



YOU+WORDS=POWER **MA / APPLIED ENGLISH**

HUMBOLDT STATE UNIVERSITY

Graduate Handbook

M.A. in English Program-Emphasis in Applied English Studies

[Department of English](#)

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Welcome

Welcome to Humboldt State University's English department and the Master's Degree program! We are delighted you have decided to continue your education with us. Please don't hesitate to contact the graduate coordinator if you have questions about our program and your path toward the M.A. in English degree.

Contact Information

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University Graduate Handbook

Please note that the official Humboldt State University [Graduate Student Handbook](#) and other relevant [Graduate Studies forms](#) for all HSU graduate students are available online. Information may also be obtained by contacting the [Office of Graduate Studies](#) in Siemens Hall 217B, (707) 826-5194. The information included below offers specific expectations and policies for students in the Master's in English program. It is important to note, however, that nothing printed here should be interpreted as contradicting the Graduate Student Handbook, the [University Catalog](#), or Statewide Title V requirements for graduate education.

Academic Advising

The English department's graduate coordinator will serve as your official academic advisor for the full duration of the program. In this role, s/he/they will be able to answer questions you have about the program and your progress toward program milestones, address any concerns that arise, and provide one-on-one assistance with choosing courses, authorizing course substitutions where necessary, help with completing paperwork, and accessing registration permission codes, etc. You are expected to meet with the graduate coordinator at least once a semester for specific advising or more often as needed.

Making Progress through the M.A. in English Program

The M.A. in English program is a two-year, [full-time program](#). Students are required to complete 32 units of required coursework plus at least 2 units of supervised Master's Project units for a minimum of 34 units. Students must be enrolled on a continuous basis from the time they begin the program until receipt of their M.A. degree. Students typically take 2-3 required seminars per semester, in addition to optional elective courses and/or internships. A student's specific course load and time to degree will depend on a number of factors: the number of hours spent on outside employment, Graduate Teaching Associateships, financial aid requirements, personal commitments, elective course work, and available courses offered each semester. Students must earn a grade of B- or better in all courses taken to satisfy the requirements for the degree and maintain a grade point average of 3.0 (B) or better. Students may apply to have up to 9 units of appropriate graduate credit in English considered for transfer toward HSU's M.A. in English degree, which will be approved at the discretion of the graduate

coordinator. Graduate English courses taken during the final semester of a student's undergraduate degree that are not used to fulfill any undergraduate degree requirement, may also be considered by the graduate coordinator to count toward the M.A. in English degree.

REQUIRED COURSES: (8) 4-UNIT SEMINARS + 2-UNIT M.A. PROJECT
= 34 UNITS

- ENGL 536 Problems in Form, Genre, Media (offered spring every two years [2018, 2020, 2022]; rotating topic)
- ENGL 546 Reading Historically (offered spring every two years [2019, 2021, 2023]; rotating topic)
- ENGL 600 Graduate Studies Introduction (offered every fall)
- ENGL 605 Cultural Studies Introduction (offered every spring)
- ENGL 611 Reading and Writing Pedagogy (offered fall every two years [2018, 2020, 2022]; rotating topic)
- ENGL 612 Theory of Rhetoric & Composition (offered fall every two years [2017, 2019, 2021])
- ENGL 614 Teaching ESL Reading & Writing (offered spring every two years [2018, 2020, 2022])
- ENGL 615 Digital Humanities (offered spring every two years [2019, 2021, 2023])
- ENGL 690 Master's Project (offered every semester; variable units; see page 20 below)
- One year of college-level language other than English

Most of these courses will be taken with your cohort. A cohort refers to a group of students all beginning the program and completing the coursework at the same time. On occasion, the graduate coordinator may approve a course substitution as fitting the academic needs of the student, such as to prepare the student for completing the M.A. project.

Semester-By-Semester Course Plans

[View a complete list of available courses and the course rotation.](#)

Four-Semester Course Plan--Fall Admission (even years)

Semester 1	<input type="checkbox"/> ENGL 600 <input type="checkbox"/> ENGL 611 <input type="checkbox"/> ENGL 581 (optional)
Semester 2	<input type="checkbox"/> ENGL 546 <input type="checkbox"/> ENGL 605 <input type="checkbox"/> ENGL 615
Summer	<input type="checkbox"/> M.A. Project Research
Semester 3	<input type="checkbox"/> ENGL 581 (optional) <input type="checkbox"/> ENGL 612 <input type="checkbox"/> ENGL 690
Semester 4	<input type="checkbox"/> ENGL 536 <input type="checkbox"/> ENGL 614 <input type="checkbox"/> ENGL 690

Four-Semester Course Plan--Fall Admission (odd years)

Semester 1	<input type="checkbox"/> ENGL 581 (optional) <input type="checkbox"/> ENGL 600 <input type="checkbox"/> ENGL 612
Semester 2	<input type="checkbox"/> ENGL 536 <input type="checkbox"/> ENGL 605 <input type="checkbox"/> ENGL 614
Summer	<input type="checkbox"/> M.A. Project Research
Semester 3	<input type="checkbox"/> ENGL 581 (optional) <input type="checkbox"/> ENGL 611 <input type="checkbox"/> ENGL 690

Semester 4	<input type="checkbox"/> ENGL 546 <input type="checkbox"/> ENGL 615 <input type="checkbox"/> ENGL 690
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Four-Semester Course Plan--Spring Admission (even years)

Semester 1	<input type="checkbox"/> ENGL 536 <input type="checkbox"/> ENGL 605 <input type="checkbox"/> ENGL 614
Summer	<input type="checkbox"/> M.A. Project Research
Semester 2	<input type="checkbox"/> ENGL 581 (optional) <input type="checkbox"/> ENGL 600 <input type="checkbox"/> ENGL 611
Semester 3	<input type="checkbox"/> ENGL 546 <input type="checkbox"/> ENGL 615 <input type="checkbox"/> ENGL 690
Semester 4	<input type="checkbox"/> ENGL 581 (optional) <input type="checkbox"/> ENGL 612 <input type="checkbox"/> ENGL 690

Four-Semester Course Plan--Spring Admission (odd years)

Semester 1	<input type="checkbox"/> ENGL 546 <input type="checkbox"/> ENGL 605 <input type="checkbox"/> ENGL 615
Summer	<input type="checkbox"/> M.A. Project Research
Semester 2	<input type="checkbox"/> ENGL 581 (optional) <input type="checkbox"/> ENGL 600 <input type="checkbox"/> ENGL 612
Semester 3	<input type="checkbox"/> ENGL 536 <input type="checkbox"/> ENGL 614 <input type="checkbox"/> ENGL 690

Semester 4	<input type="checkbox"/> ENGL 581 (optional) <input type="checkbox"/> ENGL 611 <input type="checkbox"/> ENGL 690
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Five-Semester Course Plan--Fall Admission (even years)

Semester 1	<input type="checkbox"/> ENGL 600 <input type="checkbox"/> ENGL 581 (optional)
Semester 2	<input type="checkbox"/> ENGL 546 <input type="checkbox"/> ENGL 605 <input type="checkbox"/> ENGL 615
Summer	<input type="checkbox"/> M.A. Project Research
Semester 3	<input type="checkbox"/> ENGL 581 (optional) <input type="checkbox"/> ENGL 612 <input type="checkbox"/> ENGL 690
Semester 4	<input type="checkbox"/> ENGL 536 <input type="checkbox"/> ENGL 614 <input type="checkbox"/> ENGL 690
Summer	<input type="checkbox"/> M.A. Project Research
Semester 5	<input type="checkbox"/> ENGL 611 <input type="checkbox"/> ENGL 690

Five-Semester Course Plan--Fall Admission (odd years)

Semester 1	<input type="checkbox"/> ENGL 600 <input type="checkbox"/> ENGL 581 (optional)
Semester 2	<input type="checkbox"/> ENGL 536 <input type="checkbox"/> ENGL 605 <input type="checkbox"/> ENGL 614
Summer	<input type="checkbox"/> M.A. Project Research

Semester 3	<input type="checkbox"/> ENGL 581 (optional) <input type="checkbox"/> ENGL 611 <input type="checkbox"/> ENGL 690
Semester 4	<input type="checkbox"/> ENGL 546 <input type="checkbox"/> ENGL 615 <input type="checkbox"/> ENGL 690
Summer	<input type="checkbox"/> M.A. Project Research
Semester 5	<input type="checkbox"/> ENGL 612 <input type="checkbox"/> ENGL 690

Five-Semester Course Plan--Spring Admission (even years)

Semester 1	<input type="checkbox"/> ENGL 536 <input type="checkbox"/> ENGL 614
Summer	<input type="checkbox"/> M.A. Project Research
Semester 2	<input type="checkbox"/> ENGL 581 (optional) <input type="checkbox"/> ENGL 600 <input type="checkbox"/> ENGL 611
Semester 3	<input type="checkbox"/> ENGL 546 <input type="checkbox"/> ENGL 615
Summer	<input type="checkbox"/> M.A. Project Research
Semester 4	<input type="checkbox"/> ENGL 581 (optional) <input type="checkbox"/> ENGL 612 <input type="checkbox"/> ENGL 690
Semester 5	<input type="checkbox"/> ENGL 605 <input type="checkbox"/> ENGL 690

Five-Semester Course Plan--Spring Admission (odd years)

Semester 1	<input type="checkbox"/> ENGL 546
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	<input type="checkbox"/> ENGL 615
Summer	<input type="checkbox"/> M.A. Project Research
Semester 2	<input type="checkbox"/> ENGL 581 (optional) <input type="checkbox"/> ENGL 600 <input type="checkbox"/> ENGL 612
Semester 3	<input type="checkbox"/> ENGL 536 <input type="checkbox"/> ENGL 614
Summer	<input type="checkbox"/> M.A. Project Research
Semester 4	<input type="checkbox"/> ENGL 581 (optional) <input type="checkbox"/> ENGL 611 <input type="checkbox"/> ENGL 690
Semester 5	<input type="checkbox"/> ENGL 605 <input type="checkbox"/> ENGL 690

Conditional Admission to the M.A. in English Program

A conditionally classified graduate student has been admitted to the university, but has not yet satisfied all program admission requirements. Your admission letter from the English department will state what specific courses you need to complete and what gpa you need to achieve in these courses in order to progress to classified graduate standing.

Professionalizing Opportunities and Scholarships Available to Graduate Students

You may wish to apply for one or more of the following positions during your time as a graduate student in the English program.

Graduate Teaching Associate Positions

Select M.A. students have the opportunity to work as Graduate Teaching Associates in the English department under the leadership of the Writing Program Director. Graduate Teaching Associates teach first-year writing: English 104 Accelerated Composition and Rhetoric. If selected as a Graduate Teaching Associate, you will be required to attend a

pre-semester teaching workshop during the week prior to fall semester and enroll in ENGL 581 for 3 units during your first semester teaching. Contingent on the availability of funds and student eligibility (as determined by financial aid awards), select Graduate Teaching Associates may receive a tuition waiver during one or more semester(s) they are teaching provided they complete a [FAFSA](#). We solicit applications **due February 1** and conduct interviews for potential Graduate Teaching Associates in February for the next academic year. To find out how to apply for a GTA position, please refer to [How to Apply to the M.A. in English](#). For further information, please contact [Prof. Lisa Tremain](#), Writing Program Director, at lisa.tremain@humboldt.edu.

Library Internships

There are several internships available in the University Library every semester in special collections, digital media, and scholarly publishing. Some internship positions include a one-time stipend of \$500 and extensive mentorship by our [University Library faculty members](#). Students who accept an internship position enroll in ENGL 682 during early registration the previous semester by asking the Graduate Coordinator to provide them with the course CRN and permission number needed to enroll. For more information, please visit the [Library webpage on internships](#).

Writing Studio Consultant Positions

Some graduate students may be eligible to apply to work in the Writing Studio (part of the Campus Learning Center) as a consultant. Writing Studio consultants help other students organize and revise their writing assignments for courses in any subject area. Consultants typically meet with individual students in 30- or 50-minute blocks of time, either by appointment, on a drop-in basis, or online. Consultants work with students to identify areas of a piece of writing that would benefit from revision, and assist the student's efforts to strengthen the overall paper, rather than proof-reading or making changes for the student. Regular paid meetings are mandatory. Applicants must have completed or be in the process of completing ENGL 450 Tutoring Developing Writers or equivalent prior to being hired. ENGL 450 is currently offered in the spring semesters. [Positions](#) typically open before the start of each semester. For further questions, please contact Jessica Citti, 707-826-5188 or jessica.citti@humboldt.edu. And please visit the [Learning Center's website](#).

Teaching Internships

Graduate students may intern in literature, composition, or English as a second language classes, where they work closely with faculty teaching the courses. Interns are exposed to a wide range of teaching activities and experiences, and receive mentoring from the faculty of record. Certain coursework may be necessary before enrolling in an internship. Consult the catalog and the graduate coordinator before enrolling in a graduate internship. While faculty members typically invite students for these internships, students are also encouraged to seek out faculty and initiate a conversation about the possibility of working as their teaching intern. Depending on which course they intern for, students enroll in ENGL 681, ENGL 682, or ENGL 684 during early registration the previous semester by asking the faculty member teaching the course to provide them with the course CRN and permission number needed to enroll.

Writing Consultants in the English Department

Graduate students are also encouraged to work as writing consultants in our Writing in the Disciplines Seminar (English 215 Information Literacy and Writers Seminar). Qualified applicants may become paid Writing Fellows. Successfully completing one semester of English 450 Tutoring Developing Writers is a prerequisite for all paid fellow positions. For more information about becoming a Writing Fellow, please contact [Prof. Lisa Tremain](mailto:Prof.Lisa.Tremain), Writing Program Director, at ldt142@humboldt.edu.

Travel Funding and the [English Scholarship](#)

Travel funding awards are available for currently enrolled English majors and graduate students. The English Department awards up to \$250 for student travel. To be eligible, students must be presenting at a conference or professional meeting. There are three undergraduate and three graduate awards available each academic year. Each student is eligible for one award per year.

It's optimal to apply to other funding sources within Humboldt State University, such as the President's Office; College of Arts, Humanities, and Social Sciences (CAHSS) travel funding (application released in early fall); Associated Students; Clubs and Activities; and other organizations relevant to your work. Also remember to check the individual conference website to see if student funding is available through the conference organization.

The deadline for submission for an English department travel award is November 1 of each year.* This deadline applies no matter when the travel takes place in a given academic year. Academic years begin July 1 and end on June 30. Notifications will be sent before the November fall break.

Graduate students who meet the financial need requirements may also apply for one of three departmental English scholarships of \$1000. The [application](#) deadline is March 1. For additional scholarships available to graduate students, please see the Graduate Studies Office's [Fellowships and Scholarships](#) list, the Financial Aid Office's [Other Types of Aid](#) Scholarship list, and HSU's Early Outreach [Scholarship Resources](#) webpage.

Master's Project Timeline: Semester-by-Semester Checklist

For students planning to finish the M.A. degree program in four semesters, we recommend your completing the following steps each semester in order to ensure timely progress toward completing your [Master's Project](#). For specific suggested deadlines as well as a 5-semester timeline, see [Illustration 1: Department Documents to Complete](#).

Semester 1	<ul style="list-style-type: none"> ❑ Decide on your research focus for your Master's Project. Complete Document #1: Generating a Topic, and submit it to our program Canvas site. ❑ Begin interviewing faculty members who might serve on your committee. Your ENGL 600 class will help you generate questions to ask during these conversations. ❑ Form a 2-person committee in consultation with the faculty you have interviewed and the graduate coordinator. Consult and complete Document #2: Forming a Committee, and submit it to our program Canvas site.
Semester 2	<ul style="list-style-type: none"> ❑ Meet with your committee members to discuss their expectations for your prospectus and for your working relationships. Consult Document #4: Agreeing on Expectations With Your Committee. ❑ Generate an initial prospectus for your project, including your research questions, a discussion of the importance of the research, intended audience/subfield or publication

	<p>venue, methodology, and timeline for completion of the project. Consult and complete Document #3: Crafting Your Prospectus, and submit it to our program Canvas site.</p> <ul style="list-style-type: none"> ❑ For projects that involve Human Subjects research, complete the CITI training and IRB application (see discussion below). ❑ Complete the Application for Advancement to Candidacy and Graduation paperwork with help from the graduate coordinator. Pay for graduation, obtain signatures, and bring the form to Fabiola Mendoza to scan before you submit it to the Graduate Studies office. ❑ Complete Document #4: Agreeing on Expectations With Your Committee, and submit it to our Program Canvas site. ❑ Consult your Master's Project chair and/or the graduate coordinator to request a permission number and a CRN to enroll in ENGL 690 for the upcoming semester. ❑ Generate a summer reading list with your Master's Project chair. Complete Document #5: Generating a Reading List, and submit it to our Program Canvas site.
Summer	<ul style="list-style-type: none"> ❑ Complete the summer reading list and begin to develop your literature review for the Master's Project. This process is likely to transform your prospectus significantly. Remember that writing is a recursive and iterative process: we learn as we go, and we shift our plans as we learn.
Semester 3	<ul style="list-style-type: none"> ❑ Discuss the literature review with your chair. ❑ Begin drafting the project in consultation with your Master's Project chair. ❑ Consult your Master's Project chair and/or the graduate coordinator to request a permission number and a CRN to enroll in ENGL 690 for the upcoming semester.
Semester 4	<ul style="list-style-type: none"> ❑ Finish drafting the project, in consultation with your Master's Project chair. ❑ At the time your committee has agreed upon, submit your Master's Project to your second reader for review. ❑ Hold a final discussion of the project with each member of

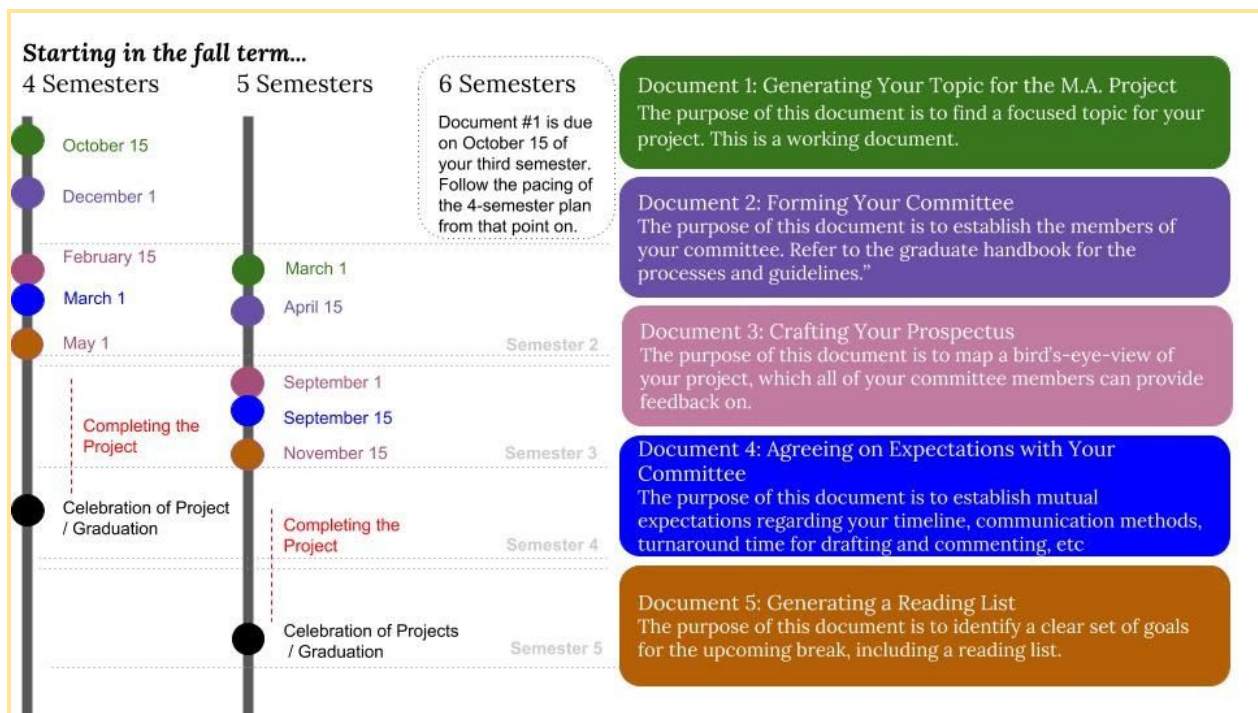
	<p>the committee.</p> <ul style="list-style-type: none">❑ Consult the Program Canvas site for information on how to present your research to different audiences. Prepare, create slides, and practice your presentation of research. Ask for feedback from your committee on your prepared presentation and slides ahead of the departmental Celebration of Research event.❑ Submit your slides to Canvas <i>at least one week ahead of</i> the departmental Celebration of Research event.❑ Present your research publicly at the English department's Celebration of Research event in April.❑ Complete final revisions of the Master's Project to meet the expectations of all committee members.❑ Consult HSU Graduate College guidelines for Thesis and Project Format Requirements.❑ Submit a draft of your project for a courtesy format review to cfr@humboldt.edu.❑ If needed, schedule a consultation with the Scholarly Communications Office in the University Library to get your questions answered about formatting and final processing of your Master's Project for publication.* Call (707) 826-5602 or email them at cfr@humboldt.edu.❑ Submit your final Master's Project to Digital Commons at Digital Commons: Theses and Projects for committee and graduate coordinator approval. The Scholarly Communications Office will conduct a formal format review. Stay in contact as you will be instructed to make revisions and resubmit.
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*A digital copy of the thesis or project must be archived with the University Library. For more information, please see the [Submission Procedure for Theses and Projects](#) on the Graduate Studies website. Embargo (delayed release) for a period of one to five years to allow for professional publication may be requested by the student if needed. For example, a publisher may allow deposit of published articles into an institutional repository, but may place an embargo of one or more years before the article may be made publicly accessible. Such a postprint may be deposited into Digital Commons @ HSU as required for the degree, but no access to the item would be allowed for a period of one year or more.

Milestones in Completing Your Graduate Degree

In addition to completing coursework, there are several important steps that you'll take in completing your degree. These include (1) [Generating your topic](#) and [forming a committee](#) for your Master's Project; (2) Applying for [Advancement to Candidacy and Graduation](#), which typically takes place in the second semester of your program, and [crafting a prospectus](#); (3) Completing the [Master's Project](#); and 4) [Presenting your research](#) and graduating. The Master's Project is a process that will take at least two semesters to complete, but it is recommended that you plan for the completion of this project throughout your time in the program. To assist you in the process of conceptualizing a research focus, forming a committee, developing a research project prospectus, and completing your Master's Project and presenting your research, you will complete and submit six documents to our [English Graduate Studies Canvas site](#). More information is included below about each of these milestones and *suggested* deadlines, and about which documents to complete by when to meet your particular path to the Master's degree.

[Illustration 1: Department Documents to Complete](#)



Milestone 1: Generating Your Topic and Forming a Committee

Before forming a committee to supervise the Master's project, a student must first generate a specific research topic appropriate for Master's-level research in English Studies and aligned with HSU faculty expertise. To start this process, please read, complete, and upload Master's in English [Document #1: Generating a Topic](#), which is located on our shared [Canvas site](#). We encourage students who plan to complete the Master's degree in four semesters to begin working on this document the summer (or, for spring admissions, the semester) *before* you begin the program.

Forming a Master's Project Committee

Before advancing to candidacy, a student must select (and be accepted by) a committee of two faculty members who will supervise the Master's Project. Committee selection should be completed by the middle of the second semester for students planning to finish the program in four semesters. To start this process, please read, complete, and upload M.A. in English [Document #2: Forming a Committee](#).

During the course of the program, each student will be expected to secure an appropriate chair (sometimes referred to as a first reader) for his/her/their Master's Project committee, along with a second reader. Occasionally, such as when a project would benefit from the expertise of someone outside the English department and/or the University, a third committee member is warranted. The committee, with the chair taking a lead role, will guide the student in preparing, researching, and completing the project.

Students should consult with all department faculty members who have stated expertise in the student's selected specialty area. Please see the ["People" page of the English department website](#) for a list of faculty specialty areas. Many faculty members will want to see a proposal that outlines the research questions, intended audience (sub-field of specialization), and expected methodology and timeline for completing the project before agreeing to serve on a committee.

The committee chair is expected to be a tenure-line faculty member in the English department who has a terminal degree in their field (typically, a Ph.d.). A second committee member must also be an HSU faculty member and have a terminal degree in their field but may be full time or part time and may be a member of the English department or another department. If your committee chair is an adjunct faculty (rare) or

in the faculty early retirement program (FERP), then at least one committee member must be a tenured or probationary tenure-track faculty member in the English department. An optional third member of your committee, with the approval of the committee chair and graduate coordinator, may be a person with expertise in your research area who is not affiliated with HSU and/or who does not hold a terminal degree in your discipline. This third committee member may be a full-time or part-time HSU faculty or staff person, a faculty member from another university, or a community member with particular expertise in your Master's Project research topic. If a third member is chosen from outside the English department, this member must have an appropriate graduate degree and the approval of the project chair and graduate coordinator. Makeup of the graduate committee is reviewed by the graduate coordinator and graduate dean at advancement to candidacy.

It is the responsibility of the student to keep the graduate coordinator informed of progress in committee formation and to complete and file the appropriate departmental forms ([Document #2: Forming a Committee](#)) and Graduate Studies college forms ([Application for Advancement to Candidacy and Graduation](#)).

Milestone 2: Advancing to Candidacy and Crafting a Prospectus

All full-time English master's-level students are expected to advance to candidacy by the *end of their first year*. As stated above, some faculty will require you complete a proposal that outlines the research questions, intended audience (sub-field of specialization), and expected methodology and timeline for completing the project before agreeing to serve on your committee. Other faculty will sign on to supervise your project based on your completion of [Document #1: Generating a Topic](#) and on one-on-one conversations with you.

After forming a committee, students work with their committee members to prepare and obtain committee approval of their Master's Project prospectus. Completing and submitting to Canvas [Document #3: Crafting Your Prospectus](#) will assist you in this step. The prospectus includes an abstract, literature review, and an overview of methodology. Additionally, you will complete the [Application for Advancement to Candidacy and Graduation form](#) and submit it to the [Office of Academic Programs and Undergraduate/Graduate Studies](#).

From the General [Graduate Studies Handbook](#): The advancement to candidacy document is a contract between you and Humboldt State University that details the requirements of your degree. To be eligible for advancement to candidacy, you must have “classified” standing, a GPA of 3.0 or better, completed 12 to 15 units of approved coursework for the master’s program, the approval of your chair, second reader, and graduate coordinator, and [Institutional Review Board](#) (IRB) approval of any plan to use humans or animals as subjects for research, if applicable. List only those courses constituting your program on the form. Degree requirements are those that are in effect at the time you were admitted into the Master’s program. After you have filled out the form, bring it to the graduate coordinator for review. Once you have obtained the signatures of your Master’s Project chair, second reader, and the graduate coordinator, bring the form to the English department’s ASA in Founders Hall 201. Next, pay the graduation processing fee at [Student Financial Services](#) in SBS 282 or pay online via your Student Center account of Cash Net. Finally, bring the form and your payment receipt to the [Graduate Studies office of Academic Programs](#) in Siemen’s Hall 217B for the Graduate Studies Dean’s signature.

A change of your committee chair, second reader, or any coursework listed on your program contract must be proposed with a [Request for Program Variation or Waiver](#). A change to your type of culminating experience must be requested with an [Addendum to Advancement to Candidacy](#) form. Forms are available on the [Graduate Program’s website](#). The changes must be approved by your major professor, second reader, and any other committee members, the graduate coordinator, and the Dean of Graduate Studies.

Milestone 3: Working with Your Committee and Completing the Master’s Project

All students in the M.A. in English program design a *project* (not a thesis) that best matches their intellectual and career goals as well as the available expertise of faculty in the English department. Here are some examples of successful Master’s Projects written by HSU graduate students in English: Literature, [Literature](#), [Composition Studies](#), [Composition Studies](#), [ESL/EFL](#), [ESL/EFL](#).

Definition of Terms from HSU’s Graduate Handbook:

- A *thesis* is original research or theoretical development that advances knowledge. The research or theoretical question(s) of interest is developed by the student. A thesis is the written product of a systematic study of a significant problem. It identifies the problem, states major assumptions, explains the significance of the undertaking, sets forth sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization and format, and thorough documentation. Normally, an oral defense of the thesis is required.
- A *project* is a demonstration of professional skill and is based upon research or internship activity that seeks to address the question(s) posed by a community group or organization. A project is a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form and organization, and a rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology and a conclusion or recommendation. An oral defense of the project may be required.

M.A. in English students who have an interest in doctoral work or continued college or university employment are encouraged to complete a project that is more aligned with a traditional thesis. Students who plan to pursue careers outside of higher education research and teaching may wish to design a project that has a larger public audience.

For the Master's in English Project, students may generate one of the following types of Projects with appropriately researched critical framing:

- an extended critical essay
- methods-based research
- a critical autoethnography / ethnography
- a community anthology or zine
- a curated exhibit
- digital archives and an electronic library
- digitally annotated texts and social reading projects
- shared learning resources and reference materials
- a multigenre critical-creative project

Depending upon the student's professional expertise and skills, other forms for the Master's Project may be proposed. Students proposing projects that go beyond a traditional paper format must take it upon themselves to develop the relevant skills necessary to complete the project (e.g., supplemental coursework and/or internships).

Because the program is not an MFA program in creative writing, book-length literary manuscripts in creative writing (poetry manuscripts, drafts of novels, etc.) are not accepted as Master's projects. However, students with an interest in literary writing will find that the program supports their careers, providing them a broad understanding of how literary texts circulate among audiences and how language shapes the world. Students can design a project that matches their interest with the coursework by working in genres such as autoethnography or by editing and designing multigenre community publications that showcase creative writing.

All Master's Projects include a critical writing component that conveys the rhetorical purpose and significance of the work, grounded in a scholarly conversation. This requirement may be fulfilled with a prefatory essay that describes the intended audience for the project, the intervention the project makes in the field, and the sources and theories that inform the project. The prefatory essay should include a literature review, discussion of the research questions that guide the project, and a description of the methodology, along with a rationale.

Expectations for the Master's Project

An appropriate [model for an Master's Project](#) would be a publishable manuscript or a presentation of research that is useful for its intended audience. Traditional Master's Projects are typically 50-80 pages in length, but this is not a requirement of all projects. Master's Projects that are written as papers must be formatted in accordance with the requirements of the Office of Graduate Studies. Formatting requirements for a Master's Project are detailed on the [Office of Graduate Studies website](#). Students are required to submit one copy of their final Master's Project via [Digital Scholar](#).

Your Coursework and Your Master's Project

Many of the courses you take in the M.A. in English program will allow you to complete assignments that are directly related to your project. While you are encouraged to gain broad, generalist knowledge of theory and practice in English Studies, consider each

major assignment to be a potential opportunity to explore your area of specialty in a new way. Some assignments may provide context for your Master's Project or may help you to write a section of your Master's Project. Practice translating your research and expertise into new contexts so that you can become better equipped to speak about and reflect on your research contributions.

Roles and Responsibilities of the Master's Project Committee and the Summer Reading List

Early on in your process of committee formation, you will complete and submit [Document #4: Agreeing on Expectations With Your Committee](#). You will also work with your committee in preparation to make good use of your summer by completing [Document #5: Generating a Reading List](#). The student bears the final responsibility for all aspects of the project, and the student will be listed as the sole author of the project. The student is responsible for understanding all aspects of the research and for completing a literature review that sufficiently establishes expertise in a subfield of study within English Studies. The student is also responsible for meeting the published University deadlines established by the division of Graduate Studies. Under the direction and final approval of the Master's Project committee and graduate coordinator, the candidate completes the project and files it with the Graduate Studies Office in digital form.

The Master's Project chair is responsible for making sure the student has the necessary tools and skills to complete the project. The duties and responsibilities of the committee chair include the following:

1. Working with the student to develop a viable culminating experience that can be completed in a timely manner.
2. Guiding the Master's Project to completion.
3. Meeting with the student on a consistent basis, and accommodating student requests for meetings in a timely manner, i.e., typically within one week.
4. Assisting the student in obtaining Institutional Review Board (IRB) approval (if applicable).
5. Returning the project drafts to the student with comments within a reasonable time period (within one to three weeks should be the norm).

Please note: If these responsibilities are not fulfilled, then the student may request another program faculty member to chair their committee.

The second reader is responsible for ensuring that the project is thoroughly reviewed and is an accurate and ethical presentation of research. The full (typically 2-person) Master's Project committee should have an opportunity to respond to the project prospectus as early as possible in the development of the research plans, when, in the judgment of the chair, the prospectus is sufficiently formulated to warrant further examination and input. The Master's Project should be discussed with all committee members early on as a way to help direct the student to the literature relevant to the study. However, typically only the committee chair reads the prospectus and partial project drafts multiple times prior to developing a more polished and complete Master's Project draft. The second reader and any other project committee members generally should be only expected to read the final Project prospectus and complete Project draft once or twice prior to the final revision and approval of the Master's Project. However, second readers differ in when they would like to see drafts of prospectuses and chapters, so please consult with your second reader early on about his/her/their preferences.

For Master's Projects That Involve Human Subjects Research

All students who will be gathering personal information about living humans in the course of research for their Master's Project are required to complete the approval process for using human subjects in research prior to advancement to candidacy. The complete University policy on Human Subject Research is available on the [IRB website](#).

Digital Commons Submission Deadlines for Master's Projects

Graduation Term	Courtesy Review Deadline	Final Submission Deadline
Spring 2018	April 23	May 7
Summer 2018*	July 11	July 25
Fall 2018	November 26	December 10
Spring 2019	April 29	May 13
Summer 2019*	July 11	July 25

See the [Digital Commons website](#) for more information.

Milestone 4: Presenting Your Research and Graduating

We encourage all students who have completed their Master's degree to participate in the spring Celebration of Research organized by the English department in April and the University commencement ceremony in May. Refer to the collection of documents on [Presenting Your Research available on our Canvas site](#) for information on best practices in creating slides and talking about your research to a public audience. You will be expected to submit your slides to our English Graduate Studies Canvas site *one week before* the Celebration of Research event. If you are very close to completion, and if you have the approval of your committee, we encourage you to participate. Students planning to graduate in December are invited to present their research the following April. In situations where students plan to move out of the area, candidates are welcome to present their research in progress during the previous April celebration with the approval of their committee and the graduate coordinator.

All students participating in commencement must have completed the [Application for Advancement to Candidacy and Graduation](#) with signatures and paid the graduation processing fee by the posted deadlines. The deadline for filing for spring graduation is in early September, and the final deadline for spring graduation with a late fee assessed is late January. You must also register to walk in commencement by the early April deadline. Exact deadlines for each academic year are posted in the [Calendar of Activities & Deadlines](#).

Only students who apply by the final January deadline are assured of being included in the commencement program. Your name, title of your project, and major professor are listed in the commencement program. Note: If your Master's Project title has changed since you advanced to candidacy, let the graduate coordinator know your new title by **March 1**.

Once your application for graduation is received, a degree check is prepared and sent to you and your advisor. The degree check summarizes how degree requirements have been satisfied and lists any remaining requirements. You are encouraged to contact the Office of the Registrar if you have any questions about your degree check or need an update on your progress towards your degree objective. If you will need additional time to finish your Master's Project beyond the graduation date you applied for, then you should file a [Graduation Date Change Request](#) before the original graduation date to

avoid additional fees. If the graduation date has already passed, a reapplication fee is charged.

To graduate on time, all culminating experiences must be completed and submitted to Digital Commons prior to the deadlines listed below. Master's projects must be in final format and receive digital approval by all committee members and the graduate coordinator.

- Spring graduation: May 7, 2018; May 13, 2019
- Summer graduation: July 25, 2018 and July 25, 2019
- Fall graduation: December 10, 2018

Note: If the date listed falls on a weekend, the deadline will be extended to the following Monday. Your degree will post to your transcript for the following graduation date if your culminating experience is received in Academic Programs after the deadline.

Full-time Status, Part-time Status, Financial Aid, and Extending Time in the Program

The Master's in English program is designed to be completed in two years, or four semesters, of full-time enrollment. Some students elect to take one or two additional semesters due to employment and/or family responsibilities. The definition of full-time and part-time graduate enrollment differs according to different units on campus. This fact is due to different regulations that govern enrollment reporting, private awards, university employment and fees, and state and federal grants and loans.

Full-time Status: Institutional Enrollment Reporting and the McCrone Fellowship

According to HSU Graduate Studies, graduate students taking 9 or more semester units are considered to be enrolled full time. Thus, students taking fewer than 9 units a semester will not qualify to be considered for Department nomination for the McCrone Graduate Fellowship Award (one fellowship is awarded each year for all first-year HSU graduate students in all disciplines).

Full-time Status: Tuition Fees and Financial Aid

Students enrolled in 6.1 or more units per semester pay full-time tuition. Accordingly, students enrolled in 7 or more units per semester are considered full time for financial

aid purposes. However, because *automatic disbursement* of financial aid awards are calculated for students taking 9 or more units per semester, graduate students enrolled in 7-8 units MUST complete an Enrollment Change Form at the Financial Aid office in order for their funds to be dispersed. This form allows the Financial Aid office to process their financial aid manually.

Part-time Status: Tuition Fees and Financial Aid

Graduate students enrolled in 0.1-6.0 units are considered part time for tuition purposes. However, to qualify as part time for financial aid, graduate students must be enrolled in *at least 5 units* for loans and the State Grant in Aid. This 5-unit rule applies even when the student is only taking ENGL 690 Master's Project units.

If a student has applied for financial aid as a full-time student but then becomes a part-time student the next semester, his/her/their financial aid allotment will be adjusted (cut in half) based on their part-time status for the second semester.

Full-time and Part-time Status: Graduate Teaching Associates (GTAs) and Eligibility for Tuition Waivers

GTAs must be enrolled in 7 or more units in order to be considered to receive a full-time tuition waiver during the semester(s) they are teaching. All of these 7 units must be related to their academic program. GTAs must be enrolled in at least 6 units in order to be considered to receive a part-time tuition waiver during the semester(s) they are teaching. All of these 6 units must be related to their academic program.

In addition to meeting the unit requirements listed above, GTAs may still be denied a tuition waiver for one of the following reasons:

- Student qualifies for a State Grant in Aid (SUG)
- Student did not complete a [FAFSA](#) by the deadline
- Student has already completed 125% of the published minimum required units of the Master's program
- Student has already completed 5 semesters as a GTA
- Lack of University funding

Full-time Status: Nonresident Fee Waiver

Students who are granted a partial nonresident tuition waiver must be enrolled in 10 or more units each semester that the waiver is being applied. Students wanting to use all of the waiver units in a single semester rather than over two semesters must make a special request to the graduate coordinator. Final determinations are made by the Graduate Studies office.

Financial Aid

All graduate students are urged to complete a [Free Application for Federal Student Aid \(FAFSA\)](#) by the annual deadlines and to be in close contact with [HSU's Financial Aid office](#) throughout their time in the program. In addition to the requirements listed above, students receiving financial aid should note that financial aid is capped once 42 post-baccalaureate units have been attempted (125% of the minimum 34 units required to complete the M.A. in English degree). This financial aid cap includes all enrolled courses, including additional units of ENGL 690 Master's Project, P.E. credits, language courses, and any courses dropped after the drop deadline. Please consult directly with an HSU financial aid counselor for information specific to your situation. Students may petition to exceed this cap; however, there are no guarantees of continuing aid.

Some students may need to take fewer units per semester and extend their time in the program. Students taking fewer than 9 units should always check with a financial aid counselor to see if their financial aid will be affected. Typically, students who take at least 6.1 or more units may be considered full time for some types of financial aid, but other types of financial aid require a minimum 9-unit load. Students taking 8 units must sign a form in the financial aid office, which must be reviewed and cleared by a financial aid counselor.

Extending Time in the Program, Maintaining Continuous Enrollment, and Remaining in Residence

Students who have not completed their M.A. degree by the end of the two-year program may continue by enrolling in a fifth semester. Students taking classes on a part-time basis may extend their studies beyond five semesters.

All But Master's Project

Students who have completed all required coursework but are working on their Master's Project under the supervision of their committee chair need to enroll in ENGL 690 Master's Project units. Note: students may count up to 6 units maximum of ENGL 690

plus no more than 3 additional combined units of ENGL 699 Independent Study and ENGL 691, ENGL 692, and ENGL 694 Internships toward their graduate degree as indicated on the Application for Advancement to Candidacy and Graduation form. Students in the final stages of revising their Master's Project may save money (but are not eligible for financial aid) by enrolling in 1 unit of x693 through Extended Education provided they are not using faculty time. To qualify for Extended Education registration, students must secure the permission of their committee chair and meet other necessary requirements: advancement to candidacy, completion of all required coursework, submission of an approved draft of their project to their committee, and enrollment in 0 units of any other classes.

Seven-Year Limit

Although we expect and encourage students to finish the program within two years, all students are required to finish the degree within seven years per Title 5 of the California Code of Regulations. The university allows this deadline to be extended if students are able to demonstrate currency in the courses that will be older than seven years at the date of graduation. From HSU's [Graduate Student Handbook](#): The seven years is calculated from the time of completion of the oldest course listed on your approved graduate course list. An extension may be granted, if warranted by individual circumstances and if the outdated coursework is validated by examination. You may petition for an extension with a Request for Program Variation or Waiver form and a completed Documentation of Examination for Currency for Extension of the Seven-Year Limit form for each course older than seven years.

Residency, Continuous Enrollment, and Leave

We strongly encourage you to remain in residence with access to campus until you have finished your project. Once students leave the area, communication with faculty becomes more difficult and the Master's Project seems to become less of a priority. We want to help you finish your degree in a timely and streamlined way, and this is most possible when you are in residence.

From [Graduate Studies Frequently Asked Questions](#) and HSU's [Graduate Student Handbook](#): Students must maintain continuous enrollment (at least one unit per semester and two semesters per year--fall, spring, and/or summer) throughout their time completing the degree. Students must request a leave of absence by completing an [Educational Leave Agreement](#) and obtain approval from your Master's Project committee and graduate coordinator. The maximum duration of a single leave is one academic year; the total duration of combined leaves may not exceed two years.

Rights and Responsibilities of All Graduate Students and Faculty

The faculty recognize and fully support all of the rights granted to students by federal law, state law, CSU administrative regulations, HSU campus policies, graduate school policies, and program faculty resolutions. Students should familiarize themselves with these rights and responsibilities as documented in the [HSU Graduate Student Handbook](#) and the [HSU Catalog](#).

In addition, each course syllabus is a contract that specifies and limits the requirements and expectations that will be placed on students in a particular course. Students are encouraged to talk to their individual instructors about questions or concerns they have with such things as specific assignment expectations, instructor communication and availability, classroom dynamics, and criteria used for evaluation of student work. Students are also encouraged to contact the graduate coordinator to ask questions about the program, seek assistance, and express any concerns they have about their progress or aspects of the program. Students may also consult directly with the interim English department chair, [Prof. Mary Ann Creadon](#), for assistance, to give feedback, and to understand their options, including seeking redress in the form of an official or unofficial grievance.

Additionally, students have the right to file a grievance directly with the appropriate University office. To understand University policies and/or to file a grievance with the University, please see the following policies, procedures, and reporting form: [Sexual Assault, Intimate Partner/Domestic Violence, Dating Violence and Stalking Policy](#), [Nondiscrimination Policy](#), [Student Rights and Responsibilities](#), [Sexual Misconduct/\[And Other Forms of\] Discrimination Report Form](#), [Accommodating Individuals With Disabilities Policy and Procedures](#), and [Grievance Policy and Procedures for Students Filing Complaints other than Discrimination or Unprofessional Conduct Against Faculty, Staff, or Administrators](#).

As for students' responsibilities to the academic environment, the California Education Code makes it clear that students may not cause a negative climate to develop in the classroom or interfere with the learning of other students. This Code entails refraining from sexist, racist, homophobic, or other derogatory language, not interrupting or showing a lack of respect for classmates, and limiting class participation so as not to interfere with the participation of others. Professional conduct and respectful language are expected at all times.