Salem
STATE | UNIVERSITY
School of Graduate Studies

GRADUATE PROGRAMS IN ENGLISH

Compiled by the Salem State English Graduate Faculty

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I.   INTRODUCTION TO THE PROGRAM

Welcome to the Salem State Graduate Programs in English!

The Master of Arts (MA) in English, Masters of Arts in Teaching (MAT) English and MA/MAT English programs at Salem State offer future scholars, professionals, teachers and life-long learners the opportunity to explore a wide range of critical and creative approaches to language and literature, as well as teaching English language arts at the middle and secondary level.

Students in these programs work closely with a diverse faculty at the forefront of a changing intellectual and cultural landscape, with expertise in the traditional fields of English studies as well as modern pedagogical approaches to teaching, gender studies, aesthetics, comparative literature, creative and professional writing, postcolonial studies, Holocaust and genocide studies and digital humanities. Salem State now offers graduate certificates in writing and rhetoric and in Holocaust and genocide studies.

Our faculty orchestrates small, intimate classes that foster intellectual inquiry, curiosity and critical thinking. As a result, our graduates are prepared to go on to successful careers including teaching high school or community college, professional writing, editing, and publishing. Our program also prepares students pursuing doctoral work in a range of disciplines.

Our graduate degrees in English at Salem State are ideal for those interested in deepening their understanding of the rich tradition of reading and writing in languages and literature and/or looking to apply their knowledge of, and expertise in, writing and literature to their own teaching practices.

We hope you find this handbook useful and we look forward to including you in our exciting community!

Overview

Degree Options and Certificates

The MA, MAT and MA/MAT in English are highly flexible programs which enable students to take courses in both writing, literary study and/or teaching/education. Graduate courses are offered in the late afternoon and evening throughout the academic year and in the summer. Alternative course formats, such as online courses, hybrid courses, week-long summer institutes, travel institutes and off-site courses accommodate a wide range of students' needs and schedules.

MA candidates select either the literature or writing option, with each one allowing students to take a wide range of courses. These options are explained in detail in section III of this document.

As part of the degree or as a supplement to the degree, students can also earn certificates in writing and rhetoric studies or Holocaust and genocide studies. Detailed descriptions of the certificates can be found on page six of this document.

MAT candidates are required to have a completed BA in English upon entry into the program. Students without an undergraduate degree in English, who are interested in receiving an MAT, can pursue the MA/MAT Dual Degree, which blends the rich literature and writing foundation of the MA program with licensure requirements of the MAT program, focusing on contemporary pedagogical approaches to teaching, culturally responsive instructional practices, and much more. Both the MAT and MA/MAT programs include pre-practicum field experience, as well as a 300-hour student teaching practicum, which immerses students in a practical, semester-long, hands-on teaching experience.

Salem State additionally offers combined BA+MA and BA+MAT degrees, allowing qualifying undergraduate students to complete a BA and MA degree in five years. Undergraduate English majors can apply in their sophomore or junior year to enter the BA+MA in their junior or senior year. See page seven in this document for more information. Undergraduate English majors can declare a concentration in the English Teacher Pathway in their first year to prepare to apply for the BA+MAT in the spring of their sophomore year. Contact the Coordinator for English Graduate Programs for more information.

Teaching English

The graduate English department also offers:

MAT: Students with a BA in English take the MAT degree to begin a career as an English teacher in the public school system in grades 5-12. The MAT degree contains both English and Education classes, along with the required teaching practicum.

MA/MAT: This program is designed for all students who wish to obtain both initial and professional licensure by completing both degrees in one program. It also prepares students who plan to both teach at the secondary level and also pursue doctoral study. Note that candidates for this program usually do not already have a BA in English.

For more information on the MAT and MA/MAT programs, please see the English website **salemstate.edu/academics/colleges-and-schools/college-arts-and-sciences/english** or contact Keja Valens at **kvalens@salemstate.edu**.

MATESOL: students earn an MATESOL to begin a career teaching English to speakers of other languages in the United States and across the world. For more information on the MATESOL program, please see **salemstate. edu/academics/college-arts-and-sciences/english/master-arts-teaching-mat-english-speakers-other-languages** or contact Melaine Gonzalez, PhD, **mgonzalez@salemstate.edu**.

Studying English

Students choosing to pursue an MA, MAT or MA/MAT English at Salem State are diverse and dynamic cohort, representing a broad spectrum of the community. Many are middle or high school teachers pursuing professional licensure or increased training in their subject area. Others are enthusiastic scholars who want to focus on literary research and/or writing with the eventual goal of obtaining a PhD or MFA. Still others are intellectually ambitious individuals seeking continued exposure to academic discourse and community. In all cases, students in these programs at Salem State demonstrate high levels of academic accomplishment and personal dedication.

Program Coordinator

The program coordinator advises all master's degree candidates. The primary link between the university and the students, the program coordinator assists with a variety of academic and administrative issues, including the formulation of a plan of study, applications for graduate assistantships and other forms of aid, and preparation for graduation and beyond. Once a student is admitted for the MA in English program, the student is responsible for meeting with the program coordinator to formulate a plan of study. Throughout the course of their study, students schedule regular meetings with the program coordinator to discuss both their academic progress and their overall graduate experience.

Faculty and Department

The graduate faculty in the English department is comprised of accomplished scholars holding PhD degrees in literature and award-winning practitioners and teachers holding MFA degrees in writing. All faculty hold degrees from nationally and internationally recognized institutions and are active in their chosen disciplines, publishing books and articles, developing courses, receiving grants, and developing progressive curricula at Salem State. They are also, and most importantly, committed teachers who constantly strive to make the classroom experience unique, innovative, and inspiring.

Contact Information

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NOTE: Every student has a Salem State email account and official communication uses the Salem State email addresses (@salemstate.edu). It is the responsibility of all students to regularly check their Salem State email.

Websites and Links

The Salem State MA in English webpage: **salemstate.edu/academics/colleges-and-schools/college-arts-and-sciences/english/master-arts-english**

The Salem State English graduate students Facebook page: **facebook.com/groups/79668990098/**

The Salem State Graduate School Student Handbook (very helpful!): **salemstate.rightanswers.com/portal/app/portlets/results/viewsolution.jsp?page=1&position=1&solutionid=170620095411232**

The Salem State graduate school webpage: **salemstate.edu/academics/colleges-and-schools/school-graduate-studies**

Graduate English Application Pages:

English MA/MAT Program Application page: **salemstate.edu/academics/college-arts-and-sciences/english/mamat-english/apply-mamat-english-dual-degree**

English MAT Application page: **salemstate.edu/academics/college-arts-and-sciences/english/master-arts-teaching-mat-english/apply-master-arts-teaching-mat-english**

English MA Application page: **salemstate.edu/academics/college-arts-and-sciences/english/master-arts-english/apply-ma-english**

Graduate English Program Descriptions:

English MA/MAT program description: **catalog.salemstate.edu/preview_program.php?catoid=48&poid=6109**

English MAT Program description: **catalog.salemstate.edu/preview_program.php?catoid=32&poid=3562&returnto=5459**

English MA program description: **catalog.salemstate.edu/preview_program.php?catoid=52&poid=6493&returnto=13045**

Miscellaneous:

English Program Page (Undergraduate and Graduate): **salemstate.edu/academics/college-arts-and-sciences/english**

Graduate School Webpage: **salemstate.edu/academics/school-graduate-studies**

Graduate Studies Forms: **ask.salemstate.edu/kb/school-graduate-studies-forms**

English Grad Facebook Page: **facebook.com/groups/79668990098**

Currently enrolled students are also invited to the MA-English Canvas page where they can find updated information, important documents, and more.

II. ADMISSIONS CRITERIA AND PROGRAM REQUIREMENTS

MA Application Requirements

Complete the online Salem State graduate application, which includes:

- Official undergraduate transcript(s)
- Three letters of recommendation, at least two of which much speak to academic qualifications
- Personal statement
- Writing sample

Note: You must have a minimum GPA of 3.0 in your undergraduate career if you wish to be considered for the program.

Program Options

Students apply for either the Literary studies or Writing concentration, submitting a corresponding writing sample. It is possible to switch options upon consultation with the program coordinator, but this may require additional coursework. Requirements for ALL MA graduate students:

- Completion of ENG 725
- Completion of a minimum of 30 credit hours of graduate work
- Demonstrated proficiency in a language other than English (before graduation)

MAT and MA/MAT Programs

Application Requirements

- Online graduate admissions application
- $50 non-refundable application fee
- Official transcript or transcript evaluation
- Three references. At least one reference must speak to your qualities as a student-scholar.
- English Proficiency, if applicable for international applicants
- Statement of purpose, addressing the following:

  o your interest in teaching English at the middle and secondary level

  o your interest in studying English at the graduate level (ie, how you see yourself as a scholar of English)

MAT and MA/MAT English do not require the GRE/MAT

Please note: If you have already hold an initial license, please apply directly to the MA English. A MAT is not required if the initial license has been obtained.

Additional Materials and Requirements

- A passing score on the Massachusetts Test for Educator Licensure (MTEL) communication and literacy portion and content test for English.
- Proficiency in a language other than English at the intermediate level before completion of the program (not required for admission to program). Proficiency may be demonstrated by completed coursework at the undergraduate level or completion of a translation exam administered through Salem State.

Prerequisites

- For the MAT: Bachelor's degree in English. Applicants with a bachelor's degree in any discipline other than English should apply to our MA/MAT English program
- Course in adolescent psychology (undergraduate or graduate)

Program Options

We offer two program options:

- MAT: For students with an undergraduate degree in English.

- MA/MAT: A 49-58 credit dual-degree program for students who do not have an undergraduate background in English. This program includes comprehensive coursework in English foundations and literature. This option is also appropriate for students with a BA in English who are interested in both teaching at the middle or secondary level and pursuing a PhD.

All MAT English students take the following English Content Courses: Introduction to Graduate Studies in Literature, Contemporary Approaches to Teaching Composition, Contemporary Approaches to Teaching Literature, and one English elective.

Classes are offered evenings, weekends, online, and summers providing maximum flexibility for working professionals.

Exciting 300-hour practicums are an integral part of all MAT programs. We have strong partnerships with more than 50 area schools throughout Greater Boston and the North Shore offering excellent field work opportunities for those seeking placement. Educators already working in the classroom may be able to complete their practicum at their place of employment.

Option #1: Literary Studies

The literary studies option serves students who are interested in focusing their graduate studies on literary analysis, scholarly criticism and research. Students who plan to pursue a PhD are strongly advised to choose this option, as are those secondary school teachers who spend the majority of their time teaching literature.

Requirements for Option #1: Literary Studies

- ENG 725
- 12 credits in English literature courses
- 9 credits in graduate elective courses, 3 of which may be taken outside of the English department upon approval of the graduate coordinator
- Demonstrated proficiency in a language other than English
- A literary thesis ENG 998 OR a portfolio ENG 994 OR the 33-credit option (6 additional English elective credits)

Literary Thesis: A literary thesis is an intensive research paper that makes an original contribution to scholarship in literature and/or literary criticism. It may be an extended exploration of a single author or topic or a collection of individual essays linked to a single theme. In either case, the thesis should demonstrate the ability to analyze primary source materials and an appropriate grasp of the secondary materials related to the topic under investigation.

In order to complete a thesis, a student must complete the Thesis Registration available at **salemstate.rightanswers.com/portal/app/portlets/results/viewsolution. jsp?gid=19&companycode=ssu&interface=ss&solutionid=041417818591173&isguest=true** to enroll in ENG 998.

Portfolio: The portfolio capstone allows students to showcase the work they have produced throughout the course of their graduate studies. Students work closely with a faculty advisor as they engage in substantive revisions to previous work and create two new papers: an introductory narrative and an independent paper. Students must complete a portfolio application prior to beginning the portfolio. In order to complete a portfolio, a student must complete the Thesis Registration to enroll in ENG 994 available at **salemstate.rightanswers.com/portal/app/portlets/results/viewsolution. jsp?gid=19&companycode=ssu&interface=ss&solutionid=041417818591173&isguest=true**

33-Credit option: This is for literary option students only. Students complete three additional credits of graduate coursework in English electives to complete their degree, for a total of 33 credits. Note: If you decide to change from a thesis or portfolio to this option please notify your graduate coordinator so that she may create a new plan of study (POS) for you.

Option #2: Writing

The writing option is a good choice for students who are interested in pursuing a career in writing or going on for an MFA in writing. The bulk of graduate credits are taken in writing courses and students submit a capstone manuscript in the last stage of their program.

Requirements for Option #2: Writing

- ENG 725
- 15 credits in graduate writing courses, including at least two major genre workshops.
- 12 credits in graduate English elective courses.
- Demonstrated proficiency in a foreign language.
- The completion of a final writing capstone manuscript (ENG 996) in the student's major genre(s); the manuscript may be a group of poems, non-fiction articles, one-act plays, a novella, or a play.

Writing Capstone Manuscript: This represents the culmination of the writer's workshop study. The manuscript must be an original work appropriate to its time and intended audience, as identified in the student's proposal. The manuscript is expected to include revisions of work previously submitted and critiqued in workshops in the genre, and it can also include new work. The suggested length for the manuscript is a minimum of 40 pages for poetry, 100 pages for prose and 90 pages for a script or screenplay.

Students must apply to the manuscript advisor to undertake the manuscript by completing a proposal containing the signatures of the manuscript advisor and the second reader (if approved, the third signature will be the graduate coordinator's). In order to write the manuscript, a student must complete the Thesis Registration available at **salemstate.rightanswers.com/portal/app/portlets/results/viewsolution. jsp?gid=19&companycode=ssu&interface=ss&solutionid=041417818591173&isguest=true** to enroll in ENG 996: manuscript capstone in writing, for one or two semesters (most students take two semesters to complete the writing capstone). In ENG 996, the student will write and revise the manuscript, meeting regularly with the faculty advisor.

Thesis, Portfolio, and Manuscript Timeline

The steps for completing the thesis, manuscript or portfolio begin just prior to the candidate's final year of study. Prior to the final year of study (and when the student has completed at least 21 credits), the student should apply to write the thesis, manuscript or portfolio. Once the graduate coordinator has approved the initial application, the candidate will formulate a topic, meet with a faculty advisor, determine a second reader for the thesis or manuscript, and submit a formal proposal for a thesis or manuscript. When the proposal has been approved, the candidate will register for ENG 994, 996 or 998 for one or two semesters (most students take two semesters to complete the thesis or manuscript; the portfolio is generally completed in one semester). In ENG 994, 996 or 998, the student will research and write the thesis, manuscript or portfolio, meeting regularly with the faculty advisor.

When the thesis or manuscript is near completion, a final draft should be given to the director of the thesis or manuscript as well as the second reader. They will have approximately two weeks to review this draft and make any suggestions for changes. This means that the final draft must be submitted at least three weeks prior to the final thesis or manuscript submission date. Once the final draft has been reviewed, the thesis or manuscript director and the second reader will return it with comments to the student. The student will incorporate suggestions as appropriate and "submit to the thesis or manuscript director and second reader and clean, final copy, properly formatted (see specifications), and the department signature page, digital commons agreement, and submission page available from the graduate coordinator and in the appendices to this document. On or before the thesis and manuscript submission date, the student will submit to the graduate coordinator a .pdf file of the thesis or manuscript, and separate .pdf files: signature page with all signatures, signed digital commons agreement. The student will receive a separate letter grade for ENG 994.

When the portfolio is completed, a final copy should be submitted to the portfolio director. The portfolio director will read the portfolio and complete the portfolio assessment form (see appendices). On or before the final portfolio submission date, the student will submit to the graduate coordinator a copy of the completed portfolio assessment form. The student will receive a separate letter grade for ENG 994.

See the appendices for thesis and manuscript application and proposal instructions and forms, detailed descriptions of ENG 998, ENG 996, and ENG 994, and the submission guidelines and forms (specifications, title page, signature page, and Salem State Digital Commons agreement).

Graduate Certificates

As part of the MA or in addition to the MA, students have the option to complete a graduate certificate. The English department offers a graduate certificate in digital studies and writing and rhetoric studies and works with the Center for Holocaust and Genocide studies on the graduate certificate in Holocaust and genocide studies. If you are considering completing a certificate, please see the contact information for the English MA faculty on page 3.

Graduate Certificate in Digital Studies: 12 credits

The interdisciplinary graduate certificate in digital studies offers students the opportunity to develop practical skills for working with digital technologies and media as they explore theoretical approaches to digital culture. The program is structured around a core of courses on digital humanities that blend theory with praxis and allow students to pursue interdisciplinary electives and independent work. The certificate provides students with twenty-first century literacies: creative problem solving, flexible thinking, risk taking, creativity and innovation, and digital literacy.

Required Courses
- ENG 713: Digital Humanities
- ENG 830: Digital Writing

Electives (choose two):
- ENG 715: Topics in Digital Studies
- ENG 879: Internship in Digital Humanities
- LBS 724: Electronic Technologies for Information Retrieval
- LBS 850: Emerging Technologies for Libraries
- LBS 869: Design and Production of Media
- HST 703: Oral History
- HST 705: Institute: Information Technology in History
- HST 990: Internship

Certain other English courses may be used for the elective portion, upon permission

Graduate Certificate in Writing and Rhetoric: 12 credits

The certificate in writing and rhetoric strengthens the skills and resumes of writers, teachers of writing, and individuals whose careers depend upon a strong foundation in literacy and keen rhetorical analysis. The certificate also provides current and future teachers with expertise in a particular area such as multilingual writing, writing centers, or writing program administration. Students will explore and practice applying current theories of writing and rhetoric, teaching writing, writing center conference and administration methods, creative writing practice and pedagogy along with the theoretical intersections between creative writing and composition, and focused topics related to writing and rhetoric. Participants will also examine, discern, and theorize how new electronic media differ from traditional print media in their approaches to discourse and meaning.

Required Courses:
- ENG 745: Introduction to Writing and Rhetoric
- ENG 817 Contemporary Approaches to the Teaching of Composition OR ENG 830 Digital Writing

Electives (choose two)
- ENG 870 Writing Center Graduate Practicum
- ENG 855 Creative Writing Theory and Pedagogy
- ENG 833 Topics in Writing
- ENG 797 Feminist Rhetorical Theory and Criticism
- ENG 715 Topics in Digital Studies
- ENG 880 Internship in College Pedagogy

Graduate Certificate in Holocaust and Genocide studies: 15 credits

This innovative program integrates several unique constituencies on the North Shore, including secondary school and university level teachers, scholars of holocaust and genocide studies, and an engaged community. With this in mind, the curriculum is designed to be interdisciplinary and dynamic, incorporating established academic and historical modes of examination with new approaches, perspectives, and genres. Based on a five-course (15 credit hours) interdisciplinary model, the graduate-level certificate program is global in scope, and allows students to choose from a variety of courses drawn from the fields of film studies, history, philosophy, literature, interdisciplinary studies, social work, and education, to name a few. In addition, the curriculum features a strong service-learning component, enabling participants to move out of the classroom and into the community, where they are able to teach, research, and practice what they are learning in the program.

Required Courses
- HST 879 - The Holocaust
- IDS 730 - Post-WWII Genocides

Electives (choose three):
- ENG 787 - The Literature of Genocide
- HST 877 - Nazi Germany
- HST 991 - History Study and Travel Seminar
- IDS 735 - Human Rights and International Law
- IDS 740 - Genocide, War Crimes and International Law
- EDU 850 - Community Service-Learning and Social Action
- EDG 845 - Teaching About the Holocaust and Genocide
- IDS 738 - Refugee and Asylum Law, Policies and Programs

Certain other English courses may be used for the elective portion, upon permission

Combined Degree BA English + MA English (4+1)

Salem State undergraduate English Majors may apply in their Junior year to the Combined Degree to obtain a BA and MA in English from Salem State in five years.

To apply, current undergraduate students in their sophomore or junior year submit a statement of interest to the Graduate Coordinator, Keja Valens, PhD, by no later than the last day of their first semester as a junior. The graduate coordinator will review the statement of interest as well as the student's undergraduate records in conjunction with the English graduate admissions committee and the English faculty and deliver a decision to the graduate school. Upon acceptance in the program, the student will meet with the graduate coordinator to complete a plan of study for the graduate component of the program.

There are six possible ways of completing the combined degree arising out of the combination of the standard English major and the professional writing and creative writing concentrations with the two MA options literature. In all cases, during their senior years, students take a selection of MA level courses that count toward both the BA and the MA degrees.

Qualified students who enroll in the combined degree may request to switch to the MA-MAT during their final year in the combined degree program.

Plan of Study

Upon matriculation into any Graduate English program, each student will meet with the graduate coordinator to complete a plan of study. That indicates the student's chosen concentration and outlines in general the courses that the student plans to take. The plan of study must be signed by the student and the graduate coordinator and submitted to the School of Graduate Studies. If the student changes options during the students time of study, a revised plan of study must be completed and submitted to the School of Graduate Studies. **SEE PAGE 32**

Selecting and Registering for Courses

The course schedule and registration information is available at: **salemstate.edu/academics/colleges-schools/school-graduate-studies/courses-and-registration**

The graduate coordinator is your advisor; you can discuss course selection and registration with her.

Graduate course registration occurs online via Navigator or in person at the Student Navigation Center. **https://ask.salemstate.edu/kb/logging-navigator**

Students will use the platform CANVAS to navigate course materials: **salemstate.edu/offices-and-services/information-technology-services/canvas**

You may register for up to two directed studies (ENG 875) during your course of study. To register for a directed study, speak with the faculty member and the graduate coordinator and file a directed study form, with both of their signatures, during the registration period or before the end of the first week of classes for the semester in which you will complete the directed study. Directed study forms are available at: **salemstate.rightanswers.com/portal/app/portlets/results/viewsolution.jsp?SToken=48D0F103B9AF5BEAAA579213AE0B8BB5&solutionid=170227135639096&hypermediatext=null**

Certain courses require the electronic consent of the instructor or the graduate coordinator. If you wish to register for a course that requires consent, contact the appropriate person via email.

III.   IMPORTANT DATES

Salem State academic calendars can be found through the search or Ask a Viking feature on the Salem State webpage. Visit salemstate.edu/news-events for a regularly updated calendar of campus events

OCTOBER 15	Intention to complete a thesis or manuscript in the following spring due	**MARCH**	Summer registration opens
			Language Exam
NOVEMBER	Registration for spring opens	**MARCH 15**	Summer graduation with spring commencement applications due (via Navigator)
NOVEMBER 1	Spring thesis and manuscript proposals due		
NOVEMBER	Language exam	**MARCH 31**	Thesis and manuscript proposals for these beginning in summer or fall due
DECEMBER 1	Intention to complete a portfolio next spring due to graduate coordinator	**APRIL 30**	Final thesis and manuscript deadlines, with all forms and signatures, for spring graduation
	Final fall thesis and manuscripts, with all forms and signatures, due to graduate coordinator for fall graduation		Intention to complete a portfolio capstone for next summer or fall due
		APRIL	Summer registration opens
MARCH 1	Intention to write a thesis or manuscript beginning in the upcoming summer or fall due		Fall registration opens
		JULY	Language Exam

IV.   ADMINISTRATIVE PROCEDURES AND POLICIES

The graduate school webpage, **salemstate.edu/academics/colleges-and-schools/school-graduate-studies**, and the English graduate page, **salemstate.edu/academics/colleges-and-schools/college-arts-and-sciences/english/master-arts-english**, have updated and in-depth explanations of administrative procedures and policies as well as links to other important information. Many of the necessary administrative forms (including applications for assistantships, applications for admissions, transfer credit requests, and directed study forms) can be downloaded directly from the web. English graduate information as well as most forms can also be found on the MA in English Canvas site.

Tuition, Fees and Scholarships

Find this info through Navigator: tuition/fees: **salemstate.edu/admissions-and-aid/tuition-and-fees**

Graduate Catalog

It is the student's responsibility to be familiar with the general regulations governing the graduate program. This information is available in the Salem State graduate catalog, and in the general graduate school handbook available at **salemstate.edu/academics/colleges-schools/college-arts-and-sciences/english/master-arts-english/ma-english**

Add/Drop Policy

For all Sessions: During academic Add/Drop period CPS/GRAD students will be refunded in the same manner as DAY students — 100% tuition and fees though the last day of the add/drop period for the session in which the class is scheduled.

For full semester courses: In first 7 days following Add/Drop CPS/GRAD students can drop classes and receive an 80% tuition refund while DAY students doing a complete drop will receive an 80% tuition and fee refund.

For full semester courses: In the second 7 days following Add/Drop, CPS/GRAD students can withdraw from any class and receive a 50% tuition refund per class while DAY students doing a complete drop will receive an 60% tuition and fee refund of all charges.

For Summer, Winter Online, accelerated six week and special format classes: CPS/GRAD offers 6 and 12 week summer classes that will each have a two day add / drop with a 100% refund, followed by a 3 day period where a drop will generate a 50% tuition refund. This replaces a 100/90/50% refund scale and motivates a student's quick decision for the while offering a deeper recovery in case of the loss of a seat. Winter Online classes will be structured in the same way, at 100 / 50%.

For special format classes: The new add/drop and withdrawal policies allow only the first class meeting as an add/drop period, so we are proposing no refund after the add/drop period. This will cover summer institutes, one week face to face wintersession courses, and any other highly accelerated special format courses offered during the regular term. (Currently there is no refund for Summer Institutes and Wintersession courses follow the class meeting refund schedule currently in place, based on class meetings.)

Grades

Final grades are available via Navigator. Grade changes can only be made by the faculty member who taught the course. A grade of incomplete is automatically converted to an F at the end of the sixth week of the following semester. Per graduate school policy on academic progress, graduate students who receive an F or more than two Cs will be automatically withdrawn from the program.

Completion of Program Requirements

It is the policy of the School of Graduate Studies that all requirements for the degree must be completed within six years. Recognizing that there may be valid extenuating circumstances, the dean of the graduate school will review petitions for extensions from candidates. If the dean finds that the petition lacks merit, the candidate will be notified that his or her program has been closed. The decision of the dean will be final.

Commencement

Commencement ceremonies take place once a year, in May. Degrees are also conferred in August and January. Students nearing completion of their requirement should make an appointment to see their program coordinator and make certain that their plan of study is accurate and current. They must also apply for graduation through Navigator.

ClipperCard

The ClipperCard is the official identification card for the Salem State community. The ClipperCard can be obtained at the Student Navigation Center. The ClipperCard is required to borrow books from the library and to use the on-line databases. **salemstate.edu/clippercard**

Library

The Salem State Library is located on North Campus. The library website is: **salemstate.edu/library**.

V. FREQUENTLY ASKED QUESTIONS

If I am in the MA English program, may I take courses in education?

Students in the MA program can take two courses outside the English department. Although it is not recommended that students use education courses for these electives, in some cases it may be possible to do so with the consent of the graduate coordinator.

Do I have to be accepted into the MA English program before I take a graduate English course?

You are allowed to take up to three courses in the English graduate program before you officially matriculate. ENG 725: Introduction to Graduate Studies in English is generally recommended as the first course you should take. It is strongly advised that you contact the English graduate coordinator if you are interested in taking a class, even if you are only beginning to consider applying to the program.

What can I expect in a graduate English course?

You can expect to do a lot of reading and/or writing and to discuss both with engagement and enthusiasm. Many graduate literature courses incorporate literary theory and research, so a basic knowledge of both is assumed (and is taught in ENG 725). Instructors expect graduate students to come to class well prepared to participate, so it is essential that you set aside enough time to do the necessary reading and writing prior to class. Most graduate literature courses involve the production of at least one major paper (usually at least 10 pages and no more than 25 pages), as well as smaller writing assignments. Students are always encouraged to contact instructors regarding specifics before enrolling.

When do I decide which option I will pursue? Can I change options during the course of my program?

It is preferable to have an option in mind at your first meeting with the graduate coordinator so you can choose classes appropriately. Often, however, it takes a semester or two to decide. The important thing is that you remain in close contact with the graduate coordinator, and that you let her know as soon as you have made up your mind so that you can update your plan of study (POS).

How often do I need to update my plan of study and meet with the graduate coordinator?

At least once a year. This is particularly important as you approach completion of your program since your POS must be accurate for you to be cleared for graduation.

How do I fulfill the foreign language requirement for the program? Do I need to do this before I matriculate?

You do not have to have demonstrated proficiency in a foreign language to be accepted into the program, but you do have to do so prior to completing it. You can accomplish this in a variety of ways. The majority of students entering the program have already taken a foreign language at the intermediate level as undergraduates and have thus already completed the requirement.

Students who know a language but have not taken coursework in it have the option to take a translation exam. This can be done on-site at Salem State for most languages. The exam is offered each semester and once in the summer. It takes up to an hour and a half and requires that you translate approximately 250 words from the foreign language into English. You may use your own physical dual- language dictionary, but nothing electronic is allowed into the room during the exam. The price of the exam is $50, and you may take it as many times as you like. Please contact the graduate school office to sign up. Application can be found through the Ask the Viking feature on the Salem State website or on the English Graduate Canvas page. Note: Please make sure that you contact the graduate school office at the beginning of the semester during which you wish to take the exam because you will have to submit the application one month before the exam date.

If the above options do not apply to you (you are native speaker of a language other than English, you wish to take an exam in a language not offered by Salem State, and so on), please meet with the coordinator to discuss your situation. The coordinator can supply you with all of the information you may need to satisfy this requirement.

How many courses am I expected to take each semester? Is there a minimum or maximum?

Full-time is three courses (nine credits) per semester. Many of you are working full-time in addition to your graduate study and can only handle one course per semester. This is absolutely fine. We do not recommend that you take more than three, but those decision are largely based on your situation and personal preference.

As an MAT or MA/MAT student, when should I expect to enroll in my student teaching practicum?

Students in the MAT and MA/MAT programs traditionally enroll in the student teaching practicum in the fall of their senior year. Student teaching practicum experiences are only offered in the fall

semester of an academic year. Students must submit a formal application to be considered for the student teaching practicum in the preceding spring semester, which must then be approved by the School of Education. The School of Education will communicate with all eligible students in the MAT and MA/MAT programs when and how students are able to submit their practicum applications for the upcoming fall semester.

I'm an MAT or MA/MAT student and have heard I need to complete "programmatic assessments". What are these assessments and how do I find more information about them?

Students enrolled in the MAT and MA/MAT programs are required to complete three performance-based program assessments designed to monitor student progress. These assessments will be embedded in a required course and conducted towards the end of a given semester, during a period known as "Flex Week." Students will be given information about enrolling in and completing each programmatic assessment by the instructor teaching the course in which the assessment is embedded. During each designated "Flex Week," in place of the regular work for the course, students will complete and submit the assessment. Students must complete/pass all programmatic assessments before transitioning into their student teaching practicum and/or completing their program.

What if I need to take a semester off?

A leave of absence is a period during which students maintain their status, but are entitled to none of the services of the university provided by the payment of tuition or fees.

An application for a leave of absence may be filed at any time during the academic year for the following semester(s). A leave of absence may begin during a semester, provided the completed application for leave is filed with the dean of the School of Graduate Studies before the end of the fourth class session. In this case the entire semester is counted toward the leave. No refund of tuition will be given except as provided by other existing regulations.

The total leave allowed a student during his/her graduate program is two semesters, which need not be taken consecutively. A date of return will be agreed upon in advance and stated on the leave of absence form. A student who fails to return on the agreed date will be considered to have withdrawn from the university. A leave of absence may be granted to any student complying with the School of Graduate Studies regulations. Such a leave of absence will be revoked if the student incurs an academic dismissal subsequent to the granting of the leave. Students on leave are fully responsible for returning on the agreed date. No reminders will be sent to the student. A leave of absence does not waive the mandatory six-year requirement. That is, all students requesting a leave of absence still must complete their program within six years of date of acceptance.

How many years do I have to finish the degree?

All requirements for the MA degree must be completed within six years from the date of the student's acceptance. Students enrolled in the MA/MAT English dual degree program have seven years from the initial date of acceptance to complete degree requirements. No graduate course counted toward the degree may be more than six years old at the time degree requirements are completed with the exception of any courses accepted in transfer, which must have been taken within the past seven years. Requests for exceptions to this rule must be made in consultation with the graduate coordinator to the Dean of Graduate Studies.

Can I repeat courses if the number is the same but the topic or instructor is not?

Some of our "topics" courses differ greatly in the subject matter even if the course number is always the same. Courses that can be repeated for credit are designated as such in the official catalog description. Courses that do not say in the official catalog description "may be repeated for a total of x credits" may not be repeated for credit.

I have taken a grade of "I" in one of my courses, but now it appears on my transcript as an "F." What should I do?

At the end of the sixth week of the following semester, all grades of "I" convert automatically to "F." You should not wait until you are ready to graduate before clearing any I's that have changed to F's. Indeed, you should do so immediately or risk being removed from the program. Contact the instructor as soon as possible and request a grade change, or, if you have not completed the work for the course, make arrangements to do so.

How do I make an appointment with the graduate coordinator?

The coordinator of the Master of Arts in English program is Keja Valens, PhD. The best way to contact her is via email at **kvalens@salemstate. edu.** Appointments can be virtual or in person in her office, MH 249D.

VI.   For Students Interested in Pursuing a PhD

Recent "downsizing" of doctoral programs in English due to a chronically tight job market has resulted in making admission to PhD programs increasingly difficult. Nevertheless, recent students from Salem State have met with impressive success in the process. An important factor in this process is the program of study you pursue at the master's level. Accepted students who expect to apply for admission to a traditional PhD program in English upon completion of the MA degree are strongly urged to follow these guidelines.

Literary Studies: Select the literature studies concentration (Option #1). Although you allowed to take non-required courses in the program, you want to take as many literature courses as possible to increase your general proficiency in the field. Choose a balanced distribution of various periods of literature and degrees of specialization. Your program should include breadth and depth.

Language Requirement: We cannot emphasize enough the need to develop your multilingual skills. Many English PhD programs expect students to have a reading knowledge of at least one language other than English, and some expect proficiency in one and a reading knowledge of another. Consider which language you might use for future research. Spanish, French, and German are the most common languages people study, with Chinese and Arabic on the rise and other languages often in high demand.

Literary Theory: The required course, ENG 725, will provide you with a foundation in literary theory and criticism. Students interested in pursuing a PhD are strongly encouraged to take at least one additional theory course. If you have difficulty with these courses, you should talk with the program coordinator and/or your professor about your choice to pursue a PhD.

Mentoring: Seek out the guidance of faculty members whenever possible and discuss your plans with them. They can often point you in the right direction as you choose courses, develop a thesis, and consider future options. Stay in touch with your coordinator about your progress and try to attend English department events whenever possible. The importance of developing a strong relationship with faculty members cannot be underestimated. These are the people who will be able to advocate on your behalf when you apply to programs, who can help you to present your academic experience in the best possible light.

Assistantships: Financial aid for PhD programs often comes in the form of graduate assistantships. Graduate assistants usually teach entry-level courses, often composition, for tuition remission and a small living stipend. If you expect to be applying for financial aid, you make want to take either Contemporary Approaches to Teaching Composition, Writing Center Graduate Practicum, the Internship in College Pedagogy or the Internship in Digital Humanities to enhance your chances of getting a teaching assistantship.

Publications and Presentations: Professional experience (reading a paper at a conference, publication of a scholarly article in a refereed journal) will substantially increase your chance of admission. Graduate Research day is a good venue for the presentation of your work. Penn English maintains an excellent site with Calls for Papers (CFPS) for both conferences and publications, with tags for (CFPS) directed at graduate students. Look through it regularly at call-for-papers.sas.upenn.edu.

Timetable: The timetable for applying to doctoral programs is as follows:
- September-December: complete the application and obtain supporting documentation (transcripts, letters of recommendation, a statement of goals, writing samples, etc.)
- October-December: take the Graduate Record Examination, including the subject test in literature, if required by programs to which you are applying
- Between January 1and February 15, meet application deadlines, if you are applying to competitive programs and/or for financial aid
- March 1-April 15: admissions decisions; sometimes earlier if your application is not competitive.

Start Early: During the spring or at least the summer before the application process begins, obtain catalogs and other information on the programs you are interested in. Select programs with strengths that correspond to your own and which you have a realistic chance of getting into. Write to the director of graduate studies (DGS) or to a particular faculty member with whom you might want to work to inquire about the program and how you might fit into it.

APPENDICES

LITERARY THESIS

- **Appendix A: Literary Thesis Proposal Instructions**

- **Appendix B: Literary Thesis Proposal Signature Form**

- **Appendix C: ENG 998**

- **Appendix D: Sample Literary Thesis Evaluation Form**

PORTFOLIO

- **Appendix E: Portfolio Proposal Instructions**

- **Appendix F: ENG 994**

- **Appendix G: Sample Portfolio Evaluation Form v**

CAPSTONE MANUSCRIPT

- **Appendix H: Writing Capstone Manuscript Proposal Instructions**

- **Appendix I: Writing Capstone Manuscript Proposal Signature Form**

- **Appendix J: ENG 996**

THESIS AND MANUSCRIPT

- **Capstone Registration Form**

- **Appendix K: Literary Thesis And Writing Manuscript Specifications**

- **Appendix L: Sample Title Page**

- **Appendix M: English Thesis and Manuscript Signature Page**

- **Appendix N: Digital Commons at Salem State University Deposit Agreement**

Appendix A:

Thesis Proposal Process

If you started your MA in English at SSU in June 2014 or later and you want to write a thesis you must:

1. Have a minimum GPA of 3.75

2. Have completed 21 credits (including ENG 725)

3. Select your thesis advisor and second reader. These decisions are up to you.

    a. You must have a focused thesis proposal in mind before speaking to professors. You should have a preliminary description of your topic (400-500 word description that presents the tentative thesis, describes its structure and methodology, and includes an annotated bibliography) in advance of talking to faculty so they can read it and make informed decisions about working with you

    b. Talk to professors who you've had and whose interests and work match your thesis topic to see if they are willing and able to advise your thesis

    c. Talk to professors who you've had and/or whose interests and work match your thesis topic to see if they are willing and able to serve as your second reader

4. Apply to the Graduate Coordinator to write a thesis (see important dates for deadlines)

    a. Write a formal email to the Graduate Coordinator, with Thesis Application in the subject line, which includes:

        i.   Indication of intention to write a thesis

        ii. Name of thesis advisor and second reader

        iii. 50-word preliminary description of topic (See above).

5. Receive approval from Graduate Coordinator to write thesis

6. Complete Thesis Proposal Signature Form and Application for Thesis Registration (go_thesis_registration_Thesis_ENG998) with signatures from thesis advisor and second reader.

7. Submit completed and signed Application for Thesis Registration (ENG 998) and Thesis Proposal Signature Forms to Graduate Coordinator (see important dates for deadlines)

Appendix B:

Literary Thesis Proposal Signature Form

Name of Student: Proposed Thesis Title: _____

This thesis proposal and annotated bibliography have been read and approved/rejected by:

_____

Thesis Advisor   Date   Approve Reject

_____

Thesis Proposal Committee Member   Date   Approve Reject

_____

Thesis Proposal Committee Member   Date   Approve Reject

_____

Thesis Proposal Committee Member   Date   Approve Reject

Comments:

Appendix C:

ENG 998
LITERARY THESIS CAPSTONE COURSE

COURSE DESCRIPTION: The thesis capstone is a one-to-two semester course in which students in the MA or MA/ MAT English program write an expository work of scholarship on a topic of their choice addressed to an audience of English scholars. The thesis will be between 60 and 100 pages long and/or the equivalent of three or four scholarly articles. The student works closely with a faculty advisor throughout the course of the project. Students must apply for entrance into the thesis option by completing a thesis application, including a proposed timeline, an abstract, and the signatures of the thesis committee, comprised of the thesis advisor, the second reader, the graduate coordinator, and the members of the graduate working committee.

COURSE PREREQUISITES: 21 graduate English credits, matriculated status in the English MA or MA/MAT program, and a cumulative graduate GPA of 3.75 or above, and have taken ENG725.

Goal: Students will be able to develop an original idea about a work or body of literature into a scholarly thesis.

OBJECTIVES: Students will
1. Meet regularly with a faculty advisor
2. Write a thesis proposal
3. Complete extensive research
4. Compile an annotated bibliography
5. Write a scholarly thesis

REQUIRED READING: Because this is a course based on original writing, there is no standard required reading. Professors may recommend readings as they see fit.

GRADING: The thesis will be evaluated as pass/fail. A letter grade for ENG 998 will be assigned separately. The attached rubric will be used to assess the thesis. A score of three in each criterion will be considered passing. Students must pass all criteria to receive a passing evaluation for the thesis. Students who earn a failing Student who earn a failing evaluation on the first submission of the thesis may also switch to the 33-credit option. will be allowed one resubmission. Student who earn a failing evaluation on the first submission of the thesis may also switch to the 33-credit option. A failing evaluation on the second submission will result in a student's immediate dismissal from the program.

THESIS REQUIREMENTS: Whatever the subject and approach, the thesis should demonstrate familiarity with the field, situate itself within existing scholarship and use appropriate professional conventions. The thesis may develop a paper already submitted for a class.

STEPS FOR COMPLETING THE THESIS
The thesis proposal should be distributed to the readers prior to the start of the candidate's final year of study. Once the proposal has been approved by the thesis advisor, the second reader and the graduate coordinator, the student can enroll in ENG 996 and begin communicating with the manuscript advisor about the work-in-progress.

When the thesis is near completion, a final draft should be given to the advisor. When the advisor deems it acceptable, a draft should be then submitted to the second reader. Each will have two weeks to review the draft and make any suggestions for changes. This means that the final draft must be submitted at least four weeks prior to the final thesis-submission date that is announced by the graduate coordinator at the beginning of each semester. Once the student has incorporated suggestions as appropriate and both readers have approved the thesis, the student will print three copies, properly formatted (see thesis specifications), for signatures. On the thesis-submission date, the student will bring copies to the agreed-upon location, where they will be signed. The student will also make sure that the thesis completion form is signed and delivered to the Student Navigation Center.

Appendix D:

THESIS ASSESSMENT FORM: MA or MA/MAT ENGLISH

Name of Graduate Candidate _____

Date_____

Name of Thesis Advisor _____

Name of Second Reader _____

The thesis will be assessed on specific criteria under four categories using the following scoring:
4 = High Pass 3=Pass, 2=Low Pass, 1=Fail.

1. Overall Quality of Presentation: The thesis exhibits a formal appearance and organization. It has all required materials and follows MLA Style in formatting.

Appearance	
Organization	
All Required Materials	
MLA Formatting	

   Total Score #1 _____

2. Thesis: The paper demonstrates familiarity with its field, situates itself within existing scholarship and uses appropriate professional conventions.

Knowledge of Background Sources, Relevant Literature and Critical Theories	
Careful Reading of Literary Text or Body of Work and Clear Position on the Material	
Developed Discussion	
Sound Rationale	

   Total Score #2 _____

3. Overall Quality of Writing: The thesis demonstrates a high level of proficiency in graduate-level writing.

Expression	
Organization	
Originality	

Total Score #3 _____

Total Score:

40+: High Pass

30+: Pass

22+: Low Pass

21 and below: Fail

Appendix E:

Portfolio Application and Proposal Instructions

If you started your MA in English at Salem State in June 2014 or later and you want to complete a portfolio capstone you must:

1. Have completed 21 credits (including ENG 725) by the end of the end of the semester prior to the start of the portfolio;

2. Indicate to the graduate coordinator your intention to complete a portfolio capstone and the name of your advisor by December 1 for a spring start and April 30 for a summer or fall start;

3. Submit a Thesis Registration Form available at salemstate.edu/academics/schools/878.php and register for ENG 994 for the semester in which you will start the portfolio.

Appendix F:

ENG 994

PORTFOLIO CAPSTONE

COURSE DESCRIPTION: The portfolio capstone is a one-to-two semester-long project/course in which students in the MA or MA/MAT English programs showcase the work they have produced, engage in substantive revisions, and create two new papers: an introductory narrative and an independent paper. The student works closely with a faculty advisor.

COURSE PREREQUISITES: 24 graduate English credits and matriculated status in the English MA or MA/MAT program.

Goal: Students will be able to develop a portfolio that explains and demonstrates their trajectory and growth in the MA or MA/MAT English program.

OBJECTIVES: Students will

1. Write a narrative introducing the portfolio that explains their trajectory and growth in the program;
2. Review papers and projects produced during the program to select those that best represent the students' trajectory and growth;
3. Rewrite selected papers and projects, considering comments on the original to demonstrate, an ability to thoughtfully revise their work;
4. Write a new scholarly article that demonstrates their ability to work independently.

REQUIRED READING: Because this is a course based on original writing and revision of existing student work, there is no standard required reading. Instructors may recommend readings on assembling portfolios.

GRADING: Portfolios will be graded as pass/fail. The attached rubric in Appendix 6 will be used to assess each portfolio. A score of three in each criterion will be considered passing. Students must pass all criteria to receive a passing grade for the portfolio. Students who earn a failing grade will be allowed one resubmission addressing portfolio comments, with the written permission of the faculty advisor. A failing grade on the second submission will result in a student's immediate dismissal from the program.

SCHEDULE:
Meeting One:
1. Review of portfolio requirements
2. Review and selection of papers to rewrite
3. Discussion of possible independent paper topics

Meeting Two:
1. Discussion of rewrites
2. Discussion of independent paper ideas
3. Discussion of introductory narrative ideas

Meeting Three:
1. Discussion of writing progress

Meeting Four:
1. Submission of portfolio

PORTFOLIO REQUIREMENTS
1. A current graduate transcript
2. A signed copy of the portfolio application
3. An introductory narrative
4. A written assignment from ENG 725 or ENG 726
5. A written assignment from a selected course
6. Three written assignments from three selected courses.
7. One of papers #4-6 must be rewritten, expanded, or reimagined for consideration in the portfolio and must include a memo describing the revision process
8. An independent paper written specifically for the portfolio

INTRODUCTORY NARRATIVE: Students will write an essay that serves as the introduction, summary and rationale for the portfolio by listing the specific items in the portfolio, identifying when and why each was written, and explaining how each supports the candidates' program of study. The narrative is a reflective piece wherein students assess their progress and growth in the program.

REWRITES: Students must submit multiple drafts of their rewritten paper (item eight above). These drafts must be specifically and substantially rewritten or revised for consideration in the portfolio. The paper for revision is to be submitted with professor's comments and grade, except for drafts prepared specifically for the portfolio. Such drafts are particularly useful in assessing a student's scholarly growth, quality of writing and research, and ability to produce a professional portfolio. Please note that a formal written assignment will be counted only once toward portfolio minimum requirements, regardless of how many drafts are submitted. For example, if two drafts of a 10 page paper are submitted, that paper counts as just one of the required items and just 10 of the minimum number of required pages.

INDEPENDENT PAPER: This 20-25 paged scholarly paper should be conceived as a publishable article written with a particular journal in mind. Whatever its subject and approach, the paper must situate itself within an existing field of inquiry, demonstrate familiarity with its field and use appropriate professional conventions. This paper must not be a resubmission of a paper already submitted for a class.

MINIMUM LENGTH OF ASSIGNMENTS: The portfolio must be at least 75 pages of student writing addressing the following specifics:

1. The introductory narrative must be a minimum of 10 pages
2. One of the papers #4-6 must be at least 20 pages
3. The independent paper must be 20-25 pages

Appendix G:

PORTFOLIO ASSESSMENT FORM: MA or MA/MAT ENGLISH

Name of Graduate Candidate _____ Date _____

Name of Portfolio Advisor _____

The portfolio will be assessed on specific criteria under six categories using the following scoring:
4= High Pass, 3=Pass, 2=Low Pass 1=Fail.

1. Overall Quality of Presentation: The portfolio exhibits a formal appearance and organization. It is in a binder, has a table of contents, has clearly demarcated sections and follows MLA style in formatting.

Appearance	
Organization	
All Required Materials	
MLA Formatting	

Total Score #1 _____

2. Introductory Narrative: The narrative introduces, summarizes and offers a rationale for the portfolio by listing the specific items in the portfolio, identifying when and why each was written and explaining how each supports the candidate's program of study. The narrative is a reflective piece that focuses on assessing progress and growth in the MA or MA/MAT English program.

Introduction	
Summary	
Rationale	
Personal Reflection	
Assessment of Progress and Growth	

Total Score #2 _____

3. Rewrites: The student uses instructor's comments to thoughtfully revise the chosen paper and demonstrates improvement in writing and growth as a scholar.

Rewrite 1

Use of Instructor's Comments	
Actual Revision	
Improved Writing	
Scholarly Growth	

Total Score #3 _____

4. Independent Paper: This research-based paper is a scholarly/publishable article written with a particular journal in mind. The paper demonstrates familiarity with its field, situates itself within existing scholarship, and uses appropriate professional conventions. This paper is an original piece of work written specifically for the portfolio.

Synthesis and Analysis of Body of Research	
Knowledge of Background Sources, Relevant Literature and Critical Theories	
Careful Reading of Literary Text or Body of Work and Clear Position on Material	
Developed Discussion	

Total Score #4 _____

5. Development of English Skills: The portfolio is a cohesive unit, demonstrating the growth and development of the student's progress, with representative materials drawn from different stages of the student's program.

Portfolio's Cohesiveness	
Portfolio's Breadth	
Improvement over Time	
Increased Analytical Sophistication	

Total Score #5 _____

6. Overall Quality of Writing: The portfolio demonstrates a high level of proficiency in graduate-level writing.

Expression	
Organization	
Argumentation	
Creativity/Originality	

Total Score #6 _____

Overall Score:

90+: High Pass

70+: Pass

50+: Low Pass

49 and below: Fail

You may not continue to work on a portfolio with an overall failing assessment. You may switch to the 33-credit option at any point in your program.

Appendix H:

Writing Capstone Manuscript Application and Proposal Instructions

If you started your MA in English with a writing option at Salem State in June 2014 or later, to complete a manuscript capstone in writing you must:

1. Have completed 21 credits (including 725 and all of the required workshop courses) by the end of the end of the semester prior to the start of the manuscript

2. Indicate you intention to submit a manuscript proposal to your selected manuscript advisor by October 1 for a Spring start or March 1 for a summer or fall 2018 start

   a. Meet with your faculty advisor and ask a member of the graduate faculty to serve as a second reader who may ask for revisions or changes in the proposal.

   b. Submit a manuscript proposal to the thesis advisor, second reader and graduate coordinator by November 1 for Spring or March 31 for a summer or fall start.

      i. A 250 to 500-word description of the project that summarizes the structure of the project and presents its artistic rationale, particularly in terms of the craft concerns you are challenging yourself with. The proposal should accurately set reader expectations about the writer's purpose.

      ii. A sample of the proposed work of sufficient length (1,500 to 2,500 words of prose; three poems, a completed scene) to illuminate the project for the prospective advisor and second reader.

3. Submit a manuscript proposal signature form with signatures of the thesis advisor and second reader as well as a Thesis Registration Form for ENG 996 to the graduate coordinator for final approval and permission to enroll in class.

4. Register for ENG 996 for the semester in which you will start the thesis.

Appendix I:

Writing Capstone Manuscript Proposal Signature Form

Student Name: _____

Proposed Manuscript Title: _____

The manuscript proposal has been read and approved by: _____

_____   _____

Thesis Advisor: Date:

_____   _____

Second Reader: Date:

_____   _____

Professor Keja Valens, graduate coordinator, MA in English: Date:

Appendix J:

ENG 996

MANUSCRIPT CAPSTONE IN WRITING

COURSE DESCRIPTION: The capstone in writing is a one-to two-semester course in which students in the MA or MA/MAT English program with a writing option must complete an original work of significant length in a single genre under the direction of a member of the graduate faculty.

COURSE PREREQUISITES: 21 Graduate English credits and the completion of (or concurrently completing) all of the workshop courses in the selected genre included in their programs of study and ENG 725.

Goal: Students will demonstrate mastery of the craft through sustained creative output in the selected genre.

OBJECTIVES: Students will

1. Meet regularly with a faculty advisor

2. Submit a proposal describing the prospective manuscript, identifying the selected genre, and including a rationale as well as a sample of the work-in-progress

3. Complete a creative thesis having artistic merit of at least 100 pages of prose, 40 pages of poetry, or 90 pages of scriptwriting/screenwriting

REQUIRED READING: Because this course is based on the student's original writing, no standard reading is required. Professors may recommend readings as they see fit.

GRADING: The faculty advisor will assign a passing grade when the thesis is successfully completed, submitted, and approved by the advisor, a second reader, and the graduate coordinator for English.

MANUSCRIPT REQUIREMENTS: The writing must achieve a professional standard throughout, this being more important than the page count. Exceptions to the page-count standard and the single-genre requirement may be made at the discretion of the thesis adviser and/or program director. It is the student's responsibility to meet with his or her thesis adviser early to work out expectations regarding length, subject, and form. The manuscript must be an original work appropriate to its time and intended audience, as identified in the student's proposal. The manuscript is expected to include revisions of work previously submitted and critiqued in workshops in the genre and can also include new work. Works completed before the student's matriculation in the Salem State graduate program may not be included.

STEPS FOR COMPLETING THE MANUSCRIPT

The manuscript proposal should be distributed to the readers prior to the start of the candidate's final year of study. Once the proposal has been approved by the thesis advisor, the second reader and the graduate coordinator, the student can enroll in ENG 996 and begin communicating with the manuscript advisor about the work-in-progress.

When the manuscript is near completion, a final draft should be given to the advisor. When the advisor deems it acceptable, a draft should be then submitted to the second reader. Each will have two weeks to review the draft and make any suggestions for changes. This means that the final draft must be submitted at least four weeks prior to the final thesis-submission date that is announced by the graduate coordinator at the beginning of each semester. Once the student has incorporated suggestions as appropriate and both readers have approved the manuscript, the student will submit an electronic .pdf file of the entire manuscript, properly formatted (see thesis and manuscript specifications), as well as separate electronic copies of the hand-signed Digital Deposit and English Thesis and Manuscript Signature page (print, sign, scan, and submit the pages requiring signatures). The student is responsible for signing and obtaining the print signatures of the thesis advisor, second reader, and graduate coordinator on or before the manuscript due date and for submitting three separate electronic documents (manuscript, English MA thesis and manuscript signature page, and digital commons deposit agreement) to the graduate coordinator.

Appendix K:

Literary Thesis and Writing Manuscript Specifications

A .pdf file of the thesis or manuscript as well as separate .pdf files of the PDF of the department signature page and the digital commons agreement and submission page are to be submitted to the graduate program coordinator on or before the designated date. Once the graduate coordinator has approved the thesis or manuscript and signed all of the necessary forms, she will transmit to the Dean of the Graduate School. Once the Dean of the Graduate School has approved the thesis or manuscript, the Graduate School will notify the Student Navigation Center that the student has fulfilled this requirement. If you have signed the Digital Commons Agreement, they will then forward the thesis or manuscript to the library to be added to our digitized collection.

Formatting Requirements:

Margins: The margins must be one inch all around.

Page numbers: Except for the cover page, which should not have a page number of any sort, every page in the thesis or manuscript must be counted, including prefatory materials and appendices. Use small Roman numerals for the front matter and Arabic numerals for the text (the actual text must begin with page one).

Typeface/size/print quality/spacing: Use a standard typeface of 10, 11 or 12 point size with double spacing (single spacing is allowed in bibliographies and notes). Do not use italic script print except for foreign words, book and journal titles, and special emphasis. You may use larger size type for the title of the thesis and for chapter headings, as long as it is not larger than 18 point. Reduced type may be used within tables, figures appendices.

Title Page: The title page is the first page of the thesis (see sample appended to these guidelines). Salem State and School of Graduate Studies must appear as the first two lines on the title page. The third line should contain the name of your department. In addition, be careful to use the correct title of your major on the line that reads "A Thesis in   ."

Use your legal name as it appears on your records in the Student Navigation Center. Your name must appear in exactly the same form each time it is used in the thesis or manuscript (i.e., title page, signatory page, etc.). If you use a copyright line, you may begin it with either the word "Copyright" or the copyright symbol. It should be followed by the year and your name.

Designate the degree you will be receiving, for example: "Master of Arts" or "Master of Arts in Teaching."

On the date line, indicate the month and year of degree conferral (not the date you submit your thesis).

Signatory Page: The signatory page should be submitted as a separate .pdf file. The file should be a scanned copy of a printed document with the script signatures of the author (student) and first and second readers. The graduate coordinator will sign the page upon approval of the thesis or manuscript and transmit the page with all four signatures to the graduate school.

Sample Salem State Digital Commons Deposit Agreement: Your advisor must sign this at the time at the same time as signing the thesis. The dean of the graduate school will sign it once the thesis or manuscript has been received by the School of Graduate Studies.

Appendix L:

Sample Title Page

Salem State

The Graduate School Department of English

On the Search for A Master's Thesis: Exploring the Use of Writing and Literature

A Thesis in English
By:

Studenta Perpetua

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Submitted in Partial Fulfillment of the
Requirements for the
Degree of Master of Arts

August 2019

Appendix M:

Digital Commons at Salem State University
Thesis Submission Form

Student's Name: _____

Thesis Advisor's Name(s): _____

Degree: _____

Department: _____

Title of Thesis: _____

Abstract:

Keywords (maximum of 6): _____

Date of Completion (year or month and year): _____

Embargo Period (not required): _____

Contact - DC@SSU Administrator: Justin Snow, Digital Initiatives Librarian

Appendix N:

Digital Commons at Salem State University Deposit Agreement

When submitting material for deposit in DC@SSU, you agree to the following terms:

1. That you as the author retain copyright ownership to the work as well as the right to use all or part of the work in future works.

2. That the work is your original work and does not, to the best of your knowledge, infringe upon any third party's copyright or privacy rights.

3. That material owned by third parties and included in the work (e.g. video, images, music, data sets) is acknowledged and appropriately cited.

4. That if the work includes human participation, including interviews and other forms of documentation, you have obtained IRB approval prior to conducting this work. Interviewees have been made aware of the potential that their interviews will be made public and signed a form stating such.

5. That if the work is based upon material that has been sponsored or supported by an agency or organization other than Salem State University, you have fulfilled any obligations required by such contract or agreement.

6. That Salem State University retains the non-exclusive right to

   a. make the work permanently accessible worldwide for free;

   b. store, copy, and translate the work into any medium for the purposes of archiving, preservation, and accessibility;

   c. incorporate metadata elements or documentation with the work;

   d. and remove the work for professional, administrative, or legal reasons.

Student signature: _____ Date: _____

Thesis Advisor signature: _____ Date: _____

School of Graduate Studies Dean signature: _____ Date: _____

Contact - DC@SSU Administrator: Justin Snow, Digital Initiatives Librarian

Salem STATE UNIVERSITY™

School of Graduate Studies

352 Lafayette Street
Salem, MA, 01970-5353
978.542.6323
salemstate.edu/graduate
graduate@salemstate.edu

Masters of Art in English – Plan of Study (Literary Studies, 30-33 credits option)   check one: ☐ new ☐ revised

Name (last, first, middle, former):					Student ID:	

Mailing Address (street/number):			Apt:	City:	State:	Zip:

Home phone:	Work Phone:	Salem State email: (see note below)

Undergraduate degree (college):		Year:	Major:

Matriculation date (semester and year):

Prerequisites to graduation	Needed (suggested date)	Completed/taken
All candidates for the MA in English must demonstrate proficiency in a foreign language by one of the following options acceptable to the department graduate committee :		
Proof of satisfactory completion of six hours of undergraduate credit beyond the elementary level of a foreign language; or		
A passing grade in a departmental reading language examination. Students who have not completed a foreign language prior to entering the program will have the opportunity to take a foreign language exam; or		
Approval by department graduate coordinator and department graduate committee.		

Conditional acceptance: Needed   Met

☐ yes ☐ no	If yes, condition:		

Program requirements:

Course #	Title	Credit hours	Semester taken	Grade
Option L: Literary Studies				
1. 18 credit hours in English Literature courses, including ENG 725				
ENG 725	Introduction to Graduate Studies in Literature I	3		
ENG	Literature	3		
ENG	Literature	3		
ENG	Literature	3		
ENG	Literature	3		
ENG	Literature	3		
2. 12 additional credit hours in ENG* courses including a capstone (ENG 994 or ENG 998, repeatable once as needed); **OR** 15 additional credit hours in ENG* courses.				
		3		
		3		
		3		
		3		
		3		
*Upon approval of the program coordinator, students may use 3 credit hours from a related discipline such as history, theater arts, or philosophy toward their 12-15 additional credit hours.				
If selecting the above 12 credits with capstone option: Students must apply to complete the portfolio or thesis the semester before they begin. Students must have a minimum 3.75 GPA for the thesis option. The thesis must be read by both an advisor and a second reader. The portfolio will follow the guidelines for the Portfolio Capstone (ENG 994). The thesis will follow the guidelines for the Thesis Capstone (ENG 998).				
Total Credits		30-33		

Program coordinator notes:

Signatures: (student, program coordinator, graduate school dean, registrar)

Student	Date:
Program coordinator	Date:
Graduate School Dean	Date:
Registrar	Date:

Salem State email note: All email corresponding to graduate school students at Salem State University must go through your Salem State email account. Signing this form indicates that you understand this policy and that you agree to consistently check your Salem State email.

Salem STATE UNIVERSITY™

School of Graduate Studies

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salemstate.edu/graduate
graduate@salemstate.edu

Masters of Art in Teaching English – Plan of Study   check one: ☐ new ☐ revised

Name (last, first, middle, former):		Student ID:		MEPID#:
Mailing Address (street/number):	Apt:	City:	State:	Zip:

Home phone:	Work Phone:	SSU email: (see note below)	
Level of licensure currently held:		☐ None	☐ Preliminary
Area of licensure currently held:			
Undergraduate degree (college):	Major:	Year:	GPA:

Conditional acceptance: Needed   Met

☐ yes ☐ no	If yes, condition:		

Course requirements:

Course #	Title	Credit hours	Semester taken	Grade
Licensure Preparation Stage I (Introduce): Education Core, 9 credits				
EDU 737	Applying Human Development to Teaching and Assessment	3		
EDG 705	Culturally Responsive Teaching	3		
EDU 990E	Teaching Students with Exceptional Learning Needs	3		
EDA 901	Programmatic Assessment for Initial Education Licensure I	0		
Licensure Preparation Stage IIA (Practice): SEI and Methods, 4-7 credits				
EDS 860[1]	Sheltering Content for English Language Learners	3		
EDS 812	Special Education Law	1		
EDC 770	Methods of Teaching English I	3		
EDA 902	Programmatic Assessment for Initial Education Licensure II	0		
EDA 903	Programmatic Assessment for Initial Education Licensure III	0		
Licensure Preparation Stage IIB (Practice): Advanced Teaching Methods, 3 credits[3]				
EDC 771	Methods of Teaching English I	3		
EDA 904	Programmatic Assessment for Initial Education Licensure II	0		
EDA 905	Programmatic Assessment for Initial Education Licensure III	0		
Licensure Preparation Stage III (Demonstrate): Practicum, 3-6 credits[4]				
EDC 880P	Student Teaching Practicum in English (8-12)	3^		
EDC 880PS	Practicum Seminar in Teaching English	3^		
Content Core: 12 credits[5]				
ENG 725	Introduction to Graduate Studies in Literature	3		
ENG 817	Contemporary Approaches to Teaching Composition	3		
ENG 821	Contemporary Approaches to Teaching Literature	3		
ENG	English Content Elective	3		
Total Credits		**31-37**		

*Program Handbook: Student acknowledges receipt of and requirement to reference the program handbook for guidelines and additional co-curricular requirements associated with enrolling in a program leading to initial educator licensure through the School of Education.
SSU email note: All email correspondence to graduate students at Salem State University must go through your SSU email account.
Signing this form indicates that you understand this policy and that you agree to consistently check your SSU email.   Fall 2020

1	Students may enter this stage with: Completion of Gateway Review I/EDA 901 and meeting advised content requirements.
2	A candidate who holds an SEI endorsement may use the endorsement to satisfy the requirement.
3	Students may enter this stage with: Completion of Gateway Review II/EDA 902 & EDA 903.
4	Students may enter this stage with: Completion of Gateway Review III/EDA 904 & EDA 905. ^An additional approval is required for a reduction of credits for practicum requirements.
5	Four content courses to be selected in consultation with the program coordinator (following review of undergraduate transcript). Courses may be taken concurrently with Education courses.

Salem | **STATE UNIVERSITY**™

School of Graduate Studies

352 Lafayette Street
Salem, MA, 01970-5353
978.542.6323
salemstate.edu/graduate
graduate@salemstate.edu

Master of Arts in English – Plan of Study (Writing)

check one: ☐ new   ☐ revised

Name (last, first, middle, former):				Student ID:	
Address (street/number):		Apt:	City:	State:	Zip:
Home phone:	Work Phone:		Salem State email: (see note below)		
Undergraduate degree (college):			Year:	Major:	
Matriculation date (semester and year):					

Prerequisites to graduation

	Needed (suggested date)	Completed/taken
All candidates for the MA in English must demonstrate proficiency in a foreign language by one of the following options acceptable to the department graduate committee : Proof of satisfactory completion of six hours of undergraduate credit beyond the elementary level of a foreign language; or A passing grade in a department reading language examination. Students who have not completed a foreign language prior to entering the program will have the opportunity to take a foreign language exam; or Approval by department graduate coordinator and department graduate committee.		

Conditional acceptance

		Needed	Met
☐ yes ☐ no	If yes, condition:		

Program requirements

Course #	Title	Credit	Semester taken	Grade
Option 1: Writing				
1. Eighteen credit hours in ENG writing courses, including a capstone and at least two workshop courses in the major genre				
ENG 996	Major Genre Workshop	3		
ENG	Major Genre Workshop	3		
ENG	Writing	3		
ENG	Writing	3		
ENG	Writing	3		
ENG	Capstone	3		
2. 12 credit hours in graduate English courses including ENG 725				
ENG 725	Introduction to Graduate Studies in Literature I	3		
ENG	Elective	3		
ENG	Elective	3		
ENG	Elective	3		

	Needed	Met
3. A capstone manuscript in the student's major genre. The manuscript may be poems, fiction and dramatic forms, and will follow the guidelines for the Manuscript Capstone in writing course (ENG 996 repeatable once as needed)		

	Total Credits	30-33	

Program coordinator notes:

Signatures: (student, program coordinator, graduate school dean, registrar)

Student	Date:
Program coordinator	Date:
Graduate School Dean	Date:
Registrar	Date:

Salem State email note: All email corresponding to graduate school students at Salem State University must go through your Salem State email account. Signing this form indicates that you understand this policy and that you agree to consistently check your Salem State email.

Fall 2017

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School of Graduate Studies

Master of Arts/Master of Arts in Teaching English – Plan of study

check one: ☐ new   ☐ revised

Name (last, first, middle, former):				Student ID:	

Address (street/number):	Apt:	City:	State:	Zip:

Home phone:	Work Phone:	Salem State email (see note below):

Level of licensure currently held: ☐ None ☐ Preliminary	Area of licensure currently held:

Undergraduate degree (college):	Year:	GPA:	Major:

Prerequisites to program   Needed (suggested date)   Completed/taken

	Needed (suggested date)	Completed/taken
Language Proficiency Degree candidates must demonstrate proficiency in a foreign language by one of the following options acceptable to the department graduate committee: Proof of satisfactory completion of six hours of undergraduate credit beyond the elementary level of a foreign language A passing grade in a departmental reading language examination. Students who have not completed a foreign language prior to entering the program will have the opportunity to take a foreign language exam		
Before applying to the program, students must have obtained Preliminary Licensure (a passing score on the Massachusetts Tests for Educator Licensure), both in the communications and literacy skills portion and the content for English, in addition to other requirements.		

Conditional acceptance   Needed   Met

	If yes, condition:	Needed	Met
☐ yes ☐ no			

Program requirements

Course #	Title	Credit	Semester taken	Grade
Education Core (12 credits)				
EDU 709 or EDU 737	Instruction and Assessment in the Secondary Classroom or Theories of Thinking and Learning	3		
EDG 705	Cultural Responsive Teaching	3		
EDU 860	Sheltering Content for English Language Learners	3		
EDU 990E	Effective UDL Classroom Practices	3		
Content courses (15 credits) Five content courses to be selected in consultation with the program coordinator (following review on undergraduate transcript)				
		3		
		3		
		3		
		3		
		3		
English Core (6 credits)				
ENG 725	Introduction to Graduate Studies in Literature I	3		
Methods (6 credits) Must be taken consecutively immediately prior to the practicum and seminar				
EDC 770	Methods of Teaching English I	3		
EDC 771	Methods of Teaching English II	3		
Practicum and Seminar (6 credits)				
EDC 880P	Students Teaching Practicum in English (8-12)	3		
EDC 880PS	Practicum Seminar in Teaching English	3		

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Elective courses (12-18 credits) Four English electives, including at least one seminar and an MA capstone experience, selected in consultation with the program coordinator (see the MA English program coordinator for details) OR Six English electives, including at least one seminar, selected in consultation with the program coordinator. (See the MA English program coordinator for details)				
		3		
		3		
		3		
		3		
		3		

Total Credits: 54-60

Program coordinator notes:	
Signatures: (student, program coordinator, graduate school dean, registrar)	
Student	Date
Program coordinator	Date
Graduate School Dean	Date
Registrar	Date

Salem State email note: All email corresponding to graduate school students at Salem State University must go through your Salem State email account.

Signing this form indicates that you understand this policy and that you agree to consistently check your Salem State email.

Please repeat your name and student ID to help identify second page	
Name: (last, first, middle, former)	Student ID:

Salem

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School of Graduate Studies

Graduate Programs in English

School of Graduate Studies

352 Lafayette Street

Salem, Massachusetts 01970-5353