Colorado State University

Department of English Graduate Handbook

M.F.A. in Creative Writing
M.A. in Creative Nonfiction
M.A. in English with area of emphasis in English Education
M.A. in Literature
M.A. in Rhetoric and Composition
M.A. in Teaching English as a Foreign/Second Language
Joint M.A. Degrees in English (TEFL/TESL) and Languages, Literatures and Cultures
Certificate in Women's Studies
Portfolio Option in Nonfiction

Preface

This handbook is designed to help you get acquainted with the Graduate Programs in English at Colorado State University. It offers general information about the programs, policies and procedures. While this handbook strives to be thorough, you may still have questions regarding our program. If so, please direct your correspondence to Graduate Coordinator, Department of English, Colorado State University, Fort Collins, CO 80523-1773, direct your phone calls to (970) 491-2403, and direct email messages to Marnie.Leonard@colostate.edu.

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Cover photo by Jill Salahub

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Admission Process

Completing the Application

Effective August 2016, you may complete our graduate program application online.

Applicants to the program should request application information from our Graduate Programs Administrative Assistant, Marnie.Leonard@colostate.edu.

Ideally, begin the online application and take any required test three months before the English Department deadline for the term in which you wish to enroll. Once all of the documents have been uploaded—those that you provide, your recommenders' letters, your transcripts, and English proficiency scores (if required for international applicants)—your application will be considered complete and eligible for review. Please note that the English Department does not admit students for the summer term.

The deadlines listed below vary, depending on the program. All documents and any test score required for your application must be uploaded by the deadline specified for that program in order for your application to be considered complete.

The M.F.A. Creative Writing Program admits new students only for the fall semester; the application deadline is January 1. The Rhetoric and Composition Program admits new students only for the fall semester; the application deadline is February 15. The application deadlines for the M.A. programs in Creative Nonfiction and Literature are February 15 for the fall term and September 15 for the spring term. The application deadlines for the M.A. programs in English Education and TEFL/TESL are April 1 for the fall term and September 15 for the spring term.

If you want to be considered for a teaching assistantship: The M.F.A. deadline to complete both your program application and your GTA application is January 1. The M.A. deadline to complete both your program application and your GTA application is January 15. GTA applications are considered only in the spring for the fall semester.

Submit Application Materials

Begin the online application process at http://gradadmissions.colostate.edu/apply. Follow the directions to create your application record and pay your application fee. Once your account record has been created and confirmed, you may begin your application.

- Upload a variety of supporting documents directly to your application.
- To submit official transcripts, contact your previous institutions to request they submit official transcripts to Colorado State University (use institution code 4075).
- To submit test scores, contact the testing agency to request that scores be sent to Colorado State University (use institution code 4075).
- For any documents that cannot be uploaded, submit paper copies directly to the Office of Admissions at:

Graduate Admissions
Colorado State University – Office of Admissions
1062 Campus Delivery
Fort Collins, CO 80523-1062

Check Your Application Status

To view the status of your application, visit http://gradadmissions.colostate.edu/apply/status at any time to ensure your application checklist is complete or check on updates.

Application Deadlines

Program	Fall program deadline*	Spring program deadline*	Program with GTA application deadline*
M.F.A. in Creative Writing	January 1	N/A	January 1
M.A. in Creative Nonfiction	February 15	September 15	January 15
M.A. in English Education	April 1	September 15	January 15
M.A. in Literature	February 15	September 15	January 15
M.A. in Rhetoric & Composition	February 15	N/A	January 15
M.A. in TEFL/TESL	April 1	September 15	January 15

* English Department deadline date to complete and upload all documents and test scores

Domestic Applicants (U.S. citizens and permanent residents)

Please follow these steps to apply to our graduate program:
- Review the English Department's graduate programs (http://english.colostate.edu/grad/) to determine which one best fits your interests. For application process information, contact the Department's Graduate Programs Assistant, Marnie Leonard, at 970-491-2403 or **Marnie.Leonard@colostate.edu**.
  - Ideally, begin the online application (http://gradadmissions.colostate.edu/apply) three months before the English Department deadline for the term in which you wish to enroll. Once your account record has been created and confirmed, you may begin your application.
  - When all of the documents have been uploaded—those that you provide (statement of purpose, writing sample, optional GTA application), as well as your recommenders' letters, your transcripts, and any optional test scores—your application will be considered complete and eligible for review.
  - Must select Degree. Select MFA for Creative Writing and MA for all other English Department programs.
  - Must select Program. When entering the program code in the online application, please select from the following:

- Creative Writing—for either Fiction or Poetry: **CRWR-MFA**
- Creative Nonfiction: **ENGL-CNFZ-MA**
- English Education: **ENGL-MA**
- Literature: **ENGL-LITZ-MA**
- Rhetoric & Composition: **ENGL-RHAZ-MA**
- TEFL/TESL (Teaching English as a Foreign or Second Language): **ENGL-TSLZ-MA**

- <u>Read all directions</u>. Go through the entire application—don't skip any sections.
- Submit Application Materials
  - After creating your online application record and paying your application fee, begin submitting your supporting materials to complete your application.
  - You may upload a variety of supporting documents directly to your application.
  - To submit official transcripts, contact your previous institutions to request they submit official transcripts to Colorado State University (use institution code 4075).
  - Your recommenders must upload their own letters.
  - To submit optional test scores, contact the testing agency to request that scores be sent to Colorado State University (use institution code 4075).
  - For documents that cannot be uploaded, submit paper copies directly to the Office of Admissions at:
    - Graduate Admissions
    - Colorado State University – Office of Admissions
    - 1062 Campus Delivery
    - Fort Collins, CO 80523-1062
- These are the required documents to complete your application:
  - Official transcripts from each college or university you have attended.
  - Three letters of recommendation from instructors or employers. It is your responsibility to request the recommendation letters, and your recommenders' responsibility to upload their letters.
  - A statement of purpose (no more than one page, single-spaced), introducing yourself and stating your goals while in graduate school.
  - A writing sample pertinent to your program. For Creative Writing, a writing sample in the genre to which you would like to be admitted—either **Poetry,** 12 – 20 pages of poems; or **Fiction,** two short stories OR two chapters of a novel. For the **Literature** program, your sample should indicate your familiarity with the aims and conventions of literary analysis; it should demonstrate the ability to engage with current critical debates or interact with secondary sources, or both. For **all other programs**, please contact the Graduate Programs Assistant.)
  - The application for a Graduate Teaching Assistantship, should you choose to apply for one.

- Check Your Application Status.
  - You may view the status of your application at http://gradadmissions.colostate.edu/apply/status at any time to ensure your application checklist is complete or to check on updates.
  - Once the decision has been made, you will receive an e-mail from the system, asking you to log in to view the official decision letter.

International Applicants

Please follow these steps to apply to our graduate program:

- Review the English Department's graduate programs (http://english.colostate.edu/grad/) to determine which one best fits your interests. For application process information, contact the Department's Graduate Programs Assistant, Marnie Leonard, at 970-491-2403 or **Marnie.Leonard@colostate.edu**.
  - Ideally, begin the online application (http://gradadmissions.colostate.edu/apply) and take any required test three months before the English Department deadline for the term in which you wish to enroll. Once your account record has been created and confirmed, you may begin your application.
  - When all of the documents have been uploaded—those that you provide (statement of purpose, writing sample, optional GTA application), as well as your recommenders' letters, your transcripts, and English proficiency scores (required for international applicants whose native language is not English)—your application will be considered complete and eligible for review.
  - Must select Degree. Select MFA for Creative Writing and MA for all other English Department programs.
  - Must select Program. When entering the program code in the online application, please select from the following:
  - Creative Writing—for either Fiction or Poetry: **CRWR-MFA**
  - Creative Nonfiction: **ENGL-CNFZ-MA**
  - English Education: **ENGL-MA**
  - Literature: **ENGL-LITZ-MA**
  - Rhetoric & Composition: **ENGL-RHAZ-MA**
  - TEFL/TESL (Teaching English as a Foreign or Second Language): **ENGL-TSLZ-MA**
- Read all directions. Go through the entire application—don't skip any sections.
- Submit Application Materials
  - After creating your online application record and paying your application fee, begin submitting your supporting materials to complete your application.
  - You may upload a variety of supporting documents directly to your application.

- Your recommenders must upload their own letters.
- To submit official transcripts, contact your previous institutions to request they submit official transcripts to Colorado State University (use institution code 4075).
- To submit test scores, contact the testing agency to request that scores be sent to Colorado State University (use institution code 4075).
- For documents that cannot be uploaded (transcripts, certified translations, optional test scores), submit paper copies directly to the Office of Admissions at:

    Graduate Admissions
    Colorado State University – Office of Admissions
    1062 Campus Delivery
    Fort Collins, CO 80523-1062

- These are the required documents to complete your application:
  - Official transcripts from each college or university you have attended along with a certified translation into English.
  - Three letters of recommendation from instructors or employers. It is your responsibility to request the recommendation letters, and your recommenders' responsibility to upload their letters.
  - A statement of purpose (no more than one page, single-spaced), introducing yourself and stating your goals while in graduate school.
  - A writing sample pertinent to your program. For Creative Writing, a writing sample in the genre to which you would like to be admitted— either **Poetry,** 12 – 20 pages of poems; or **Fiction,** two short stories OR two chapters of a novel. For the **Literature** program, your sample should indicate your familiarity with the aims and conventions of literary analysis; it should demonstrate the ability to engage with current critical debates or interact with secondary sources, or both. For **all other programs**, please contact the Graduate Programs Assistant.)
  - Scores on the Test of English as a Foreign Language (TOEFL). An official TOEFL score, taken within two years prior to admission, must be submitted directly from the Educational Testing Service. The minimum TOEFL score is 550 (paper-based), 80 (Internet-based), or 6.5 (IELTS). Students are exempted from the TOEFL or IELTS requirement if the official language of their country is English or if they have recently earned a degree at an American university.
  - The application for a Graduate Teaching Assistantship, should you choose to apply for one.
- Check Your Application Status
  - You may view the status of your application at http://gradadmissions.colostate.edu/apply/status at any time to ensure your application checklist is complete or to check on updates.
  - Once the decision has been made, you will receive an e-mail from the system, asking you to log in to view the official decision letter.

- Please see **http://isss.colostate.edu/i-20ds-2019/** for information on the required documents for Immigration Document Issuance.

Criteria for Admission for All Applicants

The **Graduate School** and English Department base admission on the following:

- Your complete application and accompanying information
- A Bachelor's degree or its equivalent, with a minimum grade point average of 3.00 on a 4.0 scale. If your average is below 3.00, it might be possible to be considered for conditional admission if sufficient evidence indicates that you can perform well in a graduate program.
- Your statement of purpose
- The quality of your writing sample
- Letters of recommendation

Depending on your background, you may be required to take some courses in addition to the regular program. Recommended backgrounds for Department programs are:

- **Literature:** a major in English or equivalent background.
- **Creative Writing, Rhetoric and Composition, TEFL/TESL:** a major in English, foreign languages, linguistics, speech, journalism, anthropology, and other fields. If you are a native speaker of English interested in the TEFL/TESL program, you should have experience with a foreign language or culture prior to admission.
- **English Education:** a major in English and teacher licensure obtained before admission to the program or while working toward the M.A. degree. Licensure credits cannot be counted toward the degree.

If you wish to live off campus, you should contact the office of Off-Campus Life in the Lory Student Center, Colorado State University, Fort Collins, CO 80523, 970-491-2248.

Financial aid information is available: http://sfs.colostate.edu,

Becoming a Graduate Teaching Assistant (GTA)

In any given year, approximately 15 new English Department graduate students are awarded graduate teaching assistantships. The positions may be awarded to incoming students for two years (M.A.) or three years (M.F.A.), and to continuing students for one year (M.A.) or two years (M.F.A.). These positions pay a monthly stipend and cover resident or non-resident tuition for first-year GTAs and resident tuition for second- and third-year GTAs. (It is assumed that first-year graduate students who are awarded GTA positions will establish Colorado residency by the beginning of their second year in the program.) Typically, students awarded GTAs serve as instructors in first-year composition courses. In some cases, they serve as research assistants or support assistants. A limited number of assistantships at INTO CSU are available for TEFL/TESL students.

If you want to be considered for a teaching assistantship for the M.F.A. program, complete both the M.F.A. program and the GTA applications and submit them by January 1. If you want to be considered for a teaching assistantship for the M.A. program, complete both your program and the GTA applications and submit them by January 15. GTA applications are considered after the application deadline for the following fall semester. The Department strongly recommends that students discuss the application process with the Graduate Program Administrative Assistant. If possible, we also recommend that students talk with faculty advisors about the application process.

If you're applying for a graduate teaching assistantship (GTA), make sure to upload all three components of the GTA application: the background experience form, your statement of interest, and—because you will be teaching freshman composition—a writing sample specific to the GTA application. In the background experience form, emphasize anything that speaks to your formal teaching experience (paid or volunteer), such as tutoring, writing center counseling, or even coaching or outdoor recreation. Provide a written statement of interest that speaks to your qualifications and enthusiasm for college teaching. In addition, remind those who are writing your letters of recommendation to speak to your potential for college teaching.

The application form is online at http://english.colostate.edu/wp-content/uploads/sites/10/2014/07/gta-app.pdf.

For students already enrolled in the program, an orientation session about applying for a GTA position is usually conducted in November.

Program Descriptions

The Department of English offers programs of study leading to the Master of Fine Arts (M.F.A) and the Master of Arts (M.A.). The M.F.A is awarded for a program of study in Creative Writing. Five Programs of study offer the M.A.: Creative Nonfiction, English Education, Literature, Rhetoric and Composition, and Teaching English as a Foreign/Second Language (TEFL/TESL). The Joint Program in English (TEFL/TESL) and Languages, Literatures and Cultures leads to double M.A. degrees. A certificate in Women's Studies, and a portfolio option in nonfiction are available to all students.

M.F.A. in Creative Writing

The Master of Fine Arts in Creative Writing is for students with advanced abilities in the writing of either fiction or poetry. The nationally ranked program offers a balance of intimate and intensive writing workshops with courses in literature, form and technique, and electives in creative nonfiction writing. Coursework culminates in a thesis—a collection of poetry or short stories or a novel—and the completion of a comprehensive portfolio, which includes an annotated bibliography of thirty-six works important to the student's progression as a writer, and a self-assessment of teaching and/or service while in the program.

Though GPA is considered, we pay the closest attention to your writing sample: 12–20 pages of poems for poets, or two short stories or two chapters of a novel in-progress for fiction writers. For full consideration for a graduate teaching assistantship, and for any University fellowships, please complete and submit all of your application documents by January 1.

Applicants to the program should request application information from our Graduate Programs Administrative Assistant, Marnie.Leonard@colostate.edu.

Teaching Assistantships

Teaching assistantships are available on a competitive basis, as are the assistantship for the position of Administrative Assistant to the Director of Creative Writing and for the position of Administrative Assistant to the Reading Series. Submit your application by January 1.

If you're applying for a graduate teaching assistantship (GTA), make sure to provide a written statement regarding your qualifications and enthusiasm for college teaching. Most GTAs will be teaching freshman composition. In your application, emphasize your formal teaching experience (paid or volunteer), such as tutoring, writing center counseling, or even coaching or outdoor recreation. In addition, remind those who are writing your letters of recommendation to speak to your potential for college teaching.

Assistantships are available on a competitive basis and begin in the fall semester; your program applications and your GTA application must be complete and uploaded by January 1. The application instructions and form are online at http://english.colostate.edu/wp-content/uploads/sites/10/2014/07/gta-app.pdf.

Requirements for the Degree

- Completion of 48 semester credits including 12 credits of thesis work
- Completion of the following required core courses:
    - E513 Form & Technique in Modern Literature: Fiction or Poetry (3 credits)
    - E640 Graduate Writing Workshop: Fiction or Poetry (12 credits)
    - One course (300-level or above) outside the English Department, if your bachelor's degree was in English (3 credits)
    - Pre-20th Century E500+ literature course (3 credits)
    - Completion of portfolio. See Portfolio Requirement section below.
    - E699 Thesis (12 credits)
- For a brief overview of all major requirements, see the M.F.A. Program Requirements at http://creativewriting.colostate.edu/.
- For additional details, see Graduate Advising Notes: M.F.A. Programs at http://english.colostate.edu/wp-content/uploads/sites/10/2014/07/mfa-notes.pdf.

Course offerings and registration procedures for the upcoming semester are in *Rambler,* the Department's advising newsletter, at http://english.colostate.edu/courses/rambler-archive/.

Portfolio Requirement

The portfolio is designed to allow for an accurate and thorough assessment of a student's progress in the program, while granting a student maximum time for writing and study. Here are its elements:

1. A sample critical paper from a literature course
2. A sample paper from a craft course (Form and Technique, Narrative Voice, The Short Story, etc.)
3. A sample of your creative work: one story or a group of poems culled from the thesis
4. A self-assessment of your teaching, internship, or service while in the program. The self-evaluation should discuss how any (or all) of the positions above helped you to become a better writer and critical thinker. You may also include a supervisor's evaluation of your teaching or internship.
5. An annotated bibliography. The annotated bibliography should include a minimum of 50 works, 20 of which must be full-length books. The rest of the works can be made up of short stories, poems, creative non-fiction, critical articles, and other primary and secondary sources. The works must be in addition to your required course readings and should represent a selection that has contributed to your intellectual growth as a writer, editor, and critic. Entries should be dated. The portfolio will be evaluated in a student's final semester—a prerequisite to the oral defense—by the two creative writing members of a student's thesis committee. The evaluation will normally be completed three weeks prior to the oral defense.

Thesis Information

A student may take the oral exam (thesis defense) only after successful completion of the portfolio requirement, all coursework, and program requirements.

The thesis may be evaluated as inadequate by a student's thesis committee and permission will not be given for the oral examination until a thesis revision is accepted by all members of the candidate's committee in writing. The thesis will be prefaced by an abstract which is a brief discussion of the aesthetics behind the writer's work. Once the full committee approves thesis and abstract, the student will take an hour-long oral defense of his or her thesis.

Poetry Thesis: A poetry thesis is defined as a book-length collection of poetry. Therefore, a thesis will have the number of pages and the quality of work that make publication a possibility, at least 48 single-spaced pages and no more than 84 pages.

Fiction Thesis: A fiction thesis is defined as a book-length collection of stories or a novel. Therefore, a thesis will have the number of pages and the quality of work that make publication a possibility, at least eight short stories or no less than 100 pages, double-spaced.

You must successfully submit your thesis electronically to ProQuest by the Graduate School deadline for your graduation semester. This process takes time; defend at least two weeks before the deadline, to allow time for thesis revisions and successful electronic submission. For detailed guidelines about thesis preparation and electronic thesis submission, please go online to http://graduateschool.colostate.edu/current-students/thesis-dissertation/index.aspx.

Internship Opportunities for Creative Writing

We offer a variety of for-credit internships (some paid) in such areas as college teaching, public education, arts administration in literature, and literary editing (including internships at the Center for Literary Publishing and with *Colorado Review*). A paid internship as editor of *Greyrock Review,* a literary journal staffed by CSU undergraduates, is also available. Though students may take as many internship credits as they like, only six credits in E607B, E684, or E687 (combined) can be counted toward their 48-credit degree.

M.F.A. candidates can also take a course in Teaching College Creative Writing, which allows them to teach Introduction to Creative Writing.

M.A. in Creative Nonfiction

The Creative Nonfiction Program offers graduate students an opportunity to develop as writers and readers of creative, or literary, nonfiction. The program is innovative in that students can focus as much on reading and theorizing creative nonfiction as they can on writing it. Investigating the art and craft of creative nonfiction as practitioners and theorists, students encounter and engage genres as different as the personal essay, literary journalism, science writing, memoirs, and lyric essays. Recently the genre of creative nonfiction has expanded in exciting ways, and students are given the opportunity to study hybrid forms as well. Theses within the program range from a critical analysis of a work of creative nonfiction to a student's own creative nonfiction essays or a single long work.

Your program application must be uploaded and complete by February 15; if you want to be considered for a graduate teaching assistantship, both your program and your GTA applications must be completed and submitted by January 15.

Applicants to the program should request application information from our Graduate Programs Administrative Assistant, Marnie.Leonard@colostate.edu.

Teaching Assistantships

If you're applying for a graduate teaching assistantship (GTA), make sure to upload all three components of the GTA application: the background experience form, your statement of interest, and—because you will be teaching freshman composition—a writing sample specific to the GTA application. In the background experience form, emphasize anything that speaks to your formal teaching experience (paid or volunteer), such as tutoring, writing center counseling, or even coaching or outdoor recreation. Provide a written statement of interest that speaks to your qualifications and enthusiasm for college teaching. In addition, remind those who are writing your letters of recommendation to speak to your potential for college teaching.

Assistantships are available on a competitive basis and begin in the fall semester; your program applications and your GTA application must be complete and uploaded by January 15. The application instructions and form are online at http://english.colostate.edu/wp-content/uploads/sites/10/2014/07/gta-app.pdf.

Requirements for the Degree

- Completion of 36 semester credits, including six credits of thesis
- Completion of the required courses listed below
- Oral defense of thesis

Course offerings and registration procedures for the upcoming semester are in *Rambler,* the Department's advising newsletter, at http://english.colostate.edu/courses/rambler-archive/.

Course of Study

- Two E640C Graduate Writing Workshops: Essay (6 credits). E640C is offered in fall semesters.
- E513C Form and Techniques: Essay (3 credits). E513C is currently offered every other spring semester.
- Two E641 Writing Nonfiction: Variable Topics (6 credits)
- Two additional reading courses chosen in consultation with advisor (6 credits). Select from the following: E505 Major Authors, E506 Literature Survey, E630 Special Topics in Literature (may select from A-D), E631 Crossing Boundaries, E632 Professional Concerns in English, E633 Special topics in Discourse Studies, or E635 Critical Studies in Literature and Culture.
- One relevant course, 300-level or above, outside English Department (3 credits)
- One additional English course at the 500- or 600-level (3 credits). May include E 607A Teaching Writing – Composition and Rhetoric, required for all GTAs, or E687 Internship. Please note that six is the maximum number of internship credits that you may apply toward your degree.
- Once additional English course chosen in consultation with advisor (3 credits). Select from the following: E687 Internship, one English course at the 500- or 600-level, or one relevant course, 300-level or above, outside English Department.
- E699 Thesis (6 credits). May be split up between fall and spring semesters of second year or taken all together in spring semester of second year.

See http://english.colostate.edu/wp-content/uploads/sites/10/2014/07/cnfschedule.pdf for sample class schedules.

Thesis Information

You must successfully submit your thesis electronically to ProQuest by the Graduate School deadline for your graduation semester. This process takes time; defend at least two weeks before the deadline, to allow time for thesis revisions and successful electronic submission. For detailed guidelines about thesis preparation and electronic thesis submission, please go online to http://graduateschool.colostate.edu/current-students/thesis-dissertation/index.aspx.

M.A. in English with area of emphasis in English Education

With the M.A. in English, you gain both theoretical and practical knowledge of English language arts. The program offers courses in literature, language, reading, writing, and pedagogy. English Licensure is required before the degree is conferred.

Your program application must be uploaded and complete by February 15; if you want to be considered for a graduate teaching assistantship, both your program and your GTA applications must be completed and submitted by January 15.

Applicants to the program should request application information from our Graduate Programs Administrative Assistant, Marnie.Leonard@colostate.edu.

Teaching Assistantships

If you're applying for a graduate teaching assistantship (GTA), make sure to upload all three components of the GTA application: the background experience form, your statement of interest, and—because you will be teaching freshman composition—a writing sample specific to the GTA application. In the background experience form, emphasize anything that speaks to your formal teaching experience (paid or volunteer), such as tutoring, writing center counseling, or even coaching or outdoor recreation. Provide a written statement of interest that speaks to your qualifications and enthusiasm for college teaching. In addition, remind those who are writing your letters of recommendation to speak to your potential for college teaching.

Assistantships are available on a competitive basis and begin in the fall semester; your program applications and your GTA application must be complete and uploaded by January 15. The application instructions and form are online at http://english.colostate.edu/wp-content/uploads/sites/10/2014/07/gta-app.pdf.

Requirements for the Degree

- Completion of Plan A (32 semester credits, including six credits of thesis) or Plan B (35 semester credits, including two credits of final research project)
- Completion of required core courses listed below
- Oral defense of your thesis or final research project
- Teaching licensure

Most students complete their degrees in two years (four to five semesters of coursework) if they have a teaching license. Students without a license should plan on an extra two to four semesters, depending on their background. A maximum of nine credits for Plan A or 12 credits for Plan B may be taken outside the English Department.

Course offerings and registration procedures for the upcoming semester are in *Rambler,* the Department's advising newsletter, at http://english.colostate.edu/courses/rambler-archive/.

Core Courses

- E402 Teaching Composition
- E600B Research Methods and Theory. Provides an introduction to textual and empirical research methods used in the field of English studies. Students may take either the Rhetoric and Composition section or Literature section, or, with advisor approval, an equivalent research methods course in the School of Education.
- E632 Professional Concerns in English. Topics will vary from semester to semester. Recent topics include Teaching and Learning in a Digital Age, Visual Texts and Textuality, and Multicultural American Literature in a Democracy.
- E698 Research Project (two credits) or E699 Thesis. (Six thesis credits are required; no more than six credits can count toward the degree.)

Thesis Information

If you will be completing and defending a thesis, you must successfully submit your thesis electronically to ProQuest by the Graduate School deadline for your graduation semester. This process takes time; defend at least two weeks before the deadline, to allow time for thesis revisions and successful electronic submission. For detailed guidelines about thesis preparation and electronic thesis submission, please go online to http://graduateschool.colostate.edu/current-students/thesis-dissertation/index.aspx.

M.A. in Literature

In keeping with the current multidisciplinary emphasis in literary studies, we offer a flexible program that will allow you to develop and follow your own interests in such matters as:
- contemporary cultural studies
- genre studies
- contextualized and historicized readings of British, American, and other English-language literatures
- environmental and nature literature and ecocriticism
- race, ethnicity, and post-colonial concerns in literature
- critical theories, aesthetics, and politics
- literary or creative non-fiction of various kinds
- writing by women and feminist/gender theory

Our program is relatively small, and so our faculty is available and supportive; we try to nurture and challenge every student.

Our requirements (see below) are modest and focused, and the courses we offer change regularly. (For recent graduate course offerings, see *Rambler,* the Department newsletter, online at http://english.colostate.edu/courses/rambler-archive/.) You may opt to cover a range of genres, eras, topics, and authors; to develop your skills in reading, thinking, and writing; to explore and experiment; or to focus on a particular interest. With some initiative and ingenuity, you have considerable room to choose your own path. You may take courses in other departments (History, Philosophy, Natural Resources, Foreign Languages and Literatures, Communication Studies, etc.) and in other programs in the English Department, including such topics as reading and writing theory, computers and writing, teaching English as a foreign language, and English education.

Your program application must be uploaded and complete by February 15; if you want to be considered for a graduate teaching assistantship, both your program and your GTA applications must be completed and submitted by January 15.

Applicants to the program should request application information from our Graduate Programs Administrative Assistant, Marnie.Leonard@colostate.edu.

Teaching Assistantships

If you're applying for a graduate teaching assistantship (GTA), make sure to upload all three components of the GTA application: the background experience form, your statement of interest, and—because you will be teaching freshman composition—a writing sample specific to the GTA application. In the background experience form, emphasize anything that speaks to your formal teaching experience (paid or volunteer), such as tutoring, writing center counseling, or even coaching or outdoor recreation. Provide a written statement of interest that speaks to your qualifications and enthusiasm for college teaching. In addition, remind those who are writing your letters of recommendation to speak to your potential for college teaching.

Assistantships are available on a competitive basis and begin in the fall semester; your program applications and your GTA application must be complete and uploaded by January 15. The application instructions and form are online at http://english.colostate.edu/wp-content/uploads/sites/10/2014/07/gta-app.pdf.

You may also be able to arrange to earn credit as a teaching assistant in a literature classroom or as a faculty research assistant. If you're interested, we will help you find other paid and unpaid internships as well, both on and off campus.

Requirements for the Degree

Most students finish the M.A. in literature in four or five semesters.

There are two major options, Plan A, which requires 32 semester credits, six of them for writing a thesis, and Plan B, which requires 35 credits, two of them for writing a final research project. (You don't need to decide which plan to follow until midway through your second semester, and even then you may change your mind.) In both plans, you must:

- Complete the required courses in literary theory and research methods (E600A, E615, and E 635).
- Complete one course outside the English Department. (This requirement is waived if your undergraduate major was not English.) Courses cross-listed with the English Department are acceptable as long as they are taught by faculty from another department. You may take up to nine credit hours outside the department; all these courses must be at level 300 or above.
- Pass an oral defense of your thesis or final research project.

Course offerings and registration procedures for the upcoming semester are in *Rambler,* the Department's advising newsletter, at http://english.colostate.edu/courses/rambler-archive/.

Core Courses

- E 600A Research Methods: Literature
- E 615 Reading Literature: Recent Theories
- E 635 Critical Studies in Literature and Culture
- E698 Research Project (2 credits) or E699 Thesis (6 credits)

Thesis Information

If you will be completing and defending a thesis, you must successfully submit your thesis electronically to ProQuest by the Graduate School deadline for your graduation semester. This process takes time; defend at least two weeks before the deadline, to allow time for thesis revisions and successful electronic submission. For detailed guidelines about thesis preparation and electronic thesis submission, please go online to http://graduateschool.colostate.edu/current-students/thesis-dissertation/index.aspx.

M.A. in Rhetoric and Composition

The M.A. in Rhetoric and Composition allows students to pursue the study of writing and writing instruction, including the theory and practice of writing and writing instruction; the roles writing plays in public and private contexts; the composing processes used by writers in varying contexts and for particular purposes; the social, cultural, and historical forces shaping writing and writing instruction; and the impact of technology on writing and writing instruction.

Students in this program can draw on a wide range of resources, among them:
- a nationally recognized faculty with expertise in the history, practice, and theory of writing and writing instruction
- course offerings within the department covering key issues in the field
- courses offered in related departments, such as Communication Studies and Journalism and Media Communications
- a nationally recognized program for preparing graduate students to teach writing
- a strong commitment to support writers and teachers of writing, including a dedicated computer lab for graduate students, two computer-supported writing classrooms, and resources available through the University's Writing Center Web site, http://writing.colostate.edu
- the opportunity to participate in funded research conducted through the University's Center for Research on Writing and Communication Technologies
- a well-supported internship program

Your program application must be uploaded and complete by February 15; if you want to be considered for a graduate teaching assistantship, both your program and your GTA applications must be completed and submitted by January 15.

Applicants to the program should request application information from our Graduate Programs Administrative Assistant, Marnie.Leonard@colostate.edu.

Teaching Assistantships

If you're applying for a graduate teaching assistantship (GTA), make sure to upload all three components of the GTA application: the background experience form, your statement of interest, and—because you will be teaching freshman composition—a writing sample specific to the GTA application. In the background experience form, emphasize anything that speaks to your formal teaching experience (paid or volunteer), such as tutoring, writing center counseling, or even coaching or outdoor recreation. Provide a written statement of interest that speaks to your qualifications and enthusiasm for college teaching. In addition, remind those who are writing your letters of recommendation to speak to your potential for college teaching.

Assistantships are available on a competitive basis and begin in the fall semester; your program applications and your GTA application must be complete and uploaded by January 15. The application instructions and form are online at http://english.colostate.edu/wp-content/uploads/sites/10/2014/07/gta-app.pdf.

Requirements for the Degree

- Completion of Plan A (32 credits, including six credits of thesis) or Plan B (34 credits, including two credits of final research project)
- Completion of the required core courses listed below
- Completion of the Rhetoric and Composition Colloquium
- Oral defense of a thesis or final research project

Course offerings and registration procedures for the upcoming semester are in *Rambler,* the Department's advising newsletter, at http://english.colostate.edu/courses/rambler-archive/.

Core Courses

- E501 Theories of Writing
- E504 Situating Composition Studies
- E600B Research Methods and Theory or another approved research methods course
- E633 Special Topics in Discourse Studies
- One course in historical backgrounds of writing (select from the following: E637 History of Writing or SPCM SPCM601 History of Rhetorical Theory)
- Three courses in elective credits (at least nine credits in Rhetoric/Composition/English or closely related fields—see elective credit options below), selected in consultation with the advisor. Courses may not include those used to satisfy other requirements for this program.E692 Rhetoric and Composition Seminar (one credit taken in each of two successive spring semesters for a total of two credits)
- E698 Research Project (two credits) or E699 Thesis (six credits)

Elective Credit Options

Students will take at least three courses (nine semester credits) in elective credits. Students will work with their advisor to define their elective credits and to determine appropriate course work. The theory and history courses may be included in the elective credits. Areas of study include:
- The Teaching of Writing
- Theories of Writing
- Literacy Studies
- Discourse Processes
- Technology and Writing
- Composition Administration and Curriculum Development

Thesis Information

If you will be completing and defending a thesis, you must successfully submit your thesis electronically to ProQuest by the Graduate School deadline for your graduation semester. This process takes time; defend at least two weeks before the deadline, to allow time for thesis revisions and successful electronic submission. For detailed guidelines about thesis preparation and electronic thesis submission, please go online to http://graduateschool.colostate.edu/current-students/thesis-dissertation/index.aspx.

M.A. in TEFL/TESL

The M.A. program in TEFL/TESL provides graduates with practical, theoretical, and critical knowledge of methods for teaching the English language in various social and academic settings. The program features an integrated core in which a comprehensive understanding of the form and communicative functions of the English language is combined with both general and skill-specific (reading, writing, listening, speaking) pedagogical theories and applications. These courses are designed to promote reflective inquiry, to provide students with the necessary tools for ongoing professional growth, to serve as models of effective pedagogy, and to introduce students to the various ways in which instruction can be enhanced by contemporary technologies. The connection of theory and practice is enhanced through a variety of supervised teaching experiences, and the completion of a portfolio, final research project, or thesis.

The M.A. in TEFL/TESL is a professional degree designed to enable graduates to teach English as a foreign or second language, evaluate the relative utility and validity of diverse teaching methodologies and testing procedures, adapt and/or develop materials for unique teaching/learning situations, evaluate recent EFL/ESL research and its relevance to EFL/ESL teaching and learning, and assist in the supervision of classroom teachers and in the administration of EFL/ESL programs. The program integrates pedagogy, linguistics, and classroom teaching, and prepares graduates for TESL/TEFL teaching in the U.S. and abroad, as well as for advanced studies in applied linguistics.

To complete the M.A., students must earn a minimum of 33 semester credits and must pass an oral defense of their portfolio, final research project, or thesis.

Your program application must be uploaded and complete by April 1; however, if you want to be considered for a graduate teaching assistantship, both your program and your GTA applications must be uploaded and complete by January 15.

Applicants to the program should request application information from our Graduate Programs Administrative Assistant, Marnie.Leonard@colostate.edu.

Teaching Assistantships

If you're applying for a graduate teaching assistantship (GTA), make sure to upload all three components of the GTA application: the background experience form, your statement of interest, and—because you will be teaching freshman composition—a writing sample specific to the GTA application. In the background experience form, emphasize anything that speaks to your formal teaching experience (paid or volunteer), such as tutoring, writing center counseling, or even coaching or outdoor recreation. Provide a written statement of interest that speaks to your qualifications and enthusiasm for college teaching. In addition, remind those who are writing your letters of recommendation to speak to your potential for college teaching.

Assistantships are available on a competitive basis and begin in the fall semester; your program applications and your GTA application must be complete and uploaded by January 15. The

application instructions and form are online at http://english.colostate.edu/wp-content/uploads/sites/10/2014/07/gta-app.pdf.

Requirements for the Degree

Required: 33 credits of core, elective, and thesis, project, or portfolio courses.

Plan A
- Core Studies (18 credits)
- Electives (12 credits)
- E699 Thesis (3 credits)

Plan B
- Core Studies (18 credits)
- Electives (12 credits)
- E694 Portfolio (3 credits) or E698 Project (3 credits)

Core Courses (18 credits)

- E514 Phonology/Morphology for ESL/EFL
- E515 Syntax for ESL/EFL
- E526 Teaching English as a Foreign/Second Language
- E527 Theories of Foreign/Second Language Learning
- E528 Professional ESL Teaching: Theory to Practice
- E638 Assessment of English Language Learners

Elective Courses (12 credits)

- E507 Special Topics in Linguistics
- E522 Semantics, Pragmatics and Discourse
- E601 Research in Teaching English as a Second Language
- E634 Special Topics in TEFL/TESL
- E679 Community Service Learning in TESOL (1 credit)
- E607/E687/E684 (only three credits of these courses can count toward the degree)

Course offerings and registration procedures for the upcoming semester are in *Rambler,* the Department's advising newsletter, at http://english.colostate.edu/courses/rambler-archive/.

Thesis Information

If you will be completing and defending a thesis, you must successfully submit your thesis electronically to ProQuest by the Graduate School deadline for your graduation semester. This process takes time; defend at least two weeks before the deadline, to allow time for thesis revisions and successful electronic submission. For detailed guidelines about thesis preparation and electronic thesis submission, please go online to http://graduateschool.colostate.edu/current-students/thesis-dissertation/index.aspx.

Joint M.A. in English (TEFL/TESL) and Languages, Literatures and Cultures

This program requires concurrent study in two Master's degree programs, one in English (TEFL/TESL) and the other in Languages, Literatures and Cultures (French, German, or Spanish). The two sponsoring departments provide an interdisciplinary program to enhance both theoretical and applied competencies in the learning and teaching of English and foreign languages as expressions of their respective cultures. Students must apply separately to each department and, after admission, earn 60 semester credits to receive both M.A. degrees.

Core Courses

- E514 Phonology/Morphology for ESL/EFL
- E515 Syntax for ESL/EFL
- E526 Teaching English as a Foreign/Second Language
- E527 Theories of Foreign/Second Language Learning
- E528 Professional ESL Teaching: Theory to Practice
- E638 Assessment of English Language Learners
- Additional electives within an emphasis (13-17 credits)
- E694 Portfolio (1-3 credits), E698 Final Research Project (2 credits), or E699 Thesis (3 credits)

Your program application must be complete and uploaded by April 1; if you want to be considered for a graduate teaching assistantship, both your program and your GTA applications must be complete and uploaded by January 15.

Department of Languages, Literatures and Cultures Requirements

For information on the requirements of the Department of Languages, Literatures and Cultures to fulfill the Joint M.A., please visit http://languages.colostate.edu/graduate-program/.

Admission to the Joint M.A. Program requires an undergraduate major or equivalent proficiency in a foreign language; graduation requires reading knowledge of an additional foreign language. Non-native speakers of English must achieve a TOEFL score of 550 (paper-based), 213 (computer-based), 80 (internet based), or higher before admission. The minimum IELTS score for admission is 6.5.

Teaching Assistantships: Teaching assistantships are available on a competitive basis. Please contact the Department of Languages, Literatures and Cultures, 970-491-6141, for that department's GTA application and deadline.

Additional Requirements: Oral defense of your thesis or final research project. For detailed guidelines about thesis preparation and electronic thesis submission, please go online to http://graduateschool.colostate.edu/current-students/thesis-dissertation/index.aspx.

Certificate in Women's Studies

The graduate-level certification in Women's Studies at Colorado State is for students who for professional and/or personal reasons wish to supplement their graduate programs of study. The program presumes a background in Women's Studies courses or the equivalent. Details are available at http://womensstudies.colostate.edu/pages/program/certificate.html.

Portfolio Option in Nonfiction

Are you writing nonfiction and looking for a way to get some recognition for it? Are you intrigued by the genre but unsure whether you want to make it a focus of your program? The Portfolio Option in Nonfiction may be just what you're looking for.

The Portfolio Option is NOT
- A complete degree program OR
- A required approach for the thesis or final research project.

Rather, the Portfolio Option allows students in any English Department program to take certain courses and submit a collection of writing for a certificate. In some programs of study, the coursework may count toward the degree; in other programs, advisors will determine how many credits can count on the GS-6 Program of Study form. Please note that completing the degree and completing the portfolio option are separate. You can submit your portfolio in the second or third semester of work at CSU or two or three semesters after you complete your degree.

Requirements

Four courses in nonfiction:
- E513C Form and Technique in Nonfiction (offered every other spring semester)
- Two nonfiction workshops, chosen from:
    - E640C Nonfiction (offered in fall semester)
    - E641 Writing Nonfiction (variable topics)
- One additional course in nonfiction texts or a nonfiction thesis or final research project

Portfolio

The complete portfolio must be submitted by the eighth week of the semester you wish to receive the certificate. The portfolio should consist of a preface offering a personal and/or theoretical framework for the portfolio as well as the student's determination of the strongest piece in the portfolio and a minimum of four pieces of nonfiction writing.

The Portfolio Option is available to English Department graduate students in all programs and to others outside the department admitted on the basis of a writing sample submitted to the English Department Committee. The Option identifies faculty, courses, and students who are interested in the subject of nonfiction writing and will foster a community of shared interests across departmental programs.

Going Through the Graduate Program

Advisors

The name of your initial advisor is on your letter of acceptance to the program. You may register online before you arrive. Your initial advisor or the Graduate Coordinator can help you determine your first semester of coursework. Please contact the Graduate Coordinator if you need advice during the summer. By the start of your third semester, you will need to choose a permanent advisor who will direct your thesis, final research project, or TEFL/TESL portfolio.

Program of Study

The GS6 Program of Study form must be submitted electronically to the Graduate School in the first half of your third semester. It requires:
- A listing of completed and planned courses that will count toward your degree.
- Selection of your permanent advisor who will chair your graduate committee
- Selection of at least two additional faculty members to serve on your committee. One of these members must be from outside the English Department.

To prepare for submitting the GS6 online, access the instructions and worksheet, available at http://graduateschool.colostate.edu/documents/GS6-Worksheet-and-eGS6-Instructions.pdf. Once your advisor has approved your completed worksheet and all your committee members have all agreed to serve, you may complete the electronic GS6 form through your RamWeb.

Credits that Count

When you fill out your GS6 form, keep in mind the following information:
- A minimum of 24 semester credits must be earned at Colorado State, 21 of which must be earned after admission to the Graduate School.
- Coursework in the English Department must be 500-level or above to count toward your degree (except for E402 and E405 in the English Education program).
- Required coursework outside the English Department must be 300-level or above.
- You are allowed to count a maximum of six credits of E607B/E684/E687 toward your degree.
- M.A. students may count two credits total for E695 Independent Study, three credits for M.F.A. students.
- Graduate Assistants must take a minimum load of nine credits each semester.
- Variable topics courses may be repeated, and should be grouped together on your GS6 form (e.g., E630A – 9 total credit hours).

Incompletes

You are discouraged from taking incompletes. Any "I" becomes an "F" after one year if not replaced by a regular grade. You must clear up all Incompletes before taking your defense (oral examination).

Steps Leading to Graduation

The procedures and deadlines discussed in the following table apply to all English Department programs except where noted otherwise.

Activity	Suggested Time Frame for Completing the Activity
Application for Admission online	Three months before English Dept. deadline. Start at http://graduateschool.colostate.edu/prospective-students/.
Appointment of initial advisor	Named in your English Dept. letter of acceptance.
Selection of graduate committee	Early in your third semester, secure your committee: an advisor and a second member from the English Dept., and one eligible member from another dept. at CSU.
GS6 Program of Study form	Early in your third semester. Access instructions and worksheet: http://graduateschool.colostate.edu/current-students/forms/index.aspx. Once advisor approves your worksheet, access the GS6 form through your RamWeb.
Pre-registration approval for thesis, final research project, or portfolio	Application forms for thesis, final research project, and portfolio are available from the Graduate Programs Administrative Assistant in the English Dept.
GS9A Petition for Committee Member Changes form	File when a change is made. Access instructions and form at http://graduateschool.colostate.edu/current-students/forms/index.aspx.
GS25 Application for Graduation form	Second week of graduation semester (fall or spring) or first week of graduation semester (summer). Access instructions and the form through your Ramweb.
Reapplication for Graduation (online)	If you applied for graduation in a previous term, you can reapply for a new graduation term online through your RamWeb.
Submit thesis, final research project, or portfolio to committee	Two weeks before your defense (oral examination). Your written thesis, final research project, or portfolio requires approval of your committee.
Defense of thesis, final research project, or portfolio	Before 10th week of graduation semester (if fall or spring); or before end of 4th week of graduation semester (if summer).
GS24 Report of Final Examination Results form, GS 30 Thesis Submission Form, and GS 31 Embargo Restriction Request form	For all defenses: Several days before your defense, see the Graduate Programs Administrative Assistant for the GS form(s) and additional paperwork that you need at your defense. The results of your defense are reported on the GS24 form. Your committee members sign this form and you must hand-deliver it to the Graduate School within two business days of the successful completion of your defense. For thesis defenses: Complete the GS30 and GS31 prior to your defense, have your committee members sign each form, and bring it to the Graduate Programs Administrative Assistant for the Chair's signature.
Electronic submission of thesis	You must successfully submit your thesis electronically to ProQuest by the Graduate School deadline for your graduation semester. This process takes time, so it is important to defend at least two weeks before the deadline, to allow time for thesis revisions and successful electronic submission. Details begin online at http://graduateschool.colostate.edu/current-students/thesis-dissertation/index.aspx.

Funding Opportunities

Graduate Teaching Assistantships

Teaching assistantships are available on a competitive basis and begin in the fall semester. Please complete and upload your application by January 1 for the M.F.A. program, or by January 15 for the M.A. program. The application instructions and form are online at http://english.colostate.edu/wp-content/uploads/sites/10/2014/07/gta-app.pdf.

GTAs are chosen on the basis of GPA, letters of reference from former instructors or employers, and writing ability. In addition to a 20-hour-a-week obligation, all GTAs are required by the Department to carry nine credits each semester. All assistantship positions provide tuition (in-state or out-of-state for the first year, in-state for second or third year) and a modest monthly stipend.

Additional Funding Opportunities

Fellowships: Visit http://english.colostate.edu/graduate/funding/fellowships for information about the Creative Writing Fellowship Fund and the Literature Fellowship Fund.

The University offers a limited number of fellowships for new and continuing students. These competitive fellowships may be applied to tuition, fees, or other direct expenses, and typically do not require any service on the part of the student. Visit Colorado State's Student Financial Services Web site at http://sfs.colostate.edu/ for further information.

The Graduate School also has access to a national database that locates funding in your area of study. Visit http://graduateschool.colostate.edu/financial-resources/ for more information.

Scholarships: Visit http://english.colostate.edu/graduate/funding/scholarships for Department scholarships for current graduate students, and http://central.colostate.edu/scholarships/ for information about scholarships offered through the College of Liberal Arts, and Colorado State's Student Financial Services Web site at http://sfs.colostate.edu/ for scholarship information.

Loans: The Colorado State University Office of Student Financial Services will work with you to obtain loans. Applications should be complete and uploaded by March 1 of the year you wish to attend school to maximize your chances of receiving funding. Go online to http://sfs.colostate.edu/ or contact the Colorado State University Student Financial Services Office at 970-491-6321. Financial assistance is not available for non-U.S. citizens.

Student Employment: The Office of Student Employment Services provides lists for full-time and part-time positions on or off campus. For more information, visit http://ses.colostate.edu/ or contact the office at 970-491-5714.

Internships: The English Department encourages graduate students to do internships in areas applicable to their program. Some of these internships are funded. For further information, please contact the Internship Coordinator.