

2019-20 English Graduate Handbook



English Graduate Studies - Contact Information (2019-2020)

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English Graduate Handbook

Table of Contents

<u>A. Welcome</u>	4
<u>B. English Master's Student Checklist for Success</u>	5
<u>C. Explanation of Master's Degree Tracks</u>	6
Master of Arts (MA) in English	
Master of Science (MS) in English	
Master of Fine Arts (MFA) in Creative Writing	
Master of Arts in Teaching (MAT)	
<u>D. Program Values and Expectations</u>	7
Workload	
Faculty Mentorship	
Student Ethics and Academic Honesty Policy	
<u>E. Coursework and Program of Study</u>	8-9
Planned Program and Degree Evaluation	
Changes to Degree Program	
Registering for Classes	
Class Attendance and Participation	
Course Sequencing and Curriculum	
Foreign Language Requirement	
Transfer Credits	
<u>F. Academic Status</u>	10
Full-Time vs. Part-Time Status	
Leaves of Absence	
Continuous Enrollment (IDS 900)	
Readmission	
Expiration of Program and Coursework	
Address, Email, and Phone Number Changes	
<u>G. Advising</u>	11
When to Contact Your Advisor	
Thesis Advisors	
<u>H. Research, Teaching, and Funding Opportunities</u>	12
Literature and Social Justice Graduate Symposium	
English Graduate Teaching Assistantships (GTA) in Composition	
Research Fellowships and Graduate School Graduate Assistantships (GSGA)	
Other University Graduate Assistantships (GAs)	
Graduate Student Travel Funding	
<u>I. English Graduate Capstone (Master's Exam and Thesis)</u>	13-15
Registering for the Capstone	
Credit Requirements	
Capstone Overview and Dates	
<u>J. Completing Your Master's Degree</u>	16
Applying to Graduate	
Capstone Completion	
Commencement	
<u>K. Graduate Student Rights</u>	17
Students Needing Accommodation	
Parking	
SCSU Students' Rights and Responsibilities	
<u>Appendix – English Department Graduate Faculty List</u>	18-19

A. Welcome

Welcome to the graduate program in English at Southern Connecticut State University. We hope you will find your program intellectually stimulating and flexible, geared toward a variety of scholarly and professional goals. This handbook provides matriculated English graduate students in the MA, MS, MFA, and MAT programs guidelines and advice to facilitate your progress toward the degree.

When and as program changes occur, you will be notified by email. It is incumbent that you regularly check your official Southern email address and to come in each year for advising. As the English Graduate Coordinator, I will be the advisor for all Master's students. If you are in the MFA program, your advisor is the MFA Coordinator. If you are in the MAT program, your advisor is the Secondary English Education Coordinator.

Since I know your work-lives are extremely busy, I am happy to meet with graduate students in person, or by phone or video conference (Facetime, WhatsApp, Skype, etc.). Please email me at the address below to arrange an appointment.

I wish you great success in your graduate education, and I look forward to working with you.

Joel M. Dodson
English Graduate Coordinator
dodsonj2@southernct.edu

B. English Master's Student Checklist for Success

_____ Read this graduate handbook in its entirety, and keep a copy of the PDF on your computer for reference.

_____ Check your Southern email address regularly.

_____ Attend the New Graduate Student Orientation and English Department Graduate Welcome Meeting in the fall semester.

_____ Always register for fall or spring classes as soon as possible. If you have financial or logistical reasons for not doing so, contact the Graduate Coordinator right away for assistance to make sure you get the classes you need.

_____ Track your semester-by-semester progress through your degree program using Degree Evaluation in Banner at MySCSU. Use the draft “planned program” you created with the Graduate Coordinator upon admission as reference, and meet with the coordinator to adjust your plans as needed.

_____ Email the Graduate Coordinator about any changes to your status (Full-Time vs. Part-Time) or if you need to take a leave of absence. Avoid “ghosting” us, or falling out of touch; we always want to assist you, no matter your academic or personal situation.

_____ Know which graduate capstone you intend to complete – Master’s Exam or Thesis – including the deadlines below for registering and applying for each, which typically occur the semester *prior* to the capstone. (Note: all MA/MS students are automatically placed on the Master’s Exam track and must apply separately to pursue the thesis option.)

_____ If you are planning to graduate, know the dates for applying to do so and for capstone completion by consulting the School of Graduate and Professional Studies deadlines at the Southern website.

_____ If you were conditionally accepted to your program, be sure to determine whether you are meeting the terms of your acceptance at the end of each semester (and if you are uncertain, talk to the Graduate Coordinator).

_____ Keep an eye out for announcements about assistantships and fellowships (GTA, GSGA, etc.). Some come with substantial funding, and a waiver of university fees if you are a full-time student. If you are interested in a part-time or administrative assistantship on campus, let the Graduate Coordinator or MFA Coordinator know.

_____ Stay alert about campus safety, especially during evening classes: (1) Register for the Southern Alert system for updates on weather cancellations, campus emergencies, etc: <https://inside.southernct.edu/southernalert>; and (2) Program the University Police number into your cell phone, (203) 392-5375.

C. Explanation of Master's Degree Tracks

As a member the English graduate program, you are part of one of four Master's degree tracks. You should review and understand the degree requirements for your respective program, which you can find in the SCSU Graduate Catalog and the Inside English web pages.

Master of Arts in English (36 credits)

The MA in English is the traditional degree pathway for students who want advanced training in literature, research, and writing, whether for a career in the humanities professions (e.g., publishing, grant-writing, arts management) or a bridge to the Ph.D. It is also an appropriate degree, like the MS, for certified and in-service secondary educators (Grades 7-12). Recent graduates of the program have gone on to competitive, fully funded Ph.D. programs at Suny-Buffalo, Tufts, and Ohio State.

The Master of Arts is a 36-credit degree, with required introductory courses in Research Methods (ENG 517) and Critical Theories (ENG 508), area and subject requirements in literary periods, and free electives. There is a foreign language requirement. *See the Southern catalog here for an overview of degree requirements.*

Master of Science in English (36 credits)

The MS has long been the preferred option for already-certified educators and in-service teachers, as it gives you the same in-depth grounding in literary studies as the M.A. with the opportunity to combine courses in related fields (e.g., Education, Psychology, or Business).

The Master of Science is a 36-credit degree, with required introductory courses in Research Methods (ENG 517) and Critical Theories (ENG 508), area and subject requirements in literary periods, and free electives. Students may take up to six non-English graduate credits. *See the Southern catalog here for an overview of degree requirements.*

Master of Fine Arts in Creative Writing (48 credits)

The MFA in Creative Writing is one of the premier graduate degrees at Southern. It is a full-residency program that prepares students for careers as writers of poetry, fiction, or creative non-fiction, and teachers of creative writing.

Though Master of Fine Arts share literature and theory classes with MA and MS students, the program is a separate degree track with a different admissions process and a curriculum defined by workshops, graduate English electives, and a required thesis. *See the Southern catalog here for an overview of degree requirements.*

Master of Arts in Teaching (51.5 credits)

The MAT, with English Concentration, is a new degree program beginning Fall 2019, taking the place of Southern's former MS-Certification in English. It is a joint degree between the School of Education and English Department, providing a graduate certification pathway to teach middle- or highschool English (Grades 7-12). In addition to Education courses, MAT-English students take 16 credits of graduate courses in English alongside our MA, MS, and MFA students. *See the Southern catalog here for an overview of degree requirements.*

D. Program Values and Expectations

As an English graduate student, you are expected to be more self-disciplined and self-directed than an undergraduate student. Faculty members assume that you are ready to challenge yourself intellectually, and they generally see themselves as facilitators and guides rather than instructors, *per se*.

Workload

In coursework, as well as your capstone exam or thesis, you will be asked to grapple intensely with secondary sources—criticism, theory, and history—and show their relevance to literary works you are reading. You will likely need to allot more time outside of class to read, think, and write about texts than you required as an undergraduate. Plan to spend at least twice as much—and up to four times as much—time preparing for class as you do in class per week. Thus, for a seminar that meets for 2 ½ hours per week, plan to spend 5-10 hours reading and writing each week to prepare for class meetings.

Faculty Mentorship

Begin early to cultivate working relationships with your professors; get to know them by attending office hours to discuss your work in their courses, your reading, and your ideas. All of our graduate programs culminate with a capstone experience: comprehensive examination, a thesis, or, approved cases, a special project.

If you plan to write a thesis, you will want to think about your professors as potential advisors who might direct your thesis; you will need a list of three potential faculty advisors at time of application (see below). Faculty mentors can also help you secure assistantships, internships, and graduate fellowships. Reach out to professors whose teaching or research interests are akin to yours, and ask how you might team-up early in your Master's program.

Student Ethics and Academic Honesty Policy

The integrity of scholarship is central to the academic and social structure of the University. It is both University and English Department policy that every aspect of academic life must be conducted in an absolutely and uncompromisingly honest manner. Violations of academic honesty are grounds for a failing grade and may result in dismissal from the School of Graduate Studies.

We expect students to behave ethically. In class, this involves paying attention to professors and classmates, doing all assigned work (including reading), and refraining from disruptive behavior (using laptops inappropriately, answering cell phones, texting). Attending class is a requirement, and while different professors grade attendance and participation differently, department policy is that missing more than two class sessions of a weekly seminar may result in failing the course.

All scholarly work produced by students should be free from plagiarism. Submitting another student's work for your own is plagiarism, as is submitting work from any sources that are not properly acknowledged by footnote, bibliography, or reference in the paper itself. Plagiarism also includes submitting previously written papers as if they were new work. All of these forms of plagiarism are grounds for dismissal from the program. Finally, cheating in all forms will not be tolerated and may also result in dismissal from the program. Cheating includes using illicit aids during exams, giving or receiving aid during an exam, and copying from another student's exam or paper.

E. Coursework and Program of Study

Planned Program and Degree Evaluation

When you are admitted, you will outline a draft “planned program” of study in consultation with the English Graduate Coordinator, which indicates the courses you need to complete in order to satisfy degree requirements for your program (including any special conditions unique to your situation), and a target completion date based on your intended Part-Time or Full-Time status. The draft “planned program” is *not official*; it is merely provided to you as a reference tool to help you understand how you might map out your degree progress.

For all students accepted after Fall 2017, your *official* program of study should be monitored in Southern’s Degree Evaluation, which you can access by logging in to MySCSU under the “Inside Southern” tab at Southernct.edu. The Degree Evaluation records completion of individual requirements for your degree. For help on understanding your degree evaluation – or if you think a course has been counted under the wrong requirement or elective – contact the Graduate Coordinator.

Changes to Degree Program

If you have questions about your degree program, contact the Graduate Coordinator. Such questions include: whether a course can be counted differently in Degree Evaluation; whether an independent study or graduate teaching assistantship can be credited toward a given course; and any errors you see in Degree Evaluation.

For MA or MS students, if you wish to switch from one program to another (MA to MS, or vice versa), you should discuss your plans with the Graduate Coordinator, who can assist you with the paperwork. There is no new application process, unless you wish to pursue the MFA or MAT. However, please be aware that you will be bound by the requirements of the new program you enter, and some credits you have already earned in your initial program may not count toward the new program (e.g., any non-English graduate credits for the MS will not count toward the MA).

Registering for Classes

Students register for classes online in Banner, which you can access via MySCSU, or by going to: <https://inside.southernct.edu/onestop/academics/registration>. The Registrar’s Office announces the date that graduate registration for coming semesters will begin. These dates can be found at: <https://inside.southernct.edu/onestop/calendar>.

Always register for English graduate classes as soon as possible. Popular courses may fill quickly, so you need to secure a seat; alternately, some English graduate courses have been cut at the last minute for low enrollment because students have delayed registering. While we do *everything* we can as a department to ensure this will not happen, take charge of your registration to ensure you get the courses you need.

If you know for financial or logistical reasons that you will not be able to register until a certain date, please contact the English Graduate Coordinator, so we can provide you with options.

Class Attendance and Participation

The English department expects students to attend classes regularly, arrive on time, and stay for the entire class period. Personal vacations, no matter how far in advance they have been planned, are not excusable absences. Barring illnesses and genuine emergencies, students are expected to attend every class session. Missing more than two sessions may result in failing a course.

At the same time, graduate courses are rarely run as lectures, so perfect, punctual attendance does not

satisfy the participation requirement. Students are also expected to 1) complete all assigned reading prior to class meetings, 2) participate in class discussions, and 3) complete all written assignments on time.

Course Sequencing and Curriculum

The first required course for all incoming MA and MS students is ENG 517 Research Methods, which is to be taken during your first semester as a matriculated student, or the subsequent fall if beginning in the spring. ENG 517 provides the “backbone” to your English graduate studies, including the methods, writing, and research skills in criticism and literary history necessary for graduate-level work.

ENG 517 is offered each fall, and ENG 508 Contemporary Critical Theory is offered each spring. We strongly recommend that MA and MS students take ENG 508 as soon as possible in their course of study, particularly if you are full-time and hope to finish within 2 years. ENG 508 Contemporary Critical Theory is also appropriate for MFA students or as an additional elective in the MAT.

Though subject to various area requirements, the remainder of your coursework gives you substantial freedom with how you choose to complete the degree. We frequently offer special topics courses that can be counted in a variety of areas in your program of study.

Questions about course selection and program planning are best handled on an individual basis in consultation with the English Graduate Coordinator, MFA Coordinator, or Secondary English Education Coordinator.

Foreign Language Requirement

Graduates of the MA are required to have a reading knowledge of one foreign language, but this is not an admission requirement. The requirement can be met by passing two years, or the equivalent, of college-level work in a foreign language; students may also demonstrate proficiency by means of a transcript indicating a passing grade in four semesters of college-level foreign language study, by a waiver of equivalency from the Southern Connecticut State University Department of Foreign Languages, or through the College Level Examination Program (CLEP).

Transfer Credits

If you believe you have transfer credits that may be applied to your program of study, contact the Graduate Coordinator for a meeting. A student may transfer up to 25% of their credits into the planned program, provided that they are:

- clearly in accord with the requirements of the graduate program and the student’s planned program;
- from an appropriately accredited institution;
- approved by the English Graduate Coordinator;
- approved by the Registrar and Dean of Graduate Studies;
- consistent with the university’s guidelines for acceptance of transfer credit (no more than 25% of the credits in your planned program may come from transfer credits)

F. Academic Status

Full-Time vs. Part-Time Status

Full-time status in the English graduate program is 9 credits, or three courses. Part-time status is 3-6 credits, or 1-2 courses. Unless it is to take a non-English graduate course – e.g., a foreign language class – you are strongly discouraged from taking more than 9 credits, as the normal course load for three graduate English classes is quite substantial. Notify the Graduate Coordinator if you are planning to change your status from full- to part-time, or vice versa.

Leaves of Absence

If you plan not to register for any credits in a given semester or need to take time off from the program, you should discuss your plans with the Graduate Coordinator and complete the form for taking a leave, which carries a fee of \$150/semester and maintains your status as a matriculated student. If you are ill, pregnant, facing military deployment, or caring for a family member, you may petition the Graduate Dean to have the fee waived. Both the Leave of Absence form and the fee waiver request can be found at the School of Graduate and Professional Studies website:

<https://www.southernct.edu/grad/current-students/forms>

Continuous Enrollment (IDS 900)

All students must remain continuously enrolled in the degree program until completion. To stay enrolled while completing your thesis, you need to register for 1 credit of Continuation Credits / IDS 900, and pay a continuation fee (approx. \$150). For further information, see the Guide to Writing a Thesis. The form for registering for IDS 900 can be found at the School of Graduate and Professional Studies website: <https://www.southernct.edu/grad/current-students/forms>

Readmission

If you have left the program without declaring a Leave of Absence, you have up to one year (12 months) to apply for readmission. Instructions can be found in the SCSU Graduate Catalog: <http://catalog.southernct.edu/graduate/general-information/academic-standards.html>. Students who have left the program for more than a year must formally re-apply to the university.

Expiration of Program and Coursework

You have six years (12 semesters) from the time you enter the program to complete all degree requirements (including completing and winning approval for a thesis, if this is your capstone). If you fail to do so, your program will expire and—unless you have been granted an extension—you will be dematriculated. Moreover, unless you ask for and receive an extension to complete your program, individual courses also begin to “expire” six years after they have been completed (so a class you took prior to admission will set the beginning of your 12-semester time to complete the program). While you may petition to get courses “revalidated,” only 50% of your coursework can be made up of revalidated courses. If you are approaching the end of your time for program, please make every effort to finish on time and consult with the Graduate Coordinator if you fear you may be unable to do so.

Address, Email, and Phone Number Changes

It is important that the department be able to reach students. Please be sure to report all address, email, and phone number changes to the Graduate Coordinator or English Secretary as soon as possible. It is also your responsibility to notify the Registrar's office of such changes.

G. Advising

If you are in the M.A. or the M.S. program, your primary advisor is the Graduate Coordinator, Dr. Joel Dodson. If you are in the Master of Fine Arts degree program, you should consult with the acting M.F.A. Coordinator, Professor Jeff Mock. If you are completing the M.A.T. or Post-Baccalaureate, your primary academic advisor is the Secondary Education Coordinator, Dr. Melissa Talhelm.

When to Contact your Advisor

- whenever you would like to talk about your program of study and ideally at least once a semester, before registering for classes;
- if you wish to switch from the comprehensive exam track into the thesis track by applying to write a thesis, or make other changes to your planned program of study;
- if you need to take a leave of absence, or if you do not plan to register for any credits during a fall or spring semester;
- if you know you will be unable to complete your planned program of study within the allotted 6 years (technically, 12 semesters) and need to request an extension.

Thesis Advisors

For students writing theses, the thesis advisor oversees the drafting of the thesis proposal and the thesis itself. He or she becomes the "first reader," or evaluator, of the thesis and recommends that it pass, undergo further revision, or fail.

Thesis advisors are assigned by the Graduate Committee when you complete the Application to Write a Thesis. While you may have a thesis advisor in mind, you must supply a list of *three* potential advisors with your application, in case a faculty advisor is unavailable or the committee determines there is a more appropriate faculty member for your project. Use your time during coursework to develop connections with a range of professors you feel match your interests.

For further information about the thesis or the comprehensive examination, see the corresponding sections of this handbook, or refer to the English Department home page.

H. Research, Teaching, and Funding Opportunities

Literature and Social Justice Graduate Symposium

For over a decade, thanks to the direction of Dr. Vara Neverow, Southern has hosted a regional literature conference each spring. Beginning Spring 2019, this conference was re-named the annual “Literature and Social Justice Graduate Symposium” to foster dialogue with students, faculty, and visiting scholars about the social justice implications of English research, teaching, and writing. *All* students are encouraged to submit papers from their graduate courses for presentation at the symposium, regardless of whether the topic is social-justice related. A CFP (Call for Papers) will go out at the end of the fall semester, with a spring deadline for abstracts and proposals. To learn more, contact Dr. Joel Dodson at dodsonj2@southernct.edu or Shelley Stoehr-McCarthy at

English Graduate Teaching Assistantships (GTA) in Composition

The GTA in English Composition is a competitive English Department assistantship that offers graduate students the opportunity to observe and teach in the college classroom. We typically award three per year. Applicants must either be matriculated graduate students in English who have completed 6 credits or more in graduate English courses with at least a 3.5 average in those classes, or newly admitted students whose GPA in undergraduate English courses is strong enough to warrant consideration. Those who receive the award earn a stipend of approximately \$4,800 for the fall semester, when they intern in an English composition classroom and are mentored by the Director of Composition or a departmental designee. They may also be given the opportunity to teach one composition course the following spring, depending on course availability; in this case, they would earn the same salary as an adjunct faculty member teaching one course. For further information on how to apply, see the English Department web page. Applications are due each April for the following year.

Research Fellowships and Graduate Assistantships (School of Graduate Studies)

The university offers two competitive sources of Graduate funding: the Graduate Research Fellowship, and the GSGA. Students holding Graduate Research Fellowships conduct original research (for instance, thesis projects). Students holding the GSGA assist faculty members either in the classroom, helping to design and teach classes for undergraduates, or in their scholarly work, assisting professors with their research. Students who accept a fellowship or an assistantship must be enrolled full-time during the year they hold the award and cannot hold other University-supported positions. Each award carries a stipend of approximately \$12,500 for the academic year. For further information, see the School of Graduate and Professional Studies:

Other University Graduate Assistantships (GA)

The English Department regularly receives calls for paid university assistants – in offices, classrooms, or doing research – around campus. If you would like to be considered for such a position – which are often paid \$20 / hr, 19-20 hrs / week, and come with a waiver of university fees if enrolled full-time – please contact the English Graduate Coordinator and monitor your email for position openings.

Graduate Student Travel Fundingn (GSAC)

You can receive anywhere from \$100-800 for funding to travel to an academic conference from the Graduate Student Affairs Committee. See the GSAC Conference Funding page at the Southern website for more information on rates of funding for one vs. two-day conference and for attending vs. presenting. Requests must be submitted four weeks prior to conference date.

I. English Graduate Capstone (Master's Exam and Thesis)

Master's capstones are designed to conclude your program of study by giving you a chance to put the skills you've been building in your program to work. For M.A. and M.S. students, this includes either the Master's Comprehensive Exam or Master's Thesis; for MFA students, this includes the creative thesis that is part of your degree program.

Registering for the Capstone

All M.A. and M.S. students are automatically placed on the exam-track, pending the Application to Write a Thesis. However, both the Master's Exam and Master's Thesis require formal notification to the department of your intention to register for the capstone prior to the semester in which you hope to complete it. Please see the overview of each capstone below for registration dates.

Credit Requirements

All students completing the M.A. or M.S. must complete 36 credits. If you are on the exam track, you will take 36 credits of courses, plus the exam. If you are on the thesis track, you will complete 30 credits of courses, plus 6 credits of ENG 590.

Capstone Overview and Dates

• **Master's Exam**

The Graduate Written Comprehensive Exam is the standard capstone project for the Master's Degree in English (M.A. or M.S.). All matriculated students are automatically placed on the exam track, unless they apply separately to write a thesis. Students taking the exam take 36 credits of coursework, typically completing their coursework during the exam semester. (The exam itself does not count for course credit.) Students who have already completed their coursework will need to register for 1 credit of IDS 900/Continuation Credits during the exam semester. See Academic Status above for more information.

Eligibility and Registration

To take the comprehensive exam, you must be a matriculated student who has completed or is in the process of completing 30 credits with a 3.0 average. M.A. candidates need to have completed the language requirement. Although all students are automatically placed on the exam track, you must register, or declare your intention, to take the exam by Week 4 of the semester prior to that in which you plan to complete the degree.

To register for the exam, complete the [Comprehensive Exam Registration Form](#) at the English Department website and return a scanned or hard copy to the Graduate Coordinator (dodsonj2@southernct.edu, mailbox: Engleman D265C).

Overview of the Exam

The comprehensive exam consists of a three-hour written exam, completed on campus in November or April, and a take home portion, the Literature Review, submitted one month prior to the on-campus portion.

The exam is based on a list of ten primary texts covering representative periods, authors, and genres of English literary studies, including one collection of lyric poetry and one work of literary theory. A different exam list is issued each academic year, each thematically based to help you draw connections and demonstrate what you've learned across works and periods.

For complete information on the contents of the exam, its structure, evaluation, and a sample

question, see the Master's Exam Packet at the English Department webpage.

2019-20 Exam Dates and Deadlines

Fall 2019 Semester Exam:

Registration deadline - February 22, 2019

Literature Review deadline - October 19

On-Campus Exam – Saturday, November 16

Spring 2020 Semester Exam:

Registration deadline – September 24, 2019

Literature Review Deadline – March 2

On-Campus Exam – April 3

• **Master's Thesis**

M.A. or M.S. students who wish to write a thesis complete 30 semester hours of coursework and register for 6 thesis credit hours (ENG 590). Students may apply to write a thesis after they have finished a minimum of 15 credits. The production of the thesis typically takes from nine months to a year and consists of an application and initial proposal to write a thesis, approved by the department Graduate Committee; an official prospectus, which must be approved by the thesis advisor and second reader and submitted to the Graduate School; and multiple drafts of the thesis itself, which the student revises after consulting with the advisor and second reader.

Guide to Writing a Thesis

For instructions on writing the masters thesis, including information on the application and proposal process, deadlines, and links to Graduate School forms, see the [Guide to Writing a Thesis in English \(PDF\)](#) (updated Jan. 2019) at the English Department website.

Applying to Write a Thesis (from the Guide to Writing a Thesis)

The application to write a thesis is a statement of intent to pursue the Master's Thesis track and an initial description of the student's projected topic. It is not a formal proposal. Applications are reviewed by the English Department Graduate Committee and evaluated on the following criteria:

- evidence of a reasonable and focused research topic, related to the student's completed coursework;
- a working knowledge of the primary texts / authors at stake in the proposed project;
- designation of an appropriate list of potential faculty advisors for the project

Applicants should apply no later than one month before the end of the semester prior to that in which they hope to begin the thesis. Applications should include the following:

(a) A typed cover page listing the student's name, number of credits completed for the degree, GPA, and a list of three potential English faculty thesis advisors for the project (only one will be designated if the thesis application is approved, though the other(s) may serve as a second reader)

(b) PDF or print-out of the student's graduate transcript (unofficial transcripts are fine)

(c) A statement of purpose (approx. 300 words) explaining why the applicant wishes to write a thesis. This statement should address the applicant's educational and professional goals; why the thesis serves those goals better than the exam; and the coursework completed that has prepared him or her to pursue the project. For a sample statement, see Appendix III below.

(d) An initial description of the thesis project (approx. 500 words). Your description may be provisional but should identify the primary texts / authors at stake in the thesis you would like to write, show an awareness of some of the secondary criticism on your intended topic, and explain why you think this project merits further research and exploration. For a sample description, see the Guide to Writing a Thesis in English online.

(e) An academic writing sample from one of your graduate courses, with Works Cited page

Submit scanned or hard copies of thesis applications to the Graduate Coordinator: Dr. Joel M. Dodson, Engleman D265C, dodsonj2@southernct.edu

2019-20 Thesis Dates and Deadlines

Applying to Write a Thesis:

April 15 (for theses beginning in the fall semester) or November 10 (for theses beginning in the spring semester)

Registering for Thesis Credits:

To register for thesis credits (ENG 590), or to re-register for a second semester, submit the [English Masters Thesis Registration Form](#) to the [Graduate Coordinator](#) by the last day of the semester prior.

Thesis Proposal:

By the end of the 8th week of the semester (for those writing the thesis over two semesters of ENG 590) or by the end of the 4th week of the semester (for those writing the thesis in one semester of ENG 590)

Final Submission:

Theses must be approved by the student's committee and submitted to the university (via ProQuest) typically by the last week of April (for spring graduation) or the last week of November (for fall graduation). See the [School of Graduate and Professional Studies](#) for current deadlines.

J. Completing Your Master's Degree

Applying to Graduate

You will not automatically receive your master's degree once you have completed the requirements for the degree; you must apply for it by filling out the online form available here:

<https://inside.southernct.edu/onestop/academics/apply-to-graduate>

The deadline to apply for Spring Graduation is *very* early, usually mid-September. However, if you miss this deadline, you can contact the Registrar's office to complete a late application (this happens often and, unless you are within weeks of graduation, should not present a problem).

Degrees are issued three times a year, in January, May, and August. The deadlines for the applications are established by the Records Office.

Capstone Completion

If you are a MA or MS student taking the exam, the department will notify the university of successful exam completion, allowing you to graduate.

If you completing the thesis – as a Master's or MFA student – you will need to follow the deadlines *carefully* for the submission and approval of your thesis to ensure its receipt prior to graduation. These deadlines can be found at the School of Graduate and Professional Studies website. *Note:* As the thesis is the culminating project for your Master's work, it is *your* responsibility to know these deadlines and to meet them, not the program or your advisor's job to remind you.

Commencement

Students who have been cleared for graduation by the Registrar's Office are eligible to participate in the Graduate Commencement ceremony (this occurs only in May, but students whose degrees post in December are welcome to walk the following May, and students who anticipate finishing in August are able to walk in the previous May ceremony). Students planning to participate in commencement exercises must complete a commencement survey form (attached to the letter sent to you by the Graduate School when you apply for your degree) and return it by the stated date. Early in the following calendar year, the Graduate School will send a "Commencement Participation" form to students who have returned the survey. Submission of this form will serve as a formal statement of your intent to participate in the commencement ceremony.

If you do not plan to participate in the commencement ceremony, but expect to complete all degree requirements during the coming year, you only have to submit the Graduate Degree Application form to the Records Office. Please note, you must submit the Graduate School commencement survey form if you plan to take part in graduation exercises. If you simply apply for graduation through the Records Office, you will receive a degree but cannot participate in the ceremonies.

K. Graduate Student Rights

Students Needing Accommodation

Students' requests for special accommodations based on a disability must be approved by the Disability Resource Office (DRO). It is located in Engleman Hall C 105A; the phone number is (203) 392-6828 and the email address is DRC@southernct.edu. The DRO will assess your situation and determine the accommodations and support services necessary to ensure your full participation in your graduate studies. Instructors are not able to respond to requests for accommodations unless they have been developed with the participation of the DRO. It is students' responsibility to share accommodation plans with their instructors.

Parking Permits

A common problem for many students at SCSU is access to parking. As a graduate student, you will be issued a parking permit that allows you to park in certain lots and to access other lots after 4:30 pm. This permit should have been issued to you during your orientation. Lots available to graduate students:

- Lot #1, behind the Fitch Street Garage between 7 a.m.-11 p.m.
- Lots #5, #12 and #12B between 4:30 p.m. and 11:00 p.m.
- Graduate students are prohibited from using SCSU parking facilities behind Davis Hall / Clinic only.

SCSU Students' Rights and Responsibilities

Southern Connecticut State University provides an equal opportunity for higher education for all qualified students. The University affirms the basic right of all members of the University community to free inquiry, responsible discussion, and the uninterrupted pursuit of all activities normally associated with the operation of Southern Connecticut State University.

The integrity of scholarship is the cornerstone of the academic and social structure of the University. It is the expressed policy of the University that every aspect of graduate academic life, related in whatever fashion to the University, shall be conducted in an absolutely and uncompromisingly honest manner. Violations of academic honesty are grounds for a failing grade and may result in dismissal from the Graduate School.

Detailed University regulations are printed in a number of University publications that supplement this catalog, e.g., the Student Handbook, the Southern News (the student newspaper), Schedule of Classes, and bulletins distributed by administrative offices. Students who ignore these public announcements or who fail to act in accordance with them may be liable to penalties, such as extra fees, fines, disciplinary probation, suspension, or expulsion from the University.

The Student Bill of Rights and the Student Code of Conduct are printed in the Student Handbook (available in the Office of Student Affairs) to help students understand their rights and responsibilities as members of the University Community. The Student Code of Conduct does not replace or relieve the requirements of civil or criminal laws.

All students are expected to maintain acceptable standards of conduct while on the University campus, on property controlled by the University or University affiliates, and in connection with off-campus University activities.

All members of the University community must carry on their person an official University identification card, and must present it on request by a University official or Campus Police. Those who cannot produce a University identification card on request may be asked to substantiate their reason for being on campus. Any person not a member of the University student body, faculty, or staff who participates in behavior contributing to the disruption or obstruction of the activities and operation of the University may be subject to exclusion from the campus and/or to civil arrest. All University regulations apply to part-time as well as full-time students, faculty, and staff. All others also are expected to abide by all University regulations.

Pursuant to the rules set forth in the Collective Bargaining Agreement, the University Senate document "Procedures for Grade Change," and the Student Handbook, the Personnel Committee of the English Department shall be the authorized committee to hear and decide appeals for changes of course grades which are referred to the committee by the Chairperson of the Department or the Dean of Arts and Sciences.

Appendix – List of English Department Graduate Faculty

BARAW, CHARLES, Associate Professor of English; B.A., University of Vermont, M.A., Middlebury College, Ph.D., Yale University; American Literature; Office, EN 274D; (203) 392-6733; barawc1@southernct.edu

BLACKMER, CORINNE, Professor of English and Judaic Studies; B.A., M.A., Ph.D., University of California at Los Angeles; American Literature, Gay and Lesbian Literature, The Hebrew Bible; Office, EN 236D; (203) 392-6715; blackmerc1@southernct.edu

CRAWFORD, ILENE, Professor of English; B.S.S., Cornell College; M.A., SUNY-Binghamton; Ph.D., University of Wisconsin at Milwaukee; Rhetoric and Composition Studies; Office, EN 263D; (203) 392-7051; crawfordi1@southernct.edu

DODSON, JOEL M., Associate Professor of English; B.A., Wheaton College, M.A., Ph.D. University of Notre Dame; Renaissance Studies, British Literature; Office, EN 280D; (203) 392-6903; dodsonj2@southernct.edu

ELLIS, SCOTT, Professor of English; B.S., SUNY College at Brockport, M.A., Radford University, Ph.D., Emory University; Early American Literature, American Renaissance, Digital Culture and Pedagogy; Office, EN 234D; (203) 392-6742; ellis3@southernct.edu

FLUHR, NICOLE, Professor of English; B.A., Wesleyan University; M.A., University of North Carolina, Chapel Hill; Ph.D., The University of Michigan; Victorian Literature, the British Novel, EN 249D; (203) 392-6739; fluhrn1@southernct.edu

FUREY, RACHEL, Assistant Professor of English; B.S., State University of New York, College at Brockport; M.F.A., Southern Illinois University; Ph.D., Texas Tech University; Creative Writing, Fiction, EN 258 D; (203) 392-7099; fureyr1@southernct.edu

HENDERSON, NICOLE M., Associate Professor of English; B.A., Western Connecticut State University; M.F.A., Emerson College; Rhetoric and Composition Studies; Office, EN 222D; (203) 392-6196; hendersonn1@southernct.edu

HUTCHINSON, BRANDON, Associate Professor of English; B.A., Hobart and William Smith College; Ph.D., University of Massachusetts at Amherst; African-American Literature; Office, EN 242D; (203) 392-6720; hutchinsonb1@southernct.edu

JOHNSON, BRIAN, Associate Professor of English; M.F.A., Brown; Rhetoric and Composition Studies; Office, EN 248D; (203) 392-7049; johnsonb2@southernct.edu

KALBFLEISCH, ELIZABETH, Associate Professor of English; B.A., The Evergreen State College, M.A., Western Washington University, Ph.D., University of Minnesota; Rhetoric and Academic Writing; Office, EN 257D; (203) 392-6732; kalbfleisce1@southernct.edu

KERR, AUDREY, Professor of English; B.A., Rutgers, M.A., Ph.D., University of Maryland; African- American Literature; Office, EN 240D; (203) 392-5114; kerra1@southernct.edu

LAROCCO, STEVEN M., Professor of English; B.A., University of Massachusetts; M.A., Ph.D., Rice University; Milton, 17th-Century Literature; Office, EN 239D; (203) 392-5494; laroccos1@southernct.edu

LAWRENCE, JASON, Assistant Professor of English; B.A., University of Utah; M.A., Utah State University; Ph.D., Utah State University; Professional Writing, Software Documentation, EN 254D; (203) 392-6743; lawrencej14@southernct.edu

McEACHERN, ROBERT W., Professor of English; B.A., Boston University; M.A., Northeastern University, Ph.D., University of Louisville; Professional Writing, Composition/Rhetoric; Office, EN 261D; (203) 392-5526; mceachernr1@southernct.edu

MOCK, JEFF, Professor of English; B.A., University of Iowa; M.F.A., University of Alabama; Creative Writing/Poetry; Office, EN 241D; (203) 392-5527; mockj1@southernct.edu

NEVEROW, VARA S., Professor of English; B.A., Nyack College, M.A., Ph.D., New York University; Women's Studies, Feminist Theory, British Literature; Office, EN 231D; (203) 392-6717; neverowv1@southernct.edu

OGBAA, KALU, Professor of English; B.A., University of Nigeria; M.A., Ohio State University; Ph.D., University of Texas at Austin; African Literature, African-American Literature; Modern British and American Poetry; Office, EN 225D; (203) 392-6738; ogbaak1@southernct.edu

PARRISH, TIMOTHY L., Professor of English; B.S., M.Ed., Louisiana State University; M.F.A., University of Alabama; Creative Writing/Fiction; Office, EN 235D; (203) 392-6745; parrish1@southernct.edu

PETRIE, PAUL R., Professor of English; B.A., Eastern College; M.A., University of Connecticut; Ph.D., University of Connecticut; American Literature; Office, EN 251D; (203) 392-6757; petriep1@southernct.edu

RICHMOND, ANDREW M., Assistant Professor of English; B.A., University of Massachusetts, Amherst; M.Phil., University of Cambridge; Ph.D., The Ohio State University; Medieval Studies, British Literature; Office, EN 276D; (203) 392-5024; richmonda1@southernct.edu

ROSSO, TONY, JR., Professor of English; B.A., The Ohio State University; M.A., San Francisco State University; Ph.D., University of

Maryland; British Romanticism, 18th-Century Literature; Office, EN 246D; (203) 392-6744; rossog1@southernct.edu

SHEA, MICHAEL, Professor of English; B.A., Loyola College; M.A., Ph.D., Miami University of Ohio; Shakespeare, Contemporary Theatre, Film; Office, EN D265B; (203) 392-6741; sheam1@southernct.edu

SHIPLEY, VIVIAN, Professor of English; B.A., M.A., University of Kentucky; Ph.D., Vanderbilt University; Creative Writing/Poetry; Office, EN 245D; (203) 392-6737; shipleyv1@southernct.edu

SINCLAIR, MEREDITH, Associate Professor of English; B.A., University of North Carolina at Chapel Hill; M.A.T., University of North Carolina at Chapel Hill; Ph.D., University of North Carolina at Chapel Hill; Secondary English Education; Office, EN 259D; (203) 392-7048; sinclairm4@southernct.edu

SMYTH, ANDREW, Professor of English; B.A., University of Dallas, M.A., St. Bonaventure University, Ph.D., Saint Louis University; Secondary English Education; Office, EN 278D; (203) 392-5113; smytha2@southernct.edu

SONNENSCHNEIN, DANA L., Associate Professor of English; B.A., University of Iowa; M.A., Johns Hopkins University; Ph.D., Boston University; Shakespeare, British Literature; Office, EN 237D; (203) 392-6735; sonnensched1@southernct.edu

STRETCH, CYNTHIA, Professor of English; B.A., Indiana University; Ph.D., University of Iowa; American Renaissance, American Literature; Office, EN 243D; (203) 392-5525; stretchc1@southernct.edu

TALHELM, MELISSA A., Associate Professor of English; B.A., M.A., Ph.D., University of Virginia; English Education; Office, EN D272, (203) 392-6895; mcclainm2@southernct.edu