Graduate Handbook for the Master of Arts and Master of Science in Technical and Professional Writing 2013-2014

All information is subject to change. Students are responsible for checking relevant University websites for current deadlines and updates.

October 30, 2013
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SECTION I: INTRODUCTION TO THE PROGRAM

The M.A. and M.S. in Writing (Technical & Professional Writing)

The Department of English offers graduate work leading to the Master of Arts in Writing and the Master of Science in Writing degrees focusing upon technical and professional writing. The 48-credit M.A./M.S. in Writing is designed for students who are prepared to undertake advanced work in the field. The program provides a range of courses in technical and professional writing. The motives and destinations of the students in the program vary, but the focus on writing to earn a living will attract those who wish to make writing a career.

GETTING STARTED

When you are accepted into the program your faculty advisor will be Professor Tracy Dillon (dillont@pdx.edu) and upon admission you should make contact with him as early as possible to begin planning your course of study. If you have questions that your advisor cannot answer, contact the department’s Graduate Administrator at (grdstudy@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, call 503-725-HELP (4357), email help@pdx.edu, or stop by Smith Memorial Student Union room 18. 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 2: DEPARTMENT OF ENGLISH LISTSERV for detailed information)

We strongly recommend that you attend our graduate student orientation, usually held the Friday before Fall Term 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, and 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). 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

For technical and professional writing, the department requires a minimum of 28 graduate credits in writing. The remainder of the student’s program may, with the approval of the advisor, include coursework in fields related to writing. In every case, the student’s program must be approved by the advisor and the Chair of the M.A./M.S. in Writing Committee. Students should, with the approval of their adviser and by their third term, complete a Degree Completion Plan.

II.B. Coursework

Students typically will complete 16 core credits (4 courses), 16 elective credits (4 courses), and 16 credits (4 courses) in a specialization that may involve coursework in another discipline (e.g., Management, Marketing, ISQA).

Students will be required to submit a final project in addition to completing their course work. This project typically will be a portfolio of their work demonstrating competence at a professional level but, with advisor approval, may be a single, substantive work.

Note that core courses include Management 550, Organizational Management, or an alternate advisor-approved business course, which are offered through the School of Business Administration. Students may substitute WR 560: Introduction to Book Publishing for Management 550.

Electives include seminars and workshops on a variety of topics. Writers are encouraged to supplement their core courses in technical/professional writing with electives from creative writing, nonfiction writing, or literature. Advisor-approved courses from outside the department may also count as electives.

Note that the M.S. option does not require students to demonstrate proficiency in a language other than English. In cases where a student does opt to demonstrate proficiency in a language other than English, the M.A. in Writing: Technical and Professional Writing will be awarded.

Core Courses: 16 credits

- WR 525 Advanced Technical Writing
- WR 526 Document Design
- WR 527 Technical Editing
- MGMT 550 Organizational Management OR WR 560 Introduction to Book Publishing (may also be replaced with an alternate graduate business course with advisor approval).

Electives: 16 credits

- WR 504 Internship (Credit TBA)
- WR 505 Writing and Conference (Credit TBA)
Electives: 16 credits (continued)

- WR 510 Selected Topics in Writing (4) (Topics vary, including, e.g., Technical Publications Project Management, Writing for Presentations, Information Technology for Writers, Multimedia for PT Writers, Managing Web Communications, International Aspects of PTW, History of Business and Technical Writing, Legal Issues for Technical Writers, Public Relations Writing in Technical Industries, and many others. Consult the Bulletin for each quarter’s offerings.)
- WR 529 Writing Computer Documentation (4)
- WR 530 Desktop Publishing (4)

NOTE: Students needing training in relevant software are encouraged to look for the WR 510 Trends series offered in Framemaker, RoboHelp, Adobe Creative Suite, and others.

Specialization Tracks: 16 credits

Students will select a specialization track in consultation with the program advisor. Possible specializations include publications management (e.g., Introduction to Book Publishing, Book Editing, Book Design & Production, Book Marketing, Bookselling, Publications Project Management, PT Editing, Workshops in Publication Technologies, Writing Seminars, Selected Topics, Internship), technical communication (e.g., Writing Computer Documentation, Writing for Presentations, Information Technology for Writers, PT Editing, Writing Seminars, Selected Topics, Internship).

Additional specializations outside of technical/professional writing include nonfiction (i.e., four courses from the nonfiction strand chosen in consultation with the advisor) and creative writing (i.e., four courses from the creative writing strand chosen in consultation with the PTW advisor).

Possible specializations outside the field of writing include business administration (management, marketing/public relations), communication (speech), computer science, environmental sciences and resources, and information systems. Students are encouraged to enhance their professional development by specializing in a series of courses that will create advantages in employment opportunities. Students will identify possible specializations in consultation with the program advisor and with an appropriate faculty advisory from the related discipline.

In consultation with the School of Business Administration, for example, M.S. advisors have identified the following series of courses that would serve well technical communicators in the workforce:

- Marketing 544 Marketing Management
- Marketing 548 Product Management & Innovation
- Marketing 552 Relationship & Service Marketing
- Marketing 555 Technology Marketing
- Management 544 Technology Management
- Management 545 Managing Technological Innovations
- Management 556 Organizational Politics
II.B.2. 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 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:

- WR 501: Research. Students may take from 1 to 4 credits of WR 501 as they prepare for their Portfolio. Students should arrange to work with a faculty supervisor, preferably their advisor.
- WR 504: Cooperative Education/Internship. Academic work with a faculty advisor or mentor in conjunction with either paid or unpaid employment outside the university.
- WR 505: Reading and Conference. One-on-one reading/discussion on a special topic with single students.
- WR 509: Practicum. For students who are assisting a faculty member in a research, writing, or community-based project, or in teaching a course.

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 a degree.
- Students can only apply a combined maximum of 9 credits in 504: Internship and 509: Practicum towards a degree.
II.B.3. Courses Taken Outside of the Department

The English department requires a minimum of 28 graduate credits in writing. The remainder of the student's program may, with the approval of the advisor, include coursework outside the Department that is relevant to the student's plan of study. In every case, the student's program of study must be approved by the advisor and the Chair of the M.A./M.S. in Writing Committee, and an update made to the Degree Completion Plan in the student file.

II.C. Foreign Language Requirement

M.S. students are not required to fulfill the foreign language requirement. However, students who choose to complete a foreign language may receive the M.A. degree. All Master of Arts students at Portland State are required to have experience with a foreign language. We strongly encourage students to fulfill their language requirement early in their program, which they must do before taking the written and oral M.A. 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 choose to fulfill the requirement by taking a language exam, we strongly recommend that you not take the GSFLT exam offered by the World Languages and Literatures Department. These exams expect fluency equivalent to that of a native speaker and are very difficult to pass. Instead, we recommend that you take either the College-Level Examination Program (CLEP) exam or the Webcape exam. Both of these are also administered by the World Languages and Literatures Department and you should consult them for more information.

II.D. Graduation Requirements: Overview

Students must apply for graduation with the University in the term prior to the term in which they wish to graduate. The Application for Graduation form is available on the web at http://www.pdx.edu/ogs/application-awarding-masters-or-doctoral-degree/ or the Office of Graduate Studies.

At the same time (i.e., in the term prior to the term in which they wish to graduate), students should request a DARS report and finalize the Degree Completion Form, which lists coursework completed for the degree. For specific University deadlines for each term, see the Graduate Candidates’ Deadlines available on the Office of Graduate Studies

By the term prior to graduation, the student should also consult with the program advisor to identify qualified members of a graduation committee. The graduation committee consists of three faculty members: two in addition to the program advisor. The graduation committee will receive copies of the Portfolio and the written exam and will participate in the student's oral exam.
A majority of the committee must approve the student’s performance on the written and oral exams in order for the student to be awarded the degree.

NOTE: All Graduate Office (GO) forms (with the exception of the degree application form) must be submitted to the Department of English before the form is submitted to other University offices. Once the forms are submitted to the Department of English and approved, they will be automatically forwarded to the Office of Graduate Studies.

Graduation requirements include the following components:

- Completion of a minimum 48 approved graduate credit hours of coursework.
- The Portfolio.
- The Written Exam.
- The Oral Exam.

II.D.2. Graduation Requirements: The Portfolio

The Portfolio should showcase the student’s best work over time and across genres. It should function as a professional development tool that the student can use after graduation and over the course of a career.

Portfolios reflect the tastes, skills, and interests of their creators. Therefore, the committee does not mandate a particular format or contents. At a minimum, though, the Portfolio should contain:

- The student’s curriculum vitae or résumé.
- A personal statement of the student’s philosophy as a professional.
- A sufficient number and kind of work samples to suggest both accomplishment worthy of a graduate degree and the promise of career success.

The Portfolio serves as the touchstone for discussion in the final oral exam and typically provides the subject for the written take home exam.

II.D.3. Graduation Requirements: The Written Examination

The written examination is a take home examination designed by the student’s program advisor and typically based on the information contained in the student’s Portfolio. Students are encouraged to consult with committee members prior to the written and oral examinations.

The written examination is read by every committee member. If the candidate fails to pass the written examination, the committee meets to recommend a course of action. The candidate’s right to retake the examination is not automatic. Usually, however, a committee recommends that the candidate be allowed to take a second examination in order to address their concerns. The University requires a wait of at least three months before retaking any failed examination. Should the student fail the second examination, disqualification from the program is automatic. Written examinations are graded as Pass/No Pass only.

II.D.4. Graduation Requirements: Oral Examination

Ordinarily, the student’s program advisor chairs the oral examination committee. Questions and discussion usually proceed from responses to the written exam and the Portfolio but may range beyond that. Passing the oral examination requires a favorable majority vote of the committee.
The committee may recommend that the student repeat the oral. As with the written examination, oral examinations are graded Pass/No Pass. No grade is assigned.

II.E University Requirements for Degree Completion

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

- Request a DARS report and compare with the approved Degree Completion Form. Courses used to complete the Master’s degree requirements may not be used toward any subsequent degree, so students who have accrued more than 48 credits may not want to them included in their Technical and Professional Degree audit.

- Submit an Application for Awarding a Master’s Degree 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 1.

If you wish to participate in the University Commencement, you should check commencement deadlines on the University’s commencement web page. The English Department does not hold a separate commencement ceremony.

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 study 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. Students may request deferment 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 Administrator; 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 the Department as soon as the conditions outlined in their admissions letter have been met. Students will not be allowed to take the qualifying examinations 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 Administrator 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 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 2004 will be beyond the seven-year limitation at the close of fall term 2011).

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 a graduate program must make satisfactory progress toward their 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 a minimum 3.25 cumulative GPA, and/or maintain a GPA above 3.25 for any given term will be placed on academic probation.
- Students who fail to maintain this minimum GPA for at least three consecutive terms will not be allowed to take their qualifying examinations and may be asked to leave the program.
- 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.
• 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 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 who are Oregon residents, the state sponsors the Oregon Laurels Tuition Remission program for graduate study. 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, Program Director, or the Curriculum Committee Chair 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 Department 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, but also considers students’ financial need and future career goals.

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 513 (Teaching and Tutoring Writing). Tutors receive either a stipend or credit but not tuition remission. Contact 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 in the English department, including writing, website development, and office work. These jobs are posted on the Career Center website at: http://www.pdx.edu/careers/

IV.D.6. Adjunct Positions
Recent graduates 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 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).
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, 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: 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.

- **Degree Completion Plan**
  This is where you list the courses you are using to fulfill the degree requirements. All courses taken appear in your transcript regardless of whether or not they are listed on your Degree Completion Plan, however a DARS audit will confirm which courses will apply to the degree.

- **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.

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.