Weber State University
Master of Arts in English

Student Handbook
Updated: Fall 2015
Welcome to the Master of Arts in English Program

The process of earning a graduate degree can be challenging academically, personally, and professionally. We want your experience in the Master of Arts in English Program (MENG) program to be positive in every way! Please let us know how our faculty and staff can help you succeed. Get to know your fellow students and faculty members—seek opportunities to build professional and personal relationships that will make your graduate studies as rewarding as possible.

This handbook provides guidelines for a successful journey through our graduate program. Please read it carefully and become familiar with our policies and procedures. We strongly encourage you to utilize the resources available to you.

Weber State University is proud to provide Equal Opportunity in all its programs and activities in compliance with State and Federal equity requirements. The Master of Arts in English program is open to all students or candidates for admission without regard for race, age, color, religion, sex, national origin, handicap, or marital status.

Individuals who believe that they have been discriminated against should contact the Office of Equal Opportunity, Administration Building, Weber State University, Ogden, Utah 84408, telephone (801) 626-6239; or the Office for Civil Rights, Department of Education, Denver Region.

Welcome and best wishes as you embark on this new chapter in your education!

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MISSION STATEMENTS

University Mission Statement
Weber State University provides associate, baccalaureate and master degree programs in liberal arts, sciences, technical and professional fields. Encouraging freedom of expression and valuing diversity, the university provides excellent educational experiences for students through extensive personal contact among faculty, staff and students in and out of the classroom. Through academic programs, research, artistic expression, public service and community-based learning, the university serves as an educational, cultural and economic leader for the region. (Approved by Board of Regents July 2011.)

Telitha E. Lindquist College of Arts and Humanities Mission Statement
The Telitha E. Lindquist College of Arts & Humanities teaches students to excel as they seek, understand, question and express complexities critical to the experience of being human as represented in languages, literature, communication, and visual and performing arts.

Program Mission Statement
The Master of Arts in English program (MENG) provides excellent educational experiences for its students through extensive personal contact among faculty, staff and students in an environment that encourages freedom of expression while valuing diversity. We take pride in a student-centered environment for learning and believe close associations between faculty and students contribute to student success.

The MENG program is designed to provide advanced preparation in writing, critical thinking skills, and English language and literature. The purpose of the advanced study of language and literature is to heighten humanistic values and the awareness of them, in order to serve a local community of scholars.

ADMINISTRATIVE STRUCTURE

The MENG program is part of the English Department in the Telitha E. Lindquist College of Arts and Humanities (CAH) at Weber State University. The program director, with direction from the MENG Steering Committee, is responsible for the administration of the MENG program.

Communication with MENG Administration
The program’s ability to evolve in congruence with changing professional demands and expectations is dependent on information provided by our students. The continuous improvement of the MENG program comes from fostering a healthy relationship between students and administration, one that helps promote constructive communication.

Course evaluations are available at the conclusion of every course offered within the program; this is but one effective means of providing feedback, as it allows students to voice opinions and recommendations in a documentable form. However, student-administration communication is certainly not limited to course evaluations. Communication is always welcome by email, phone, or appointment. We welcome and encourage your feedback.
PROGRAM OBJECTIVES

Successful graduates of the MENG program at Weber State University will possess scholarly skills as well as scholarly knowledge.

Scholarly skills include the abilities to:
- use advanced writing skills to meet personal, scholarly, and professional goals.
- enhance effectiveness of verbal communication for any future professional requirements, such as presentations, public speaking, negotiations, small-group communication, meetings, and discussions.
- analyze both popular and scholarly sources for reliability of information and integrity of research.

Scholarly Knowledge learned will include:
- the general understanding of the broad field of English literature and language.
- the mastery of at least two areas of study:
  - American Literature
  - English Literature
  - World Literature
  - Linguistics
  - Teacher Education
  - Creative Writing

ADMISSION INFORMATION

Acceptance into the MENG program requires admission to Weber State University as a graduate student even if the undergraduate degree was awarded by WSU.

Admission to WSU does not constitute admission to the MENG program, nor does admission to the program constitute admission to Weber State University.

http://weber.edu/MAEnglish/Applicationprocedures.html

Program Admission Requirements
Applications for admission to the MENG program should be completed by the candidate online before the following deadlines: October 15 for Spring Semester; March 15 for Summer or Fall Semester and July 15 for Fall Semester. These deadlines allow accepted students time to register for classes before they are filled.

Students with less English preparation may petition for conditional admission. This may require additional classes at the 5000 level for full matriculation. A GPA of 3.25 is preferred. If the undergraduate GPA is below 3.0, admission considerations may be based on GPA calculated on the last 60 semester hours (90 quarter hours) of undergraduate work.
Applicants must complete the online application. Criteria for acceptance include:
- Bachelor’s degree in any field with a minimum GPA of 3.00
- Online application
- Writing sample (5-8 pages)
- Three recommendations from educational or professional references
- Official transcripts from all colleges and universities attended (not including WSU)
- Letter of intent and current resume
- Application fee (non-refundable)
- Interview with the Program Director or Option Coordinator
- Official TOEFL, IELTS score report, or ESL / LEAP transcripts (Int’l applicants only)

Note: All requirements must be met for admission review.

*Bachelor Degree: Program Prerequisite*
Applicants must possess a bachelor’s degree from a regionally accredited institution or be in the final stage of completing their undergraduate degree. Students with a cumulative grade point average of 3.25 preferred but not required. If you have a non-English bachelor’s degree you may be required to take classes at the 5000-level before becoming fully matriculated.

*Letters of Recommendation*
Three recommendations are required. Please enter e-mail addresses of those providing recommendations directly to the online form. They will be contacted by e-mail for their ranking and to upload their recommendations. Please no clergy or family.

*Student Transcript Request*
Evaluators will use transcripts to verify any degree(s) received and previous coursework completed. Each institution should mail the official transcript directly to the MENG office. A transcript delivered or mailed by the student will not be accepted. A transcript marked “issued to student” is not official. If the degree was awarded by WSU, notify the MENG program office, and a transcript will be printed for your file.

*Letter of intent*
In approximately 300 words please describe your academic background, relevant experience, and what you specifically hope to achieve as a candidate in the Master of Arts in English Program. Applicants should upload the letter of intent directly to the online application.

*Resume*
Applicants should upload a current resume to the online application form. Your resume should include contact information as well as a summary of educational background and work experience.

*Interview with Director*
Each applicant is required to meet with the MENG Program Director. The interview generally takes about 30 minutes. This meeting is an opportunity for the candidate and the director to discuss the program.
INTERNATIONAL AND ESL STUDENTS

International applicants will need to complete additional paperwork in order to comply with university and United States INS regulations. For more information, please contact the International Student Services Office at 801-626-6853, or go to http://weber.edu/sis. International applicants must be able to comprehend and speak English fluently, as well as read and write English competently. Language competency may be confirmed by one of the following:

Test of English as a Foreign Language (TOEFL) - applicants may have an official score report sent to the MENG Office which is not more than two years old and on which a minimum score of 550 (paper-based); 213 (computer-based), or 79-80 (internet-based) has been earned.

International English Language Testing System (IELTS) - applicants may have an official score report sent to the MENG Office which is not more than two years old and on which a minimum score of 6.5 has been earned. Completion of a program for learning English as a second language at a regionally-accredited, U.S. institution of higher learning, such as English as a Second Language (ESL), or the Learning English for Academic Purposes (LEAP) program at Weber State University.

International transcripts:

To receive credit for your college work from any colleges or universities that you have attended outside of the United States, you will need to have your course work evaluated by a Foreign Credentials Evaluation company. For a list of approved companies go to the following website: http://www.naces.org/members.htm.

Evaluations need to be done course-by-course.

At the discretion of the program director, the applicant may be require do take the ACTFO oral language English proficiency assessment or an exam from the Learning English for Academic Purposes (LEAP) program at Weber State University.

Transfer Credit
Transfer credit must be approved by the Program Director, and cannot exceed 11 hours. Transfer classes must be at an appropriate level and fulfill the objectives of the MENG program at WSU. No courses for which credit was used to fulfill requirements for another degree may be used toward the MENG degree.

Special Circumstances
Applicants who do not meet the standard admission criteria but believe they have equivalent qualifications may appeal to the MENG Steering Committee after consultation with the Program Director.
GENERAL PROGRAM INFORMATION, POLICIES, AND PROCEDURES

Students who fail to enroll in program classes for three consecutive semesters (not including summers) must apply for readmission to the program.

Student Status
Graduate students are classified as full-time if they register for nine (9) or more semester hours. Students must register for at least five (5) credit hours to receive aid and defer student loans.

Graduate students are considered a current student at WSU as long as they take at least one course per semester. Graduate candidates are not required to take courses during summer term to remain eligible to register for classes.

Advisement
Initial questions generally deal with the program admission guidelines, time frames, and course schedules. This information can be found at http://weber.edu/MAEnglish.

Candidates may make an appointment with the Program Director at any time during the application process. The interview is an opportunity for the candidate and the program director to discuss the program, the candidate’s goals and interests, and possible areas of thesis or project interest.

Personal advisement by the Program Director begins when a candidate is accepted into the MENG program. The Program Director can answer questions about curriculum, transfer work, and advisement.

FINANCIAL ASSISTANCE

In-State Tuition Waivers – Applicants should be outstanding students, maintaining a minimum graduate GPA of 3.25. Very limited funds are available. The following policies and procedures apply:

- MENG applications for tuition waiver awards are available on the Financial Aid website. Please see the website for deadlines and details.
- Candidates must not have exceeded the six-year limit for completing the program.
- Waivers are awarded competitively on the basis of GPA (a minimum of 3.25 on graduate-program courses) and demonstrated need.
- Waivers are limited to a specific dollar amount. Recipients may use the waiver in one semester or divide it over two semesters. Awards do not pay activity or other registration fees. The MENG office works with the Scholarship Office to assure compliance with the guidelines.
- Waiver recipients must maintain a minimum 3.25 GPA each semester the award is used.
Non-Resident Tuition Waivers – Non-resident tuition waivers exempt only the out-of-state portion of tuition. Waivers do not pay activity, registration, or other student fees. These waivers are based on specific criteria set by the MENG program, including maintaining a 3.2 overall GPA. During summer term, all candidates pay resident tuition and fees.

The conditions cited above are subject to modification by the Weber State University Scholarship Committee or by the MENG Program. You are encouraged to check the WSU Financial Aid website as that site may be updated more often than this handbook.

Graduate Assistantships

Candidates may apply for a graduate assistantship, which is limited to a specific dollar amount. Graduate assistants are required to maintain a minimum cumulative GPA of 3.25. A separate application must be submitted to apply for the teaching assistantship. Please contact the department for further details.
COURSEWORK AND CURRICULUM

The curriculum is composed of classes that fall into the following broad categories:

- American Literature
- British Literature
- World Literature
- Linguistics
- Teacher Education
- Creative Writing

Each of these categories has variable title course(s) which can be taken more than once with different specific content.

MENG 6010 Introduction to Graduate Studies will be offered at least once a year and other courses will be offered to allow for the completion of a degree in two years.

The program requires 33 credit hours for completion, with a minimum of 24 credit hours at the 6000-level.

Students may choose a traditional thesis, graduate project, or additional course work to complete the program. Most students will be able to complete the program in two years.

No classes with grades below B- will count toward the degree.

Registration

Graduate students register through the same process as undergraduates. The class schedule can be found online. Tuition and fees follow the policy established by WSU and the Utah Board of Regents for graduate students. Non-resident and international students may apply to pay in-state tuition only.

Length & Locations

To provide for the needs of working students, classes will be scheduled primarily in the late afternoon and evening. Classes are conducted at the Ogden campus and at the WSU Davis campus in Layton, Utah. Other locations may be selected as demand requires.

Classes may run for the full 16-week semester period, or be offered in half-semester blocks. Preference of faculty, convenience of the majority, and content of the course will be deciding factors in scheduling. Some classes may be offered as workshops.

Course Evaluations

Students will evaluate the effectiveness of each teacher and class. The evaluations will be forwarded to the MENG Program Director and to the English Department Chair. Faculty will have access to the results via Chi Tester.
GRADUATION

All candidates for the MENG degree, whether or not they attend commencement ceremonies, must submit an online application for graduation. Deadlines are posted online. Students should check with the MENG office prior to making graduation application to ascertain compliance with requirements for the MENG degree by the respective commencement ceremony date. It is the sole responsibility of the student to verify all requirements for the degree.

Commencement ceremonies are held twice a year, in April and December. Students who complete degree requirements during the fall semester will be eligible to participate in the WSU Commencement and a separate MENG Hooding Ceremony in December. Students who complete requirements during the spring or summer semesters will be eligible to participate in the WSU Commencement and the MENG Hooding Ceremony at the College of Arts and Humanities Convocation in April.

Graduation Requirements

Credit hour requirements are determined within the option. A minimum of 24 credit hours at the 6000-level and a minimum of 33 total credit hours are required in the program.

Grades of B- or better in all courses will count toward the degree requirements.

Students with a BS degree must show foreign language competency either by completing a fourth semester foreign language class with a grade of C- (or better) or by passing a foreign language reading test.

Time for Degree Completion

MENG students have a maximum of six calendar years to complete their degree requirements, starting from the first semester during which the student has registered for and begun taking classes. Students who exceed this time limit may submit a letter of appeal to the program director to request an extension.

In order to ensure timely progress through the program, students are encouraged to consult with an advisor at least once a year.
THESIS and PROJECT GUIDELINES

GRADUATE COMMITTEE

The candidate’s graduate committee MUST be formalized the semester prior to the candidate taking MENG 6940/6960. It is strongly suggested that the committee be formed when the candidate has accrued between 24-28 semester credit hours so that the committee chair and committee can guide the candidate to specific coursework that might help in the completion of the master’s project/thesis. The committee members are selected based on a general area of co-interest. The graduate committee consists of three persons: at least two faculty members from the Department of English, one of whom will be designated by the student as the committee chair; and the third member may be from another academic department, school district, or other organization. All committee members must hold at least a Master’s Degree and have a willingness to read and critique the paper three times and meet for three formal meetings.

Assignment of the Graduate Committee

The candidate discusses his/her master’s thesis/project interest with the program director and possible committee members. Based upon recommendations and available faculty, tentative committee members, including the committee chair, are identified according to interests and/or expertise that best match the area of the candidate’s proposed project. The candidate then invites committee members for his/her Graduate Committee. After consulting with the program director, the candidate must complete the thesis/project form found on the MENG website. The signed form should be submitted to the MENG office, approved by the program director, and stored in the student’s file in the MENG office.

- The candidate should provide a timeline of his/her project and a short statement outlining background and project interest for prospective committee members.

- Prospective committee members are invited to serve on the graduate committee and sign the Graduate Committee Request Form during the proposal meeting which is arranged by the candidate.

- A retiring faculty member can decide to finish or not to finish his/her service with a candidate. If, however, the faculty member knows of his/her retirement at the time he/she agrees to serve, he/she is expected to see the candidate through to graduation.

A proposal meeting including the candidate and all committee members will be held no later than the first Friday of the semester in which the defense is to occur. At that meeting:

1. The date of the defense will be determined. The defense must be scheduled no later than the last day of course work.
2. At least one progress meeting with the entire thesis/project committee, must be scheduled no later than the Friday of the eleventh week of the semester in which the defense is held.
3. The committee’s expectations for the work the candidate will provide at each meeting will be determined during the proposal meeting.
Graduate Committee Chair

It is the responsibility of the committee chair to:
• meet with the candidate to guide and encourage the development of the project.
• advise the candidate when the proposal is ready for committee approval.
• act as the candidate’s advocate at the final presentation.
• keep documentation about the decisions made concerning the proposal and/or the project.
• oversee and approve the final project copy.

Graduate Committee Member

It is the responsibility of a committee member to:
• meet with the candidate to guide and encourage the development of the project when requested by the candidate or the committee chair.
• read and critique the proposal.
• take part in the proposal approval meeting.
• read and critique the project.
• take part in the progress meeting and the final presentation.
• may act as chair for the final presentation when nominated by the committee chair and other committee member.

It is the responsibility of the candidate to schedule committee meetings. A committee meeting may be requested at any time by the candidate or the committee chair. The candidate should arrange the date and time with his/her committee. The MENG office will assist with room scheduling.

Development of the thesis/project. The candidate works closely with the graduate committee chair and other committee members during the development of the thesis/project. The chair generally sees multiple drafts of the project and meets with the candidate a number of times before the project is ready for its dissemination to other committee members. Depending on the nature of the project, the project may take one or two semesters to complete.

The completed and printed project must be turned in to the MENG office ready for binding (along with the receipt from the WSU Library showing payment for the number of copies to be bound), no later than the Friday before the end of the semester. On some specific occasions, exceptions to this rule can be made by the program director.

Candidate

It is the responsibility of the candidate to:
• discuss the thesis/project with the program director.
• contact faculty members about being Committee Chair and Committee Members.
• schedule the proposal meeting.
• work closely with the Committee Chair to develop and revise the work.
• distribute the thesis/project to the committee at least five working days before defense.
• contact the members of your committee to schedule a day/time for the defense.
• notify the MENG office to schedule a room.
• defend your research.
• bring your cover sheets on acid free paper to the defense for Committee Members signatures. Each bound copy will need to have an original cover page that is signed by each committee member.

Thesis/Project Defense

Responsibilities of the Candidate before the Defense

When the graduate committee chair informs the candidate that the project report is ready to present, the candidate arranges the date and the time for the presentation with the committee and informs the MENG secretary, who schedules a room.

The candidate is responsible for confirming the meeting date, time, and place with his/her committee.

The candidate should provide a paper copy of the Thesis/Master’s project to each member of the graduate committee at least five (5) working days prior to the scheduled presentation.

On the Day of Defense

The Thesis/Master’s project committee members will select a moderator for the meeting. This allows the committee chair to act as the candidate’s advocate at the final presentation. This may be done prior to or in the first few minutes of the meeting.

The candidate orally presents the Thesis/Master’s project to members of the graduate committee and others who attend. The candidate presents an overview of the project, discussing the project’s origins, the author’s processes (creative, research, procedures, etc), significance/contributions of the work for the discipline and how the Thesis/Master’s project changed the candidates thinking.

The candidate then answers questions from committee members regarding the Thesis/Master’s project (observers are not invited to ask questions). After the presentation, the committee meets privately to discuss the presentation and evaluate the written Thesis/Master’s project and the oral presentation. A 2/3 vote is required for approval. The candidate is informed of the decision.

If the report is accepted the report is signed by the committee members. The candidate is responsible for bringing the appropriate number of typed cover sheets on acid free paper to the defense. Each bound copy will need to have an original cover page that is signed by each committee member. The chair will sign after any revisions have been completed.

If the candidate does not finish the project the semester he/she is registered or performs unsatisfactorily on the Thesis/Master’s project or presentation, an Incomplete grade will be
given, and the candidate must register for MENG 6940/6960 each semester until the project is completed.

After the Defense

It is the responsibility of the candidate to:

- make any needed changes to the defense document.
- submit revised document to the chair for final review and signature of cover sheets.
- pay for 3 copies of the final document on acid free paper. One is for the library’s general collection, one is for the Library Archive, and one is for the MENG Library. Each bound copy must have a cover page. The left margin should be 1.5” to accommodate the binding process. Copies for binding must be computer generated and printed on a Laser-quality printer on acid-free, non-yellowing, 20 to 24 pound weight paper. Cotton rag content should not exceed 25 percent. The WSU Copy Center in the SU has paper and facilities to print the candidate’s thesis project.
- pay for binding at the Stewart Library Circulation Desk. Each copy costs $13.00.
- deliver acid-free copies and the receipt from the Library to the MENG offices.

Defense Evaluation

The defense provides two evaluations: passage/failure of the defense; and if deemed successful, the assignment of passing grades to the student’s thesis/project hours. The committee may recommend the Committee Chair to award differing grades in three-hour increments (e.g. a student with six thesis/project hours may be awarded a grade of A for three hours and B for three hours).

No thesis receiving a grade lower than a B- may pass.

The committee will evaluate the thesis in one of the following ways:

- Passage without revision—the thesis/project is deemed acceptable and the chair assigns the thesis/project a grade.
- Passage with revision—if the committee requests revisions, they will inform the student and determine a time frame in which those revisions should be completed. Once revisions are complete, the committee will convene to discuss what grades will be assigned to the thesis/project hours.
- Substantial revision required/passage being determined—if the committee requires substantial revisions, the student will be informed of them by the committee. The committee will determine a timeline for completion of the revisions. When they are complete, the committee will evaluate the thesis/project.
- Failure—Failure of the thesis/project constitutes a termination of the student’s enrollment in the thesis/project track.
APPENDIX A

Academic Ethics and Honesty Policy from WSU Policies and Procedures Manual

Issues of academic ethics and honesty are addressed in the University PPM 6-22 Student Code.

The Program Director will respond to cases where a student is charged with violations in MENG graduate classes. After a careful review of the case and consulting with faculty and the student, the director will do one of the following:

1. Exonerate the student.
2. Place the student on probation with restrictions and procedures designed to produce appropriate future student performance. Further unethical or dishonest behavior will result in expulsion from the program.
3. Expel the student from the program with prejudice. The Dean of Students will also be notified.

Academic Standing Policy

Weber State University Master of Arts in English students must maintain a minimum grade point average. Students who fail to meet the required standards will be placed on academic warning, probation, or suspension.

Good Academic Standing

To remain in good standing, students are required to maintain a cumulative grade point average (GPA) of at least a 3.00 or B average. A student whose cumulative GPA is below the required B or 3.00 level will be placed on Academic Warning, Probation or Suspension. The cumulative GPA of students who transfer to the University will be computed on the work taken at Weber State University only.

Academic Warning, Probation, and Suspension

Students will be placed on Warning, Probation or Suspension as follows:

Students whose cumulative GPA falls below 3.00 will be placed on Academic Warning. They will remain on Warning during subsequent semesters until one or more of the following situations occur:

- Their cumulative GPA rises to or exceeds 3.00 (Student would move to Good Standing).
- An achieved semester GPA is below 3.00 (Student would move to Probation).

Students who earn a semester GPA below 3.00 while on Academic Warning, will be placed on Academic Probation. They will remain on Probation during subsequent semesters until one or more the following situations occur:

- Their cumulative GPA rises to or exceeds 3.00 (Student would move to Good Standing).
- An achieved semester GPA is below 3.00 (Student would be Suspended).
Students who earn a semester GPA below 3.00 while on Academic Probation will be suspended. The duration of the Suspension will be:

- One academic term (e.g. Fall, or Spring, or Summer) for a first suspension,
- One calendar year for a second suspension, or
- Three calendar years for a third or subsequent suspension.

A waiver of suspension will be considered according to due process.

Students will be eligible to participate in University related programs and activities, unless prohibited by specific program requirements, until they are suspended from the institution.

Students will be advised by mail of their academic status. A letter will be sent to their current address. A registration hold will be in effect for these students until they seek academic advisement.

Once the term(s) of Suspension has (have) been met, students may be readmitted with the status of Probation.

**GROUNDS FOR SUSPENSION OR DISMISSAL**

A student can be suspended or dismissed from the program at any time during his/her stay for violating of the PPM 6-22 Student Code. Suspension is defined as a temporary removal from one or more courses with possibility for future reinstatement. Dismissal is defined as a permanent termination from the program.
APPENDIX B

Dual Designation Courses
The following dual designation courses are designed to fill gaps in the undergraduate preparation of students who wish to have the broadest understanding of literature. The courses are available only to students who have not taken the corresponding undergraduate courses. The graduate courses differ from undergraduate counterparts in demanding greater depth and breadth in reading, writing, and class presentations. (See undergraduate course descriptions in catalog.)

ENGL 3010/MENG 5010 Introduction to Linguistics (3)
ENGL 3050/MENG 5050 Grammar, Style, and Usage for Advanced Writing (3)
ENGL 3510/MENG 5510 World Literature (3)
ENGL 4520/MENG 5520 American Literature: Early and Romantic (3)
ENGL 4530/MENG 5530 American Literature: Realism and Naturalism (3)
ENGL 4540/MENG 5540 American Literature: Modern (3)
ENGL 4550/MENG 5550 American Literature: Contemporary (3)
ENGL 4610/MENG 5610 British Literature: Medieval (3)
ENGL 4620/MENG 5620 British Literature: Renaissance (3)
ENGL 4630/MENG 5630 British Literature: Neoclassical and Romantic (3)
ENGL 4640/MENG 5640 British Literature: Victorian (3)
ENGL 4650/MENG 5650 British Literature: Modern (3)
ENGL 4660/MENG 5660 British Literature: Contemporary (3)
ENGL 3730/MENG 5730 Literature of Cultures and Places (3)