Instructions can be found at [http://www.pdx.edu/english/graduate-admission-information](http://www.pdx.edu/english/graduate-admission-information).

The application must include the following materials:

- A statement of purpose
- A complete set of unofficial transcripts from each post-secondary institution
- A minimum of two letters of recommendation. These, ideally, should come from individuals who can comment on your academic performance, but professional references may be substituted in some cases, as we realize that some applicants may be several years removed from their undergraduate programs.
- Two recent samples of written work, including at least one scholarly essay
- GRE scores (English subject test not required, but suggested as valuable for our decision. The GRE may be waived for students who already have a graduate degree in a related field such as comparative literature, foreign language, history, film studies, rhetoric/composition, communications, philosophy, or education.)

The University Application

The University application is available at [http://www.pdx.edu/admissions/graduate-applicant](http://www.pdx.edu/admissions/graduate-applicant). Please use the major code ENG for the Master of Arts in English.
There is a $50 non-refundable application fee.

Additionally, you will need to submit official transcripts from each post-secondary institution that you have attended.

**Application Deadlines**

There is a once-a-year admission deadline for the M.A. in English on January 3rd of each year for the academic year beginning that September. There is no flexibility on this deadline. Applications must be postmarked by January 3rd and include all departmental application materials. Any materials that are sent separately must also meet the deadline.

Your department application will not be reviewed until you have submitted your University application and been assigned a PSU identification number. Applicants will be notified of both Department and University acceptance by mail only.

Failure to supply complete and accurate information will delay the admission process and subject applicants to the University's policies governing academic dishonesty.

**APPENDIX 2: INTERNATIONAL STUDENTS**

Any applicant whose native language is not English and who has not received a baccalaureate, master’s or doctoral degree from a regionally accredited U.S. institution or an equivalently accredited non-U.S. institution with instruction exclusively in English must pass the Test of English as a Foreign Language (TOEFL) with a minimum score of 600 on the paper-based test, 100 on the internet-based test, or 250 on the computer-based test. The International English Language Testing System exam (IELTS) may be substituted for the TOEFL; the minimum acceptable score is 7.5.
APPENDIX 3: OFFICE OF GRADUATE STUDIES FORMS AND DEFINITIONS

- **GO-7, Request for Change of Status**
  If you were admitted conditionally you must file this after meeting the conditions for regular status. This must be done before you can submit graduation paperwork.

- **GO-10, Reservation of Graduate Credit**
  You can take up to 12 PSU graduate credits at the end of your undergraduate course of study (you only pay undergraduate fees even though they’re graduate credits), and transfer these credits in to a graduate program. This is allowed only for first B.A. / B.S. degrees.

- **Application for Awarding of Master’s Degree**
  This form is completed in the term that you plan to satisfy your degree requirements. Please be sure to follow all instructions as outlined by the Office of Graduate Studies. Information from this document will be used for your diploma and the University’s Commencement. Please go to the IF you wish to participate in commencement ceremony, please go to

- **GO-13, Change in Graduate Degree Program**
  This is used to amend a GO-12 if any changes are made to your course of study after filing the GO-12

- **GO-15, Validation of Out-of-Date Graduate Credit**
  If any of your coursework exceeds the 7-year time limit (5 years for the MFA), you can request a validation exam to approve the use of that credit.

- **GO-17M, Master’s Recommendation for the Degree**
  This form is signed by your committee after your final oral exam is completed. This form is prepared by the Department of English and sent to the Chair of the Students Examining Committee. Students are not allowed to handle this form once it has been signed.

- **GO-19M, Request for Change of Major (Master’s Level)**
  This form is used to change from one Master’s degree program to another. Unless you are transferring from an M.A. to an M.S. (or vice versa) in the Writing Program, transferring between programs requires a full admission review during the fall term admission cycle.

- **GO-21, Proposed Pre-Admission and Transfer Credit**
  This form must be completed if you have taken any courses before admission to your graduate program that will be used to fulfill its requirements (at PSU or elsewhere). It must also be filed if you take any courses after admission that will be used to fulfill your requirements.

- **Dual Degree Memo**
  This form is used to define which courses will apply to both degrees in a dual degree program. Please discuss this option with the Graduate Program Administrator prior to completing.
• **Graduate Petition**
  This form is used to petition the Graduate Council for a waiver of a University graduate academic regulation or degree requirement. Please be aware that in no case will a regulation be waived or an exception granted because of ignorance of the regulation or of the assertion that the student was not informed by the adviser or other authority.

**APPENDIX 4: ENGLISH DEPARTMENT FORMS**

These forms must be submitted, with the required signatures, to the Graduate Administrator.

A **Degree Completion Plan** must be submitted at least 2 terms before the student plans to graduate (i.e., in fall for spring term graduation). This form is completed and approved by the adviser, kept in the students academic file in the English Department and is in place of the no longer required Office of Graduate Studies Form GO12. No changes in the degree completion plan should be made after the Application for Degree has been submitted.

A **Change of Non-Thesis Graduate Advisor** form must be submitted as soon as a student has chosen a new advisor.

A **Request for Leave of Absence**, signed by the student’s advisor and the Program Director must be submitted to the department if students wish to be absent for a term or longer.

**APPENDIX 5: SAMPLE EXAMINATIONS**

**SAMPLE GENERAL EXAMINATION**

In your answers, do not repeat information from one essay in another, and be sure that in the exam as a whole you demonstrate your ability to do the following:

- Identify and analyze issues of form, genre, and style;
- Discuss patterns and developments in literature and culture across historical periods, including periods before 1800;
- Discuss patterns and developments across regions and nations, including North America and Britain.
- Discuss the roles of political, social, and cultural forces in the production, reception, and analysis of texts; and
- Discuss the theoretical perspectives that inform your approach to English studies.

Choose two of the questions from this section and answer them in two detailed essays. Each essay should take you about 2 hours to complete. Make sure to pace yourself accordingly.

1. Write an essay in which you discuss and compare several works that we might label "literature of social protest," where the writer/narrative persona has as a putative agenda the criticism, satire, or amelioration of political or cultural conditions. What conclusions do you draw from this comparison?

2. Discuss the value of three pre-1800 rhetoricians to current composition theory.
3. If you could reformulate the canon of literature during one literary period, what work(s) would you add? Explain.

4. Explicate one of the following poems, paying attention to both form and meaning, and enriching your explication with what you may know of the aesthetics and context of each poet.

*The Garden of Love*
by William Blake

I went to the Garden of Love,
And saw what I never had seen:
A Chapel was built in the midst,
Where I used to play on the green.

And the gates of this Chapel were shut,
And “Thou shalt not” writ over the door;
So I turned to the Garden of Love,
That so many sweet flowers bore;

And I saw it was filled with graves,
And tomb-stones where flowers should be;
And Priests in black gowns were walking their rounds,
And binding with briars my joys and desires.

*In My Craft or Sullen Art*
by Dylan Thomas

In my craft or sullen art
Exercised in the still night
When only the moon rages
And the lovers lie abed
With all their griefs in their arms,
I labour by singing light
Not for ambition or bread
Or the strut and trade of charms
On the ivory stages
But for the common wages
Of their most secret heart.

Not for the proud man apart
From the raging moon I write
On these spindrift pages
Nor for the towering dead
With their nightingales and psalms
But for the lovers, their arms
Round the griefs of the ages,
Who pay no praise or wages
Nor heed my craft or art.
OPTION I: SAMPLE FOCUS AREA EXAMINATION

*Topic: Comedy*

Answer the two questions below, allowing approximately one hour for each. Please use specific literary examples for your answers, and take care not to use the same examples for both of your essays.

1. In his essay “The Argument of Comedy,” Northrop Frye offers the following assessment of Ben Jonson’s drama:

   [T]he moral quality of the society presented is not the point of the comic resolution. In Jonson’s *Volpone* the final assertion of the moral norm takes the form of a social revenge on Volpone, and the play ends with a great bustle of sentences to penal servitude and the galleys. One feels perhaps that the audience’s sense of the moral norm does not need so much hard labor. In *The Alchemist*, when Lovewit returns to his house, the virtuous characters have proved so weak and the rascals so ingenious that the action dissolves in laughter. Whichever is morally the better ending, that of *The Alchemist* is more concentrated comedy. *Volpone* is starting to move toward tragedy, toward the vision of greatness which develops *hubris* and catastrophe.

Do you agree with Frye’s assessment of *Volpone* and *The Alchemist* and their implications for the didactic function of comedy? As you bring specific evidence to bear on your answer (from these plays, other literary works, or other criticism/theory), make sure to consider whether Bakhtin’s theory of laughter can enrich or complicate Frye’s analysis of the relationship between comic resolution and society’s moral norms.

2. According to the entry on “Absurdism” from the *Columbia Dictionary of Modern Literary and Cultural Criticism*, the “sense of a fundamental incongruity between human beings and the conditions of their existence is a recognition of the absurd and calls for a response that mixes humor and despair. The signature attitude of absurdism is therefore black humor, an ambiguous mixture of tragic pathos and preposterous comedy.” The Dictionary identifies “absurdism” as a literary and philosophical movement that flourished after World War II and is exemplified in the work of writers such as Beckett. Yet in what ways do twentieth-century renderings of the absurd have antecedents in the comic techniques of earlier eras? While in your response you may refer to several literary works, you should include a discussion of Chaucer and at least one writer from the period from 1700 to 1900.
APPENDIX 6: ENGLISH MA STUDENT TIMELINE

The following timeline reflects the deadlines included in this handbook for those who entered the program Fall Term and intend to graduate Spring Term. The Department of English does not offer any culminating examinations during the summer.

### Option I: Focus Area

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet with Advisor</td>
<td>Sept</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assemble Examining Committee</td>
<td></td>
<td></td>
<td>April</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit Draft of Focus Area Proposal</td>
<td></td>
<td></td>
<td>April</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit Degree Completion Plan</td>
<td></td>
<td></td>
<td>Oct</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take General and Focus Area Examinations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>April</td>
</tr>
<tr>
<td>Finalize Foreign Language Requirement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>January</td>
</tr>
<tr>
<td>Submit Application for Degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>April</td>
</tr>
<tr>
<td>Oral Examination</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>June</td>
</tr>
</tbody>
</table>

### Option II: Qualifying Essay

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet with Advisor</td>
<td>Sept</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assemble Examining Committee</td>
<td></td>
<td></td>
<td>April</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit Draft of Qualifying Essay Proposal</td>
<td></td>
<td></td>
<td>April</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit Degree Completion Plan</td>
<td></td>
<td></td>
<td>Oct</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take General Examinations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>April</td>
</tr>
<tr>
<td>Finalize Foreign Language Requirement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>January</td>
</tr>
<tr>
<td>Submit Application for Degree</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>April</td>
</tr>
<tr>
<td>Oral Examination</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>June</td>
</tr>
</tbody>
</table>

### Additional University Documents Required For Graduation

Please see the Summary of Procedures for Master's Degrees for information about additional paperwork required by the University for graduation. For specific University deadlines for each term, see the Graduate Candidates' Deadlines available on the Office of Graduate Studies website.
APPENDIX 7: DEPARTMENT OF ENGLISH LISTSERV

The Department of English will use a listserv to communicate important information to our graduate students. We will add your official PSU email address to our listserv for all correspondence and you are encouraged to check your PSU email using the web interface at mail.pdx.edu. OIT recommends using the web interface for several reasons.

• Reliability: Checking your PSU Google Mail directly ensures that you do not miss any crucial or time-sensitive communications from PSU that might be lost if there are server problems with your external mail provider, or problems with your mail filter. Note that you are required to monitor your PSU email account. For more info, check the PSU Electronic Communications Policy.

• Usability: The web interface offers seamless integration with other components of the Google Apps at PSU suite, enabling easy document sharing, meeting creation, and communication using groups. You are also able to take advantage of Google mails many helpful mail organization features, such as smart labels and filters, as well as its popular and user-friendly interface.

• Accessibility: The web interface is accessible from any internet-connected computer by visiting mail.pdx.edu, and requires no special configuration or setup.

Some on-campus users choose to have mail forwarded from their PSU email account to an external email account, such as Yahoo! or Hotmail. If you choose to set a mail forward in your PSU Google Mail, you may follow the Google-provided instructions below: https://mail.google.com/support/bin/answer.py?answer=10957

The Office of Information Technology recommends that you do not forward your PSU Google Mail to a commercial (personal) Gmail account, as doing so will likely lead to confusion when interacting with the various facets of Google Apps. Instead, you may follow the Google-provided instructions below for Managing Multiple Accounts: https://support.google.com/mail/bin/topic.py?hl=en&topic=1669030&parent=1668953&ctx=topic

If you have any questions or concerns about Google Mail at PSU, please contact the User Support Services Helpdesk at 503-725-HELP (4357), email help@pdx.edu, or stop by Smith Memorial Student Union room 18.