

MA in English Program Handbook

Department of Humanities

Texas A&M University—Central Texas

2020-2021



TEXAS A&M
UNIVERSITY
CENTRAL TEXAS

This handbook provides students the information they need to enter and complete the MA in English at TAMUCT. All questions about the information contained in this document should be directed to the Graduate Coordinator of English.

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Welcome to the Master of Arts in English at Texas A&M University Central Texas (TAMUCT). We are delighted that you have chosen to develop your scholarly interests and identity with us. We intend to provide you with a meaningful education that will advance your professional goals.

Program Learning Outcomes

Our program expects to equip students interested in pursuing a doctoral degree, secondary teachers seeking dual-credit certification, individuals interested in securing full- or part-time teaching or administrative opportunities within some segment of education, or students interested in learning to think critically, write persuasively, and address complex problems that exist outside of educational settings.

We strive to meet this expectation by preparing students to...

1. Synthesize original contributions to the discipline by conducting research
 - a. Demonstrate a scholarship-based understanding of texts (of all kinds) in their appropriate cultural, aesthetic, and historical contexts
 - b. Apply a range of critical approaches English Studies offers
2. Analyze texts using critical thinking skills
 - a. Identify and explain what lenses are appropriate for analyzing texts
 - b. Perform analyses that add to scholarly understanding and provide challenging perspectives
3. Apply clear and effective written and oral communication skills.
 - a. Produce written arguments and/or analyses that contribute to scholarly conversations within the discipline
 - b. Craft spoken arguments and/or analyses that contribute to scholarly conversations within the discipline.

Mutual Expectations and Responsibilities

The MA in English program, the Department of Humanities, the College of Arts and Sciences, and the Office of Graduate Studies all expect and demand your intellectual engagement, academic integrity, and professionalism. When you meet these expectations, you can expect the faculty who contribute to this program to provide you with a challenging and safe learning environment, to offer you the chance to meet high academic standards, and to be professional in all their contact with you. Furthermore, you can expect TAMUCT to offer you the necessary academic resources and ancillary services you need throughout your time in our program. If you should have concerns about your ability to meet expectations or requirements, please contact the Graduate Coordinator of the MA in English program.

MA in English Faculty Directory

The below table provides the contact information and specialties of the full-time faculty contributing to the MA in English.

Faculty Name	Faculty Title	Faculty Email	Faculty Office	Faculty Specialties
Dr. Bruce Bowles, Jr.	Assistant Professor of English; Director of the University Writing Center	bruce.bowles@tamuct.edu	Warrior Hall 420A	Writing Assessment, Writing Center Pedagogy and Administration, and Rhetoric and Public Discourse
Dr. Amber Dunai	Assistant Professor of English and Linguistics; Graduate Coordinator of MA in English	adunai@tamuct.edu	Heritage Hall 204K	Early English Literature, Medievalisms, and Linguistics
Dr. Allen Redmon	Professor of English and Film Studies; Chair of Humanities	allen.redmon@tamuct.edu	Heritage Hall 216G	Film Studies, Adaptation Studies, and Comparative Literature
Dr. Stephanie Peebles Tavera	Assistant Professor of English	stavera@tamuct.edu	Heritage Hall 204M	American Literature, Disability Studies, and Women's and Gender Studies

Other Important Contact Information

The below table provides contact information for support offices for students in the MA in English program.

Office	Location	Phone	Website
Office of Student Conduct	105 WH	(254) 501-5909	http://tamuct.edu/studentaffairs/student-conduct.html
College of Arts and Sciences	304 HH	(254) 519-5441	http://tamuct.edu/coas/
Community Counseling and Family Therapy Center	207 WH	(254) 519-5403	http://tamuct.edu/ccftc/ccftc.html
Technology Help Desk	113 FH	(254) 519-5466	http://tamuct.edu/help/
Graduate School	424 FH	(254) 519-5447	http://tamuct.edu/graduate-studies/

Research and Economic Development	418 FH	(254) 519-5741	http://tamuct.edu/research/
Financial Aid	108 FH	(254) 501-5854	http://tamuct.edu/financial-aid/
Student Government Association	105 WH	(254) 501-5909	http://facebook.com/TAMUCTSGA
University Library	WH	(254) 519-5798	http://tamuct.libguides.com/index
University Writing Center	416 WH		http://tamuct.mywconline.com/
Veterans Affairs	221 FH	(254) 519-5423	http://tamuct.edu/veterans-affairs/

How to Register

Students should meet with the Graduate Coordinator of the MA in English program before each registration period. Following this meeting, students can register for their coursework online through Warrior Web. Detailed instructions for how to register can be found at <https://www.tamuct.edu/registrar/registration-instructions.html>. Questions can be directed to the Office of the Registrar (Founder's Hall 108) at 254-501-5857.

How to Track Degree Progress

Students are encouraged to track degree progress. The easiest way to do this is through DegreeWorks, which allows you to see what courses you have taken and any remaining requirements. You should check your degree progress at least once a semester to ensure that it is accurate. You will be allowed to graduate only if Warrior Web indicates that you have fulfilled all degree requirements, so you will want this record to be accurate. Should you find a discrepancy in your record, your first point of contact should be the Office of the Registrar. If that office is unable to correct your record, you should meet with the Graduate Coordinator of the MA in English program.

Questions

This handbook may leave unanswered questions or give voice to additional questions about graduate study at TAMUCT. Please contact the Graduate Coordinator of the MA in English program if either condition applies to you.

Your Degree, Your Responsibility

You are responsible for your education. The MA in English program, the Department of Humanities, the College of Arts and Sciences, and the Office of Graduate Studies will provide you with the appropriate level of support to give you every chance to complete the program requirements in a timely fashion. However, your ability to complete the program will ultimately depend on you. It is your responsibility to remain aware of all deadlines, to fill out all required forms, and to make sure you are fulfilling educational and administrative requirements. You will also need to remain in regular contact with the Graduate Coordinator of the MA in English program. Those who fail to meet any of these responsibilities should expect to encounter difficulties completing the program in the most timely or efficient manner possible. In short,

you are responsible for making sure that you fulfill all academic and financial obligations associated with being a graduate student in the MA in English Program at TAMUCT.

MA in English Overview

The Master of Arts in English at TAMUCT is a 36-credit hour program designed to help you cultivate your scholarly and professional identity. Through small class seminars and strong faculty mentorship, students can expect to develop expertise and proficiency in English Studies.

The MA in English has three required courses: ENGL 5320 Studies in Language or ENGL 5330 Studies in Rhetoric; ENGL 5374 Methods of Bibliographic and Research Analysis; and ENGL 5380 Studies in Teaching Composition. These courses provide students a solid foundation in English Studies in the following ways:

- Studies in Language introduces students to areas of linguistic study, such as historical linguistics, sociolinguistics, and discourse analysis; students will apply theory and methodologies linked to linguistic topics to a variety of areas within English Studies.
- Studies in Rhetoric introduces students to historical, theoretical, pedagogical, and/or empirical areas of rhetorical scholarship; regardless of focus students will explore the pervasive and powerful nature of rhetoric as it is employed in a variety of contexts.
- Methods of Bibliographic and Research Analysis examines research methods common to a range of interests within English Studies; students will consider what kinds of research they privilege and which methods will yield the most valuable insights for their interests.
- Studies in Teaching Composition introduces students to contemporary writing pedagogies actively used in community and four-year college composition classrooms; students use this course to create their own philosophy of writing instruction.

Students will also have the opportunity to tailor their remaining coursework to acquire specialties in Language, Literature, Rhetoric, Composition, and/or Film Studies.

To see the required curriculum, please see “Appendix A: Graduate Coursework Worksheet.”

Orientation

Before registering for the first semester of coursework, students must contact the Graduate Coordinator of the MA in English in order to schedule an orientation meeting. During this meeting, the Graduate Coordinator and student will discuss topics including the nature and demands of graduate-level work (as opposed to undergraduate-level work); the initial courses the student should enroll in; the MA in English program’s coursework requirements; and pathways to completing the MA in English.

Outside Electives

The MA in English may allow for students to take electives outside the English program on a very limited basis. This can only be done in consultation with the graduate program coordinator; additionally, students will be required to fill out a rationale form, found in Appendix C. Please note that outside electives will only be considered if they are clearly relevant to the student’s academic interests and professional goals. The Graduate Coordinator of the MA in English is the only individual who can approve outside electives.

Transfer Students

Transfer students (i.e. students from other programs at TAMUCT or from other institutions) are welcome to apply for the MA in English; however, it is not guaranteed that prior coursework will “count” toward the student’s degree plan. It is, in fact, likely that transfer students will “forfeit” prior credit. The Graduate Coordinator of the MA in English is the only individual who can approve courses to the degree plan. Students who wish to request to have prior coursework credited to their degree should complete a rationale form, found in Appendix D.

Admissions Requirements and Appeal Process

To be admitted into the Graduate School at TAMUCT, you must...

1. Visit www.applytexas.org to submit a completed application for graduate admissions. Deadlines for applications will be indicated on the current university calendar.
2. Submit the 200- to 300-word admission essay addressing academic and career goals. The essay must either accompany the electronic application for admissions or be sent directly to the Office of Graduate Studies at graduatestudies@tamuct.edu.
3. Remit the application-processing fee either through the electronic application or at the Business Office by cash, check, money order, or credit card.
4. Submit official transcript(s). Transcripts must indicate the date of degree conferral for the baccalaureate and/or graduate degree and must convey good standing. Official transcripts must be delivered in sealed envelopes to the Office of Graduate Studies, or emailed to graduatestudies@tamuct.edu by secure electronic transcripts exchange (e.g. eScrip-Safe, National Student Clearing House, Parchment, or Credentials Solutions) from participating institutions directly.
5. If required, scores on the General Test of the Graduate Record Exam (GRE) should be sent directly to the Office of Graduate Studies by the Educational Testing Service (ETS). You can get further information on the GRE.
6. Provide proof of bacterial meningitis vaccination for students aged 21 and under.

Students who apply with at least a 3.0 GPA in their last 60 undergraduate hours or who have already completed a master’s degree are not required to submit GRE scores. Students who do not meet these requirements but who fall between a 2.5 and 2.99 GPA in their last 60 undergraduate hours may be considered for full admission with the appropriate score on the GRE (a minimum of 285 from the combined verbal and and quantitative scores).

Applicants who are denied admission to the MA in English are allowed to appeal this decision. Individuals who wish to do so must contact (in writing) the Chair of the Department of Humanities within 14 calendar days of the initial decision. The chair will work with the graduate faculty in the program to consider the merits of the appeal. Should this review committee deny the applicant’s appeal, applicants may present their appeal to the Dean of the College of Arts and Sciences. The decision of the Dean is final.

Code of Conduct and Removal from Program

Pursuing a graduate degree is a privilege, and it is imperative that students conduct themselves with professional and ethical integrity. We expect graduate students in the MA in English to demonstrate courtesy, respect, and support for their peers, faculty members, and any individual at the institution (and beyond). Disrespect (including, but not limited to, name-calling, threats to an individual, harassment, physical altercations, or profane verbal altercations) to any member of TAMUCT (student, faculty, staff, administrator) will not be tolerated and is grounds for dismissal from the program. Additionally, students who betray the ethics of the profession by engaging in any behavior that violates the TAMUCT Student Code of Conduct, including, but not limited to plagiarism, will face dismissal from the program. Appeals of a dismissal may be submitted to the Chair of the Department of Humanities within 14 calendar days of the initial decision. Further appeal can be made to the Dean of the College of Arts and Sciences. The decision of the Dean is final.

Capstone Projects

Students pursuing the MA in English have two options for their capstone project: a thesis or a comprehensive exam. Students will begin considering which option will be best for them upon program admission during their initial consultation with the Graduate Coordinator.

Students who begin on thesis track may convert to the non-thesis track. Such a move will require additional coursework since the student will not take thesis hours. Thesis hours will only convert to course credit for degree requirements when those hours have resulted in some exceptional piece of scholarship appropriate to some area of English studies. In most cases, students who have already taken thesis hours should expect to replace those hours with an additional English elective.

Thesis Track

The thesis project is a rigorous, extended, and sustained piece of original scholarship that offers an in-depth analysis, examination, or argument of one topic. Students pursuing this option will enroll in six credit hours of ENGL 5398 (Thesis) with approval from the Graduate Coordinator of the MA in English. These credit hours can be taken in a student's final semester or be spread over the final two semesters. However, once the student begins enrollment in thesis hours, the student must maintain continuous enrollment of at least one credit hour of thesis per semester until the student graduates, including during the summer. Please note that only six credit hours of ENGL 5398 can be counted toward graduation.

The thesis shall be prepared in accordance with the procedures specified by the Graduate School. Upon completion of the thesis, the student shall sit for an oral defense before their thesis committee.

Committee Formation

Students should arrange to meet with the Graduate Coordinator of the MA in English to present a topic or area to consider for a thesis. The Graduate Coordinator of the MA in English and student will decide together who to name the chair of the thesis project. Only Graduate Faculty

can chair a thesis project. Should the designated faculty member agree to chair the thesis student, this person will become that student's thesis advisor, and the contact person for the student throughout the thesis project. The thesis topic must be approved by the Graduate School by filing the Thesis Proposal Approval Form available from the Graduate School. Deadlines related to the thesis are also available from that office, including deadlines related to submitting the topic approval form, the defense deadline, and filing an electronic copy of the thesis.

The specifics of the thesis—that is, number of chapters, expectations for content, and deadlines—will be determined by the thesis chair and the thesis writer. The chair of the thesis will recommend at least one additional reader for the thesis project. More normally, the thesis will have two additional readers so that the thesis committee will consist of three full-time faculty members who are also members of the Graduate Faculty. In some cases, one reader may be from outside the English program. Only the Graduate Coordinator of the MA in English can approve the formation of a committee. The thesis advisor will need to secure this approval before the student begins work on the thesis project.

It is incumbent on the student to remain in steady communication with the thesis advisor at every stage of the thesis. The thesis advisor will set deadlines for progress. Only those who meet these deadlines, meet them at the level the advisor sets, and remain in contact with the advisor should expect to remain on track to complete the thesis in a timely manner or to earn a passing grade for thesis hours.

Requirements of Thesis

While many of the requirements of the thesis will be determined between the chair and the student, there are some basic requirements every thesis project must meet.

- The thesis should be no fewer than 60-pages, not including works cited or appendices.
- The thesis will make an original contribution to some area within English studies.
- Students must successfully defend their thesis in an oral defense (see below).

As already stated, the structure of the thesis can vary. One possible structure for the thesis is,

- Introduction: State the scope, central research question(s), and thesis. Also, describe the structure of the manuscript that follows, including the purpose of each chapter. The Introduction is often written last because you will not know what you are introducing until you write the rest of your thesis.
- Chapter 1: Review the relevant scholarship. Demonstrate to your reader that you are a master of the field. You do not need to include every publication, but you should not miss anything important. Show the various schools of thought, and where scholars agree or disagree. Conclude by showing where the gaps and unanswered questions are – that is where your thesis fits in.
- Chapter 2-X: Subsequent chapters explore how your work in primary and secondary sources fills the gaps in how one understands your topic or question. Each chapter should link back to your central research question(s). The required number of chapters,

as well as the overall length of your thesis, will vary based on your topic. If you have questions about this, please direct them to your thesis chair.

- Conclusion: Explain what we now know about this subject as a result of your work, and how your work has changed our understanding of the topic.

Again, this is only one possible structure. Only the thesis advisor can approve the structure for each thesis project. Issues that may arise between the student and the thesis advisor should be directed to the Graduate Coordinator of the MA in English, or to the Chair of the Department of Humanities if the Graduate Coordinator is also the thesis advisor for a project. The chair is the final arbitrator for issues related to the thesis.

Thesis Defense

Following the completion of a thesis, the student will provide a professional presentation of the most central elements of the thesis and defend those elements and others related to it to the full thesis committee. While the specific expectations for a student's defense will be determined by the thesis chair, every defense will include an oral presentation equivalent to a professional presentation for an academic organization, will require the candidate to field impromptu questions from the thesis committee regarding the presentation and the thesis itself, and will be made open to the public, although guests are not allowed to participate (e.g. ask questions, make interjections, offer their own ideas etc.).

A defense can result in three outcomes:

- Pass with no thesis revisions
- Conditional pass based on thesis revisions
- No pass

An outcome of "no pass" requires the student to work with the thesis advisor to address issues raised by the committee, and to sit for another oral defense. A student can only sit for one defense a semester, which means that an outcome of "no pass" will delay graduation at least one semester. Two unsuccessful defenses will result in the student being converted to the non-thesis track.

An outcome of "conditional pass based on revisions" can only convert to a pass if the student submits all revisions ahead of the deadlines established by the Office of Graduate Studies. Following a successful defense, but before submitting the thesis to the Office of Graduate Studies, the student must make certain that the thesis is free of typographical, spelling, and grammatical errors. The Office of Graduate Studies will return theses if they contain such errors or do not conform to its prescribed format. Failure to meet these deadlines will result in an outcome of "no pass," and all the conditions of a no pass will become applicable.

Following approval by the Office of Graduate Studies, the thesis will be published and made available through ProQuest. Questions about thesis publication should be addressed to the Office of Graduate Studies.

Comprehensive Exam

Students on the non-thesis track will complete a written comprehensive exam rather than produce a thesis. Students should familiarize themselves with applicable deadlines for comprehensive exams established by the Office of Graduate Studies by consulting that office's website. Students will need to register for ENGL 5090, a zero-hour, non-credit generating course, during the semester they plan to complete the comprehensive exam. Comprehensive exams are normally taken in the student's final semester. A student's course load in that final semester should be arranged aware of the extra demands completing this exam will create.

Preparation for the exam begins with a discussion with the Graduate Coordinator of the MA in English. The Graduate Coordinator will review the general procedures with the student and will organize a committee of examiners, which will normally consist of three full-time faculty in the MA in English program. All committee members must be members of the Graduate Faculty. Either the Graduate Coordinator or another member of the committee will be designated as chair for the exam.

The comprehensive exam requires completion of an essay at least 15 pages in length (not including works cited) which responds to a prompt negotiated by the student and the members of the student's exam committee. This prompt should involve exploration of an area of scholarly interest to the student by connecting it to several areas of study that the student has encountered during coursework. Three to four weeks before completing the exam, the student will present the first draft of this prompt to the committee. The committee will review the proposed prompt and make any needed revisions. The chair of the committee will distribute the finalized prompt to the student on Friday of the week selected by the chair and student. The essay portion of the exam will be due by the Monday ten days (two weekends) following the Friday on which the prompt is distributed. Once the exam dates and times have been established, the student is responsible for meeting all deadlines. Failure to meet a deadline will normally result in a failing grade.

The comprehensive exam will culminate in an oral defense before the examining committee. The defense will begin with a discussion of the written material, which will have been submitted to the committee chair at least one week before the oral defense is scheduled. Committee members will also question the student on ideas that extend from that material. After reviewing the written material and hearing the defense, each committee member will award a grade of pass or fail. A student who earns a pass from the majority of the committee members will earn a pass on the comprehensive exam. Students who fail to earn a pass from the majority of the committee will earn a grade of fail on the exam.

A student can only sit for one comprehensive exam a semester. Those who fail the exam should expect to have their graduation delayed at least one semester and should discuss with the Graduate Coordinator of the MA in English any areas in need of improvement the exam process revealed. A plan to respond to those areas in need of improvement should be developed before the student sits for the comprehensive exam a second time. Students who fail the

comprehensive exam a second time will no longer be considered candidates for the MA in English.

Graduate Assistantships

If you wish to be considered for a graduate assistantship (offered on a per semester basis), you should contact the Graduate Coordinator by August 1st for the fall semester and January 1st for the spring semester. The program does not normally award assistantships during the summer. Graduate assistantships will be granted taking into consideration both the scholarly and professional interests of applicants and the specific requirements of the faculty member who will be working with the graduate assistant. Graduate assistants must be in good academic standing with the program and must be enrolled in at least 6 hours of coursework in the semester(s) during which they hold an assistantship.

Graduate Student Awards

Each year, the Office of Graduate Studies and Research sponsors a series of awards for graduate students. These include awards for Scholarship, Professionalism, Community Service, and the Outstanding Thesis Award. During each spring semester, there is a call for nominations for these awards, which are awarded at the end of the semester at the College of Arts and Sciences Banquet and University Graduate Banquet respectively. Each year, the MA in English program nominates students for these awards, with the goal to forward a nominee for each award. If you have questions about these awards, please contact the Graduate Coordinator.

Appendix A: Graduate Coursework Worksheet

Thesis Option

Course Prefix	Course Title	SCH	Semester Completed
<i>REQUIRED COURSEWORK</i>			
ENGL 5320 or ENGL 5330	Studies in Language or Studies in Rhetoric	3	
ENGL 5374	Methods of Bibliographic and Research Analysis	3	
ENGL 5380	Studies in Teaching Composition	3	
ENGL 5398	Thesis	6	
<i>ELECTIVES</i>			
ENGL _____		3	
ENGL _____		3	
ENGL _____		3	
ENGL _____		3	
ENGL _____		3	
ENGL _____		3	
ENGL _____		3	
TOTAL		36	

Comprehensive Exam Option

Course Prefix	Course Title	SCH	Semester Completed
<i>REQUIRED COURSEWORK</i>			
ENGL 5320 or ENGL 5330	Studies in Language or Studies in Rhetoric	3	
ENGL 5374	Methods of Bibliographic and Research Analysis	3	
ENGL 5380	Studies in Teaching Composition	3	
ENGL 5390	Comprehensive Exam	0	
<i>ELECTIVES</i>			
ENGL _____		3	
ENGL _____		3	
ENGL _____		3	
ENGL _____		3	
ENGL _____		3	
ENGL _____		3	
ENGL _____		3	
ENGL _____		3	
ENGL _____		3	
TOTAL		36	

Appendix B: Sample Two Year Plan

English MA Sample Two Year Plan, Thesis Option

Year One

Fall

- ENGL Literature Elective (*Topics may include American Literature, Chaucer, and Shakespeare, among others*)
- ENGL 5330 Studies in Rhetoric (*Topics may include Visual Rhetoric, Rhetoric of Ancient Greece and Rome, and 20th Century Rhetoric, among others*)
- ENGL Elective (*Topics may include Film Studies, Adaptation, and Studies in Comparative Literature, among others*)

Spring

- ENGL 5320 Studies in Language (*Topics may include Sociolinguistics or Discourse Analysis, among others*)
- ENGL 5374 Methods of Bibliographic and Research Analysis
- ENGL 5380 Studies in Teaching Composition

Year Two

Fall

- ENGL Literature Elective (*Topics may include American Literature, Chaucer, and Shakespeare, among others; topic will differ from Fall One*)
- ENGL Composition Elective (*Topics may include Studies in Literacy, Computer Mediated Composition, or Writing Program Administration, among others*)
- ENGL Elective (*Topics may include Film Studies, Adaptation, and Studies in Comparative Literature, among others; topic will differ from Fall One*)

Spring

- ENGL Elective (*electives available in English Language, Rhetoric, and Composition; topics will differ from Fall One, Spring One, and Fall Two respectively*)
- ENGL 5398 Thesis (6 credits)

English MA Sample Two Year Plan, Comprehensive Exam Option

Year One

Fall

- ENGL Literature Elective (*Topics may include American Literature, Chaucer, and Shakespeare, among others*)
- ENGL 5330 Studies in Rhetoric (*Topics may include Visual Rhetoric, Rhetoric of Ancient Greece and Rome, and 20th Century Rhetoric, among others*)
- ENGL Elective (*Topics may include Film Studies, Adaptation, and Studies in Comparative Literature, among others*)

Spring

- ENGL 5320 Studies in Language (*Topics may include Sociolinguistics or Discourse Analysis, among others*)
- ENGL 5374 Methods of Bibliographic and Research Analysis
- ENGL 5380 Studies in Teaching Composition

Year Two

Fall

- ENGL Literature Elective (*Topics may include American Literature, Chaucer, and Shakespeare, among others; topic will differ from Fall One*)
- ENGL Composition Elective (*Topics may include Studies in Literacy, Computer Mediated Composition, or Writing Program Administration, among others*)
- ENGL Elective (*Topics may include Film Studies, Adaptation, and Studies in Comparative Literature, among others; topic will differ from Fall One*)

Spring

- ENGL Language Elective (*Topics may include Sociolinguistics or Discourse Analysis, among others; topic will differ from Spring One*)
- ENGL Rhetoric Elective (*Topics may include Visual Rhetoric, Rhetoric of Ancient Greece and Rome, and 20th Century Rhetoric, among others; topic will differ from Fall One*)
- ENGL Composition Elective (*Topics may include Studies in Literacy, Computer Mediated Composition, or Writing Program Administration, among others; topic will differ from Fall Two*)
- ENGL 5390 English Comprehensive Exam¹

¹ENGL 5390 Comprehensive Exam is 0 credit hours.

Appendix C: Request for Outside Elective

--Filling out this form does not guarantee that your request will be granted.

Student's Name_____

Course Name and Number of Outside Elective_____

Rationale

Directions: In one paragraph, please explain (a) why you wish to take this course (b) how it contributes to your plan of study and (c) how it contributes to your professional and academic goals.

This form should be typed.

Appendix D: Request for Transfer Credit

Student's Name _____

Directions:

Course Prefix and Number: Write the course prefix and number of the class *from your prior institution* that you wish to be considered for credit at TAMUCT.

Course Name: Write the course name of the class *from your prior institution* that you wish to be considered for credit at TAMUCT.

Counted As: Please note which course—e.g. Studies in Language, Studies in Rhetoric, Elective, etc.—that you wish to have your prior course counted as.

Rationale: Write a two to three sentence rationale to defend this substitution.

Course Prefix and Number	Course Name	Counted As	Rationale

Notes:

--You may need a separate page to write your rationale

--Please type your responses

--Filling out this form does not guarantee that your credit will transfer

--In some cases, additional materials (e.g. syllabi from other courses, assignments from other courses) may be requested

