

Colorado State University

Department of English Graduate Handbook

M.F.A. in Creative Writing

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

M.A. in English with a specialization in Literature

**M.A. in English with a specialization in Writing, Rhetoric, and
Social Change**

**M.A. in English with a specialization in Teaching English as a
Second/Foreign Language (TESL/TEFL)**

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

Certificate in Teaching English as a Second/Foreign Language

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 e-mail messages to Marnie.Leonard@colostate.edu.

Revised 10/16/2018

Colorado State University is an equal opportunity/affirmative employer and complies with all Federal and Colorado State laws, regulations, and executive orders regarding affirmative action requirements in all programs. The Office of Equal Opportunity is located in 101 Student Services. In order to assist Colorado State University in meeting its affirmative action responsibilities, ethnic minorities, women and other protected class members are encouraged to apply and to so identify themselves.

Cover photo by Jill Salahub

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Admission Process

Completing the Application

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 M.A. program in Writing, Rhetoric, and Social Change admits new students only for the fall semester; the application deadline is February 15. The application deadlines for the M.A. program in 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 TESL/TEFL 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.

Application Overview

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 your statement of purpose, writing sample, and optional GTA application directly to your online application.
- To submit letters of recommendation, 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 English proficiency test scores, contact the testing agency to request that scores be sent to Colorado State University (use institution code 4075).

Check Your Application Status

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

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., English Education	April 1	September 15	January 15
M.A., Literature	February 15	September 15	January 15
M.A., Writing, Rhetoric, and Social Change	February 15	N/A	January 15
M.A. TESL/TEFL	April 1	September 15	January 15

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

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 in some programs if sufficient evidence indicates that you can perform well in a graduate program.
- The quality of your writing sample
- Your statement of purpose
- 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, Writing, Rhetoric, and Social Change, TESL/TEFL:** a major in English, foreign languages, linguistics, speech, journalism, anthropology, and other fields. If you are a native speaker of English interested in the TESL/TEFL 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.

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 **Marnie.Leonard@colostate.edu** or 970-491-2403
- Ideally, begin the online application 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 (apply at <http://gradadmissions.colostate.edu/apply>).
- When all documents have been uploaded—those that you provide (statement of purpose, writing sample, optional GTA application), as well as recommenders' letters, transcripts, and any 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 Creative Nonfiction, Fiction, or Poetry:
CRWR-MFA
 - English Education: **ENGL-MA**
 - Literature: ENGL-LITZ-MA
 - TESL/TEFL (Teaching English as a Second or Foreign Language):
ENGL-TSLZ-MA
 - Writing, Rhetoric, and Social Change: **ENG-WRHZ-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.
 - Upload your statement of purpose, writing sample, and optional GTA application directly to your online application.
 - To submit official transcripts, contact your previous institutions to request they submit official transcripts to Colorado State University (use institution code 4075). Ask each institution to send either electronic transcripts to gradadmissions@colostate.edu or hard copies directly to this address:
Colorado State University
Office of Admissions
1062 Campus Delivery
Ft. Collins, CO 80523-1773
 - Enter the e-mail addresses of your recommenders. They will receive a code from the system to upload their own letters.
 - To submit optional test scores, ask the testing agency to send your scores to Colorado State University (use institution code 4075).
- These are the required documents to complete your application:

- Official transcripts from each college or university you have attended. Request the transcripts and follow up to see that they were received/sent.
- 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; **Fiction**, two short stories OR two chapters of a novel; **Creative Nonfiction**, two essays OR two chapters of a memoir in-progress. 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 **Marnie.Leonard@colostate.edu** or 970-491-2403.
- 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 **Marnie.Leonard@colostate.edu** or 970-491-2403
- Ideally, begin the online application 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 (apply at <http://gradadmissions.colostate.edu/apply>).
- When all documents have been uploaded—those that you provide (statement of purpose, writing sample, optional GTA application), as well as recommenders' letters, transcripts, and any 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 Creative Nonfiction, Fiction, or Poetry:
CRWR-MFA
 - English Education: **ENGL-MA**
 - Literature: ENGL-LITZ-MA
 - TESL/TEFL (Teaching English as a Second or Foreign Language):
ENGL-TSLZ-MA
 - Writing, Rhetoric, and Social Change: **ENG-WRHZ-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.
 - Upload your statement of purpose, writing sample, and optional GTA application directly to your online application.
 - Enter the e-mail addresses of your recommenders. They will receive a code from the system to 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). Ask each institution to send either electronic transcripts to **gradadmissions@colostate.edu** or hard copies directly to this address: Colorado State University, Office of Admissions, 1062 Campus Delivery, Ft. Collins, CO 80523-1773
 - To submit English proficiency 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; **Fiction**, two short stories OR two chapters of a novel; **Creative Nonfiction**, two essays OR two chapters of a memoir in-progress. 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://iss.colostate.edu/i-20ds-2019/> for information on the required documents for Immigration Document Issuance.

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 non-residents 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 TESL/TEFL 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, and the GTA will begin the following fall semester. The Department strongly recommends that students discuss the application process with the Graduate Programs 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 parts of the GTA application as one document in this order: the background experience form, your statement of interest, and a writing sample specific to the GTA application. On 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 program letters of recommendation to speak to your potential for college teaching.

The application form is online at <https://english.colostate.edu/academics/graduate/graduate-study-application-process/>.

For students already enrolled in one of our graduate programs, please contact the Graduate Programs Administrative Assistant, Marnie.Leonard@colostate.edu for GTA application details.

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. Four Programs of study offer the M.A.: English Education; Literature; Writing, Rhetoric, and Social Change; and Teaching English as a Second/Foreign Language (TESL/TEFL). The Joint Program in English (TESL/TEFL) 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 creative nonfiction, 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 a collection of short stories or a novel, or a collections of essays or a memoir—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; two short stories or two chapters of a novel in-progress for fiction writers; or two essays or two chapters of a memoir in-progress. For full consideration for a graduate teaching assistantship and for any University fellowships to which you've applied, 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.

Your program application must be uploaded and complete by January 1; 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 1.

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 program 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 <https://english.colostate.edu/wp-content/uploads/sites/56/2018/08/The-Application-for-Graduate-Teaching-Assistantship-2018-08-29.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: Creative Nonfiction, Fiction, or Poetry (3 credits)
 - E640 Graduate Writing Workshop: Creative Nonfiction, Fiction, or Poetry (12 credits)
 - Pre-20th Century E500+ literature course (3 credits)
 - One course (300-level or above) outside the English Department, if your bachelor's degree was in English (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, Contemporary Memoir, 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 these positions 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 nonfiction, 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

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.

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 committee members in writing.

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.

Creative Nonfiction Thesis: A creative nonfiction thesis is defined as a book-length collection of essays or a memoir. Therefore, a thesis will have the number of pages and the quality of work that make publication a possibility, at least eight essays or no less than 100 pages, double-spaced.

Thesis Submission

Successfully submit your thesis electronically by the Graduate School deadline for your graduation semester: Defend at least two weeks before the deadline, make your revisions, and allow time for several submission attempts before your thesis formatting is approved. 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 E684 and E687 (combined) can be counted toward the 48-credit degree.

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 parts of the GTA application as one document: the background experience form, your statement of interest, and a writing sample specific to the GTA application. On 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. See <https://english.colostate.edu/wp-content/uploads/sites/56/2018/08/The-Application-for-Graduate-Teaching-Assistantship-2018-08-29.pdf> for the application instructions and form.

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). Choose between Plans early in your third semester.
- 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
- E600 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 Writing, Rhetoric, and Social Change section (B) or the Literature section (A), 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; Multicultural American Literature in a Democracy; Graphic Narratives.
- E698 Research Project (two credits) or E699 Thesis. (Six thesis credits are required; no more than six credits can count toward the degree.)

Thesis Submission

Successfully submit your thesis electronically by the Graduate School deadline for your graduation semester: Defend at least two weeks before the deadline, make your revisions, and allow time for several submission attempts before your thesis formatting is approved. 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. English with a specialization 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 nonfiction of various kinds
- writing by women and feminist/gender theory

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 parts of the GTA application as one document: the background experience form, your statement of interest, and a writing sample specific to the GTA application. On 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 <https://english.colostate.edu/wp-content/uploads/sites/56/2018/08/The-Application-for-Graduate-Teaching-Assistantship-2018-08-29.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

Course requirements (see below) are modest and focused, and the courses we offer change regularly. You have considerable room to choose your own path. 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. You may take courses in other departments (History, Philosophy, Natural Resources, Languages, Literatures, and Cultures, 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.

- 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). Choose between Plans early in your third semester.
- Completion of the required courses in literary theory and research methods.
- Completion of 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.
- Oral defense of your thesis or final research project.

Most students finish the Literature Program in four or five semesters.

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 Submission

Successfully submit your thesis electronically by the Graduate School deadline for your graduation semester: Defend at least two weeks before the deadline, make your revisions, and allow time for several submission attempts before your thesis formatting is approved. 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 a Specialization in Writing, Rhetoric, and Social Change

The Writing, Rhetoric, and Social Change Program 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, <https://writingcenter.colostate.edu/>.
- 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 parts of the GTA application as one document: the background experience form, your statement of interest, and a writing sample specific to the GTA application. On 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 <https://english.colostate.edu/wp-content/uploads/sites/56/2018/08/The-Application-for-Graduate-Teaching-Assistantship-2018-08-29.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). Choose between Plans early in your third semester.
- Completion of the required core courses
- Completion of the Writing, Rhetoric, and Social Change 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
- E600B Research Methods and Theory or another approved research methods course
- E603 Critical Digital Rhetoric
- E633 Special Topics in Discourse Studies
- E637 Histories of Writing and Rhetoric
- E692 Writing, Rhetoric, and Social Change Seminar (one credit taken in each of two successive spring semesters for a total of two credits)
- Three courses in elective credits (at least nine credits in Writing, Rhetoric, and Social Change/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.
- 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 and work with their advisor to determine appropriate course work. Areas of study include:

- The Teaching of Writing
- Theories of Writing
- Literacy Studies
- Discourse Processes
- Technology and Writing
- Composition Administration and Curriculum Development

Thesis Submission

Successfully submit your thesis electronically by the Graduate School deadline for your graduation semester: Defend at least two weeks before the deadline, make your revisions, and allow time for several submission attempts before your thesis formatting is approved. 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 a specialization in TESL/TEFL

The TESL/TEFL Program 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.

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 parts of the GTA application as one document: the background experience form, your statement of interest, and a writing sample specific to the GTA application. On 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 <https://english.colostate.edu/wp-content/uploads/sites/56/2018/08/The-Application-for-Graduate-Teaching-Assistantship-2018-08-29.pdf>.

Requirements for the Degree

Completion of Plan A (33 semester credits, including three credits of thesis) or Plan B (33 semester credits, including three credits of either a final research project or a portfolio). Choose between Plans early in your third semester.

Plan A

- Core Courses (18 credits)
- Electives (12 credits)
- E699 Thesis (3 credits)

Plan B

- Core Courses (18 credits)
- Electives (12 credits)
- E694 Portfolio (3 credits) or E698 Research 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)
- E684/E687 (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 Submission

Successfully submit your thesis electronically by the Graduate School deadline for your graduation semester: Defend at least two weeks before the deadline, make your revisions, and allow time for several submission attempts before your thesis formatting is approved. 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 (with a specialization in TESL/TEFL) and Languages, Literatures and Cultures

This program requires concurrent study in two Master's degree programs, one in English (TESL/TEFL) 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 61 semester credits (Plan A) or 62 semester credits (Plan B) 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 (3 credits), or E698 Research Project (3 credits), or E699 Thesis (3 credits)

Your Joint Program application for the M.A. in English with a Specialization in TESL/TEFL must be complete and uploaded by April 1.

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 Teaching English as a Second or Foreign (TESL/TEFL)

The Graduate Certificate in Teaching English as a Second or Foreign Language (TESL/TEFL) provides practical, theoretical, and critical knowledge of the English language and of methods for teaching it in various social and academic settings. Applicants apply online and select the certificate program; admitted students complete approximately 18 required course credits. Details are available at <https://english.colostate.edu/academics/graduate/tefltesl/>.

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 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.

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.

Course Requirements

Four courses in nonfiction:

- E513C Form and Technique in Nonfiction (offered every other spring semester)
- E640C Nonfiction (offered in fall and spring semesters)
- One additional course in nonfiction texts or a nonfiction thesis or final research project

Portfolio Requirements

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.

Certificate in Women's Studies

The graduate-level certification in Women's Studies at Colorado State is for students who wish to supplement their graduate programs of study. Details are available at <https://womensstudies.colostate.edu/academics/graduate-certificate/>.

Going Through the Graduate Program

Advisors

The name of your initial advisor is in your letter of acceptance to the program. Your initial advisor can help you determine your first semester of coursework. Early in your third semester, choose a permanent advisor to direct your thesis, final research project, or TESL/TEFL 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 fulfill the requirements of your degree.
- Selection of your permanent advisor who will chair your graduate committee
- Selection of two additional faculty members to serve on your committee. One of these members must be from outside the English Department.

See <http://graduateschool.colostate.edu/documents/GS6-Worksheet-and-eGS6-Instructions.pdf> to access the instructions and worksheet. Once your advisor has approved your completed worksheet and all your committee members have 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:

- 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 may count a maximum of six credits of 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 https://english.colostate.edu/academics/graduate/graduate-study-application-process/ .
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/policies-and-procedures/forms/#GS6 . Once advisor approves your worksheet, access the GS6 form through 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/policies-and-procedures/forms/#GS9A .
GS25 Application for Graduation form	By 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	Defend before 10th week of graduation semester (if fall or spring); or before end of 4 th week of graduation semester (if summer).
For all defenses, GS24 Report of Final Examination Results for; for thesis defenses only, 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	Successfully submit your thesis electronically to ProQuest by the Graduate School deadline for your graduation semester. Defend at least two weeks before the deadline, to allow time for thesis revisions and successful electronic submissions. 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. See <https://english.colostate.edu/wp-content/uploads/sites/56/2018/08/The-Application-for-Graduate-Teaching-Assistantship-2018-08-29.pdf> for the application instructions. New program applicants can upload their GTA application online. If you are a current student applicant, contact Marnie.Leonard@colostate.edu.

GTA's 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 GTA's are required by the Department to carry nine credits each semester. The assistantship provides 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: The University offers a limited number of competitive fellowships, which may be applied to tuition, fees, or other direct expenses, and typically do not require any service on the part of the student. Visit <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 <https://english.colostate.edu/resources/funding/> 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.

International Students: Links to financial aid information and the cost of attendance for international students are online at <http://iss.colostate.edu/finances/>.

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.