

M.A. HANDBOOK FOR PLAN I and II

Department of English



BGSU

DEPARTMENT OF ENGLISH

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This handbook is designed to provide all essential information for completion of the Master of Arts (M.A.) in English after the candidate has completed required course work. All questions about the information contained within this document should be directed to the Graduate Coordinator.

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M.A. Plan I Overview:

The graduate college offers two tracks for Master's students: Plan I and Plan II. Plan I is a thesis-option degree; Plan II is a portfolio/internship-option degree (see Graduate Coordinator for more detailed information.) The M.A. Plan I is designed primarily for students who want eventually to continue for the Ph.D. in English, although not necessarily at BGSU.

M.A. Plan I - Emphasis in Literary and Textual Studies:

To be eligible for regular admission to the M.A. Plan I-Literary and Textual Studies program, a candidate is ordinarily expected to have an overall undergraduate Grade Point Average (GPA) of 2.7 or higher and an English GPA of at least 3.2. Students may be accepted on a conditional status with a 3.0 overall GPA and a 2.8 GPA in English. Funding is not available for students entering a program under conditional status. Funded students typically have a 3.5 undergraduate GPA and average 550 or better on the GRE General Test.

Degree Requirements: 33 hours of graduate credit, including a minimum of 24 hours in English courses, and 3 thesis hours, but excluding English 602, which is required for funded, first-year students but does not count toward graduation.

Check Sheet for the MA Plan I - Emphasis in Literary and Textual Studies

The program offerings and requirement results in an MA with 33 hours.

I. Required program courses (6 hours): ENG 601 or 701, Research Methods and ENG 607, Introduction to Theory

Program courses (12 hours): Includes (but not limited to) the following courses: ENG 570/580, Topics in British/American Literature; ENG 680, Seminar in British Cultural Studies; ENG 675/680, Seminar in American Cultural Studies; ENG 706/707, Advanced Theory Seminar/Topics

Courses outside the Program (12 hours): Includes (but not limited to) courses in Philosophy, Romance languages, GREAL, Ethnic studies, American Culture Studies, Communications, History, etc.

Thesis Research (3 hours)

Tentative Degree Program (TDP) - Before 20 hours are completed in a particular program, all degree candidates are expected to file a Tentative Degree Program (TDP) form (page 11) with the Graduate Coordinator and Graduate College. See the Graduate Coordinator for details.

Suggested two-year program of courses:

FIRST YEAR/FALL SEM	FIRST YR/SPRING SEMESTER
ENG 601 OR 701, Research Methods ENG 607, Introduction to Theory	ENG 680, Seminar in British Cultural Studies Plus two courses extra-program or extra-dept
SECOND YEAR/FALL SEM	SECOND YR/SPRING SEM
ENG 675 / 680, Seminar in American Cultural Studies (ACS/English) ENG 570/580, Topics in British/American Literature Plus one course extra-program or extra-dept.	Eng 699, Thesis Research ENG 706/707, Advanced Theory Seminar/Topics Plus one course extra-program or extra-dept.

II. Thesis

Submission of an acceptable thesis (3 hours credit)

III. Oral Exam

An oral exam based on the student's thesis conducted by the candidate's committee members.

How to Prepare a Thesis for the M.A. Plan I Emphasis in Literary and Textual Studies at BGSU

For the M.A. Plan I, you must write a thesis under the direction of a chair and a second reader selected from department faculty members. The thesis should conform to all the requirements listed in the Graduate College's Thesis and Dissertation Guidelines (available on-line at this web site:

<http://www.bgsu.edu/colleges/gradcol/tdhandbook/index.html>).

Deadlines

The deadlines for various steps for completion of a thesis are available at the Graduate College Office located in McFall Center. The Graduate College has a deadline listing for each academic year that provides due dates for approving thesis topics, completing preliminary drafts, conducting oral exams, and depositing library copies. Please visit their website:

<http://www.bgsu.edu/colleges/gradcol/documents/index.html>

Selecting a Thesis Committee

You should select a two-person committee of professors who know your work and who express an interest in it. One should serve as an advisor/chair for the thesis. Consult with the Graduate Coordinator when you are ready to constitute the committee, i.e., when you have a workable thesis topic and have discussed it with a potential chair.

Content

The thesis may represent a specifically limited piece of research, a critical understanding of a sector of knowledge of literature of considerable dimensions, or a thorough critical analysis or completed creative production of a substantial piece of literature. You and the chair of your committee will choose a length which satisfied the requirements of the topic. Theses in English normally range from 45 to 75 pages.

Preparing the Thesis

Here are the general guidelines for completion of a thesis:

I. Approval of Thesis Topic

- A. Discuss proposed topic with chair and second reader
- B. Obtain an application form for approval of thesis topic from the Office of the Graduate College
- C. Secure topic approval from Thesis Committee members
- D. Return application form with signatures of the committee members to the Mary Ann, the Graduate Secretary. She will then forward it on to the College Dean for approval.

II. Research and Writing

- A. Complete the research.
- B. Submit prospectus of the thesis to chair for approval.
- C. Submit first complete draft of thesis to chair.
- D. **Submit second complete draft with revisions incorporated to both committee members at least three weeks before the date set for the final examination.**

III. Submission of Thesis to Graduate College

- A. The original copy of the thesis manuscript must be in a separate acceptable expandable wallet.
- B. Affix a copy of the title page to the front of the container wallet.
- C. Submit the original copy of the completed thesis document, along with the report on the final examination, to the Dean of the Graduate College on or before the date stated in the academic calendar.

IV. Submitting Final Copy to Chair and Department

- A. You should provide bound (spiral or perfect) copies of your corrected, final document to your chair and to the department. The department copy should be submitted to the graduate coordinator well before graduation.
- B. The candidate often supplies a courtesy copy to the second faculty reader as well.

The M.A. Plan I Oral Exam

The Oral Exam is intended to serve as the capstone experience for the M.A. I specialist. The exam covers the materials in your thesis and offers you the opportunity to discuss the intellectual challenges, problem, and conclusions of your thesis with your committee. The Graduate Catalog clearly states that your oral examination be conducted by the committee not less than four weeks prior to commencement.

Electronic submission and approval of your manuscript

Document Preparation - Work with your committee to develop and execute the research and write your thesis. Specific formatting requirements are contained in the Thesis/Dissertation Handbook.

Convert your document to PDF - Please see the instructions for **converting** your document.

Required Forms - When the manuscript is in the final form required by the committee, the student secures the signatures of the thesis committee members and the graduate coordinator on the **ETD Submission Form**. A copy of the manuscript title page and abstract must be attached to this form and submitted to the Graduate College by the posted deadline each semester... The Microfilm Agreement form is no longer required since OhioLINK automatically forwards the dissertation to PQIL. However, if you wish to copyright your document, a certified check or money order (no personal checks, please) made out to PQIL for \$45 should be included. The Graduate College will forward your money order to PQIL.

Submitting your manuscript to OhioLINK - Once your manuscript has been defended, approved by your thesis committee, and converted to a PDF document, you are ready to upload it to OhioLINK. Complete upload instructions are available from the link below.

Please use caution when completing the abstract section on the OhioLINK site. You may need to replace special characters or formatting before you copy and paste your abstract information.

- **Submit your document to OhioLINK**

It is suggested that once you have submitted your manuscript to OhioLINK, you should try to download the document from the OhioLINK server to make sure that the upload process was successful. If you receive a "Bad or corrupt file" error message while downloading, please contact the **ETD Coordinator** for assistance.

Approval of your ETD - Once the file has been uploaded to OhioLINK, the ETD Coordinator will review the PDF document. If any problems are discovered with your ETD or PDF document, you will be contacted as soon as possible to resolve any issues before approval is granted. Upon final approval by the Graduate College, your electronically submitted thesis or dissertation will become immediately available for download from the OhioLINK web site.

OhioLINK will forward doctoral dissertations to UMI/ProQuest for archiving purposes. Both master's and doctoral manuscripts will be cataloged in the BGSU Libraries.

M.A. I Checklist for Successful Completion of Degree

Completing the steps for the M.A. I degree in Literary and Textual Studies may be somewhat confusing. To help sort out the process, complete the checklist. You should consult the Graduate Coordinator or Graduate Secretary for the deadlines for thesis and application for graduation.

Stage One:

1. **Submit Tentative Degree Program (TDP)** to Graduate Coordinator for review and approval at the end of your second semester.

Proposed Date _____
Date Completed _____

2. Confer with the Graduate Coordinator to discuss a thesis topic and a Thesis Committee.

Proposed Date _____
Date Completed _____

3. Select chair for Oral Exam and Thesis Committee along with other committee member(s).

Proposed Date _____
Date Completed _____

4. **Obtain an application form for approval of thesis topic from the English Graduate Office**, complete the form, and have all committee members sign it.

Proposed Date _____
Date Completed _____

5. Return application form with signatures of both committee members to the Dean of the Graduate College for his approval.

Proposed Date _____
Date Completed _____

6. Compose a timeline in accordance with the Graduate College deadlines for completion of Oral Exam and thesis.

Proposed Date _____
Date Completed _____

7. Submit the timeline to the Thesis Committee for changes and approval.

Proposed Date _____
Date Completed _____

Stage Two:

1. Complete the research.

Proposed Date _____
Date Completed _____

2. Submit prospectus of the thesis to chair for approval.

Proposed Date _____
Date Completed _____

3. Submit first complete draft of the thesis to the chair.

Proposed Date _____
Date Completed _____

4. **Apply for graduation by deadline set by the Graduate College.**

Proposed Date _____
Date Completed _____

5. Submit second complete draft with revisions incorporated to the committee at least three weeks before the date set for the Oral Exam.

Proposed Date _____
Date Completed _____

6. Pass the Oral Exam.

Proposed Date _____
Date Completed _____

7. Download your thesis to OhioLINK. by the Graduate College deadline.

Proposed Date _____
Date Completed _____

M.A. Plan II

The M.A.II-English is a flexible degree program which encourages individual students to design their own pre-professional programs. This degree is primarily for students who intend for the M.A. to be the terminal degree in preparation for a career or profession such as middle school or secondary English teaching, two-year college teaching, freelance writing, or professional editing and publishing.

Note: The Department also offers graduate certificate programs in International Scientific and Technical Communication (offered totally online) and in Teaching English to Speakers of Other Languages (TESOL). Both certificate programs may be pursued as part of an MA II track. See the end of this document for a fuller description of each.

Admission Requirements

To be eligible for admission to the M.A.II-English program, candidates are ordinarily expected to have an overall GPA of at least 3.0 and a GPA in their major of 3.0 for regular admission and at least 2.7 for conditional admission. Funding is not available for students entering a program under conditional status.

MA II Individualized Track

The MA II requires a minimum of 33 hours of graduate credit (excluding English 602, which is required for funded, first-year students but does not count toward graduation).

Required Courses (6 hours)

ENG 607 Theory and Methods of Literary Criticism
ENG 615 Modern English Linguistics

Electives (24 hours)

Selected in consultation with one's advisor and with the approval of the Graduate Coordinator, courses may include up to 12 hours of graduate offerings from outside the English Department.

Capstone Experience (3 hours)

ENG 691 MA II Portfolio. See Portfolio Submission below.

MA II Focused Tracks

The MA II Degree, English Language Arts Teaching (online)

(New Track: Approval by the Graduate College Pending)

Designed for middle and secondary school teachers, this totally online track for the MA II provides a combination of courses in language, literature, and writing, as well as the teaching of writing and of literature.

Required Courses (15 credit hours)

English 604, Graduate Writing
English 607, Theories of Literary Criticism
English 609, The Teaching of Literature
English 615, Modern English Linguistics
English 620, The Teaching of Writing

Electives (15 credit hours) from such courses as

English 640, Technical Writing
English 642, Technical Editing
English 680, Topics in English
English 780, Topics in Rhetoric and Writing (online course offerings relevant to target audience include Grammar in the Context of Writing, Online Learning for English Educators)
English 684/685: Directed Readings.

Up to 12 hours of these elective courses, if available online, may be taken from outside the English Department and may count toward the degree; students are encouraged to meet or correspond with the English Graduate Coordinator to determine options.

Note: Students who are geographically close enough to do so may substitute face-to-face versions of these courses if they choose to do so. Any such substitutions should be cleared with the graduate coordinator before enrolling.

Capstone Experience (3 credit hours)

English 691: MA Plan II Portfolio. See Portfolio Submission below.

The MA II Degree, Professional Writing and Rhetoric

(New Track: Approval by the Graduate College Pending)

Designed to prepare students for successful employment as writers, editors, and writing instructors in various industries and institutions, including business, technology, science, and two-year colleges, this track for the MA II degree provides a combination of courses in rhetoric, writing, and the teaching of writing, while allowing students the flexibility of selecting a focus on Rhetoric and Writing, or a focus on Scientific and Technical Communication.

Required Courses

English 621: Intro to Rhetoric

English 605: Visual Rhetoric
English 620: The Teaching of Writing
English 640: Technical Writing
English 641: Research in Tech Writing

Electives (15 credit hours)

English 586: Writing Process for Online Documents
English 642: Technical Editing
English 643: Ethics in Technical Communication
English 645: Science Writing
English 728: Computer-Mediated Writing Theory and Practice
English 680/780: Topics in English
English 780: Topics in Rhetoric and Writing (permission of instructor)

Capstone Experience (3 credit hours)

Either:

English 691: MA II Portfolio. See Portfolio Submission below.
English 689: In-Service Internship

Portfolio Submission (Eng 691)

In an attempt to incorporate into the degree completion process the diversity of professional goals that is characteristic of the students enrolled in the M.A. Plan II English program, the English Department Graduate Committee has created a portfolio system as a capstone experience. It applies to all students in MA II degree programs except for those in the Professional Writing and Rhetoric track who elect the In-Service Internship option.

All candidates seeking to complete their M.A. Plan II degrees will submit a portfolio of work according to the following general guidelines. Specific guidelines related to different tracks should be worked out in consultation with the graduate coordinator.

Submission Requirements

Candidates for the MA II must sign up for 3 hours of ENG 691 the semester they plan to finish their degree and must submit a portfolio with a minimum of four-revised seminar papers/projects for evaluation by the graduate coordinator as well as a faculty advisor who has worked with the student.

- A.
 1. Working with an advisor, the candidate should select four substantial seminar projects (with a cumulative length range of 20-60 double spaced pages for the entire portfolio) for submission that best exemplify the strengths of her or his writing, researching, and critical thinking abilities.
 2. At least one of these projects should demonstrate evidence of substantive research and analysis on a focused topic. In the case of programs related to middle or secondary school teaching, the portfolio should include at least one teaching-based project.
 3. The portfolio should contain fresh, revised copies of the original works; the candidate should not merely submit the original, graded manuscript.
- B. The portfolio should be accompanied by a two-page, double-spaced personal narrative that defines the rationale for the student's course of study in the degree

program and the methodologies pursued in that course of study. The narrative should thus cover:

1. Why these works were selected
 2. How each work originated in the candidate's course work
 3. How the experience of creating and researching the work increased the candidate's learning or otherwise reflects his/her growth and development as a scholar and/or teacher in English studies.
- C. Electronic submission of the portfolio is strongly encouraged, including use of the University's ePortfolio service. Materials may be submitted in a variety of online delivery options, including Blackboard, web server, PowerPoint, or basic email attachment. The candidate should also provide a hardcopy of the portfolio materials, presented in a manila envelope or binder (two copies if the portfolio is not submitted electronically). The submitted works should be double-spaced, paginated separately, appropriately entitled, and formatted with the candidate's name and page numbers in the upper right hand corner of each page. As applicable, sources, notes, and bibliographical citations should follow the current MLA Style Sheet.

Evaluation

The portfolios will be evaluated by the department Graduate Coordinator and a faculty advisor who has worked with the student, and must be submitted no later than two weeks in advance of the Graduate College deadline for reporting successful completion of the Comprehensive Exams. (See the Graduate Secretary for appropriate dates.) Failure to comply with the deadline may result in the delay of graduation. Portfolios may be submitted earlier than the above deadline during the semester in which graduation is anticipated. The committee or a designated subcommittee will read the portfolio and judge it as either "adequate" or "inadequate," using five **six** main criteria:

1. Overall clarity of expression
2. Validity of thesis
3. Coherence of argument
4. Evidence of substantive research
5. Demonstrable effectiveness with critical vocabulary and analysis in chosen area of concentration
6. Compliance with scholarly conventions of research writing and citation.

Resubmission

Portfolios judged inadequate by the evaluation committee may be resubmitted after appropriate revision in the semester following. If graduation is delayed, a grade for 691 of IP (In Progress) is assigned and the student must sign up for an additional 1 hour of 691 each regular term until the degree is completed.

M.A. Plan II Checklist for Successful Completion of the Degree

Completing the steps for the M.A. Plan II degree is as simple as the following list. Contact the Graduate Coordinator if you have questions.

1. Develop a tentative plan for pursuit of the degree with the Graduate Coordinator and in consultation with other appropriate advisors. This may be an ongoing process during your first year.

_____Date Completed

2. **Submit TDP** to Graduate Coordinator for review and approval at the end of your second semester or early in your third.

_____Date Completed

3. Confer with Graduate Coordinator regarding the Portfolio process.

_____Date Completed

4. Compose a timeline for completion and submission of the portfolio.

_____Date Completed

5. **Apply for graduation.**

_____Date Completed

6. **Complete portfolio.**

_____Date Completed

7. Submit portfolio to the Graduate Coordinator by the semester deadline.

_____Date Completed

8. Receive notification of evaluation of the portfolio.

_____Date

Graduate Certificate Programs

The English Department offers graduate certificate programs in International Scientific and Technical Communication and in Teaching English to Speakers of Other Languages (TESOL). The ISTC program may be pursued either online or on campus and both certificate programs may be pursued only for the certificate or as part of an MA II track.

Some programs outside of the English Department may accept one of these certificates as part of their graduate degree program—students should discuss whether this is possible with the appropriate program’s graduate coordinator. The course schedule will allow students to complete either certificate program in one year.

Graduate Certificate Program in International Scientific and Technical Communication (available online)

Required Courses (12 credit hours)

- ENG 640 Technical Writing Online
- ENG 641 Research and Resources in Technical Communication Online
- ENG 642 Technical Editing Online
- ENG 643 Ethics in Technical Communication Online

Note: As with the MA II online program, students who are geographically close enough to do so may substitute face-to-face versions of these courses if they choose to do so.

Graduate Certificate Program in Teaching English to Speakers of Other Languages (TESOL)

(New Program: Approval by the Graduate College Pending)

Required Courses (12 credit hours)

- English 615: Modern English Linguistics
- English 510: Theories and Methods in TESL
- English 517: Applied Syntax
- English 518: Applied Phonology

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