English Department
Graduate Program Handbook

South Dakota State University

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Introduction

The English department at South Dakota State University has offered the M.A. degree since 1994, when it instituted two tracks for the completion of the degree, one in Literature and the other in Language and Rhetoric. Currently, students may earn a degree in either track by writing a traditional thesis, writing a thesis with a creative component, or taking a written exam. Students in our program work closely with faculty who have expertise in a wide range of specialty areas, including all the major periods and genres of British and American literature, women’s writing, Native American literature, colonial and post-colonial literature, literary theory, rhetoric, linguistics, creative writing, professional and technical writing, peace and conflict studies, and film studies. Students interested in applying to our program should contact both the Graduate School and the English department Graduate Coordinator for information regarding the application process.

Contact Information

For more information about the M.A. in English at South Dakota State University, visit our web site at http://www.sdstate.edu/engl/ or contact the English department Graduate Coordinator. Our department’s contact information is as follows:

English Department
South Dakota State University
Scobey (SSB) 014, Box 504
Brookings, SD 57007
Phone: 605-688-5191
Email: Jason McEntee, Department Head, jason.mcentee@sdstate.edu

Application Process

Individuals who wish to be considered for acceptance into the M.A. program in English must complete the Graduate School’s online application at www.sdstate.edu/graduate/.

Application deadlines:

Fall semester: April 15
Spring semester: August 15 (for international students) or October 1 (for domestic students)

To be considered for unconditional acceptance and to be eligible for a graduate teaching assistantship, applicants must have at least a 3.0 undergraduate GPA and a 3.25 GPA in their undergraduate English courses.
In addition to the materials required by the Graduate School, the English department requires the following application materials:

- **A one-page cover letter in which the applicant explains his or her interest in and goals for graduate study.** In the cover letter, the applicant should indicate whether or not he or she would like to be considered for a graduate teaching assistantship. The applicant may upload this letter while completing the Graduate School’s online application.

- **An eight- to ten-page scholarly writing sample.** This sample must engage in scholarly research and include a works cited page. The department will not accept creative work in lieu of the scholarly writing sample. The applicant may upload this writing sample while completing the Graduate School’s online application.

- **Two letters of recommendation from faculty at the applicant’s undergraduate institution.** Letters should come from faculty who are directly familiar with the applicant’s academic work. They must address the applicant’s scholarly potential and may also speak to his or her potential as a graduate teaching assistant. Letters should come directly from the recommenders, who may submit their letters electronically along with the personal recommendation form provided by the Graduate School. The Graduate School will email recommenders detailed instructions for submitting their recommendations using the contact information provided by the applicant.

The English department does not require GRE scores.

**Graduate Teaching Assistantships**

Applicants must indicate in the cover letter required by the department whether they wish to be considered for a graduate teaching assistantship. Graduate teaching assistantships allow for reduced tuition and a stipend of approximately $10,500 per academic year. Teaching assistants teach two sections of Composition and take two graduate classes each semester. The assistantship is good for four semesters, providing the student is making good academic progress and receives satisfactory teaching evaluations. Teaching assistants begin their duties in the fall semester of the academic year; therefore, applications for teaching assistantships are due on or before April 15th. All applicants who are awarded a teaching assistantship will be required to attend a two-week teaching workshop just prior to the start of his or her first fall semester. This workshop is held late in the summer and is led by the English department’s Coordinator of Composition. Students who apply for but do not receive a teaching assistantship may reapply for one the following academic year.

**Tracks and Options**

M.A. students in English choose one of the following tracks:

- Studies in Literature
- Studies in Language and Rhetoric
Within each track, students may choose one of two options for the completion of the degree, either of which is suitable for students who plan to pursue the Ph.D. These two options include the thesis option and the coursework (written exam) option.

**Thesis Option—Graduate School Option A**

The thesis option requires students to successfully complete:

- Twenty-four credits of graduate coursework in English
- Six hours of thesis credit
- A thesis
- An oral exam

Students who choose the thesis option may choose to complete a traditional thesis or a thesis with creative component.

**Coursework (Written Exam) Option—Graduate School Option C**

The coursework, or written exam, option requires students to successfully complete:

- Thirty-six credits of graduate coursework in English
- A written exam
- An oral exam

**Course Requirements**

Students who choose the thesis option must complete twenty-four credits of coursework and six credits of thesis for a total of thirty credits. Students who choose the coursework (written exam) option must complete thirty-six credits of coursework.

**Core Requirements**

6 credits

- ENGL 704: Intro to Graduate Studies (3 credits)
- ENGL 705: Seminar in Teaching (3 credits; GTAs only; Non-GTAs must substitute a 700-level elective)

**Additional Requirements for Studies in Literature Track**

24 credits for thesis option; 30 credits for coursework (written exam) option

- 2 courses (6 credits) in American literature
- 2 courses (6 credits) in British literature
• 2 elective courses (6 credits; students who write a thesis with creative component must choose 2 creative writing courses)  
• Students pursuing the thesis option must take 6 credits of thesis, while students pursuing the coursework (written exam) option must take 4 additional elective courses (12 credits)

Additional Requirements for Studies in Language and Rhetoric Track

24 credits for thesis option; 30 credits for coursework (written exam) option

• ENGL 710: Seminar in Rhetoric (3 credits)  
• 1 course (3 credits) in linguistics  
• 1 course (3 credits) in American literature  
• 1 course (3 credits) in British literature  
• 2 additional courses (6 credits) in linguistics, rhetoric, or creative writing (students who write a thesis with creative component must choose 2 creative writing courses)  
• Students pursuing the thesis option must take 6 credits of thesis, while students pursuing the coursework (written exam) option must take 4 additional elective courses (12 credits)

Note: 50% of the student’s coursework must be at the 700 level.

Plan of Study

With the assistance of the Graduate Coordinator, each graduate student must submit a Plan of Study Form to the Graduate School before the end of the second semester. Once the student has completed coursework, he or she must file a Change of Plan of Study Form if the coursework taken does not conform to the original Plan of Study. Students who change options after filing the original Plan of Study must file a Change of Plan of Study right away. Students will not be allowed to graduate until the Plan of Study on file with the Graduate School is accurate. The Plan of Study Form and the Change of Plan of Study Form can be found on the Graduate School’s web site at http://www.sdstate.edu/graduate/.

Thesis Option

Acceptable Formats for the Thesis

The student who chooses the thesis option may write either a traditional thesis or a thesis with creative component (for information on the latter, see “Thesis with Creative Component” below). A student may not write a thesis that does not conform to one of these two approved formats. The length of the thesis should be approximately 80 to 100 pages (including bibliography).
Choosing a Thesis Director

A student who chooses the thesis option must, in consultation with the Graduate Coordinator, identify a thesis director before the end of his or her second semester. The student should work with a faculty member whose area of specialization relates to the thesis project or who is familiar with the subject matter of the thesis. To ensure this, students should choose a thesis topic that relates to an available faculty member’s area of interest and/or knowledge. A student who chooses a thesis topic outside of the area of interest and/or knowledge of any available faculty member may be required to change his or her topic.

Forming the Thesis Committee

In consultation with his or her thesis director, the student should put together a thesis committee, which will consist of three English faculty members (including the thesis director), as well as a graduate faculty representative from outside the department (assigned by the Graduate School). Whenever possible, the two additional English department faculty committee members should have some knowledge of or familiarity with the subject matter of the student’s thesis. However, because the student will be examined on coursework as well as questioned about the thesis during the oral exam, it is essential that the committee members not all be drawn from the same content area. Rather, the three committee members must represent at least two of the following three content areas: 1) British literature; 2) American literature; and, 3) language, rhetoric, and creative writing.

As soon as the student knows the English department faculty members who will be serving on the thesis committee, he or she must submit the Advisory Committee Request Form to the Graduate School so that the graduate faculty representative can be assigned. This form can be found on the Graduate School web site at http://www.sdstate.edu/graduate/.

The Initial Meeting

Before beginning work on the project, the student should schedule a brief, informal meeting with the thesis committee, including the graduate faculty representative, to introduce his or her intended topic, gain initial feedback from the committee, and discuss the student’s plan for the completion of the thesis project. At this meeting, the student should present each committee member with an up-to-date list of the courses included in his or her Plan of Study.

The Thesis Project

The student must submit a written thesis proposal to the thesis committee for approval prior to beginning work on the thesis. See “Guidelines for Review and Approval of the Thesis Proposal” below.
Once the proposal has been approved by the committee, the student should begin working on the thesis, submitting drafts to the thesis director and revising accordingly. Once the student and thesis director agree that the thesis will be completed within the current semester, the student should apply for graduation. When the thesis director believes the thesis has reached the final stage of completion and is of a quality acceptable for the awarding of the M.A., the student should take steps to schedule the oral exam. The student must submit the form to schedule the oral exam to the Graduate School at least ten working days prior to the oral exam. The forms the student will need to apply for graduation and schedule the oral exam can be found on the Graduate School’s web site at http://www.sdstate.edu/graduate/.

The student should submit copies of the thesis to his or her committee members at least ten working days prior to the oral exam. Along with the thesis, the student must also provide all committee members with a detailed reading list based on his or her coursework (see “Reading List” guidelines below). To assist with the completion of the reading list, the student should save copies of syllabi from all of his or her courses.

Around the time of the oral exam, the student should electronically submit a copy of the thesis to the Graduate School for a format check. Once the thesis is accepted and the oral exam is passed, the student should make any changes recommended by the committee and the Graduate School before submitting the final copy, which must also be submitted to the Graduate School electronically. Throughout this process, the student must be mindful of the deadlines set by the Graduate School, including deadlines for the graduation application, the oral exam, the format check, and the submission of the final copy of the thesis. These deadlines, along with guidelines for formatting and submitting the thesis, can be found on the Graduate School’s web site at http://www.sdstate.edu/graduate/.

**Thesis with Creative Component**

Within the thesis option for either Studies in Literature or Studies in Language and Rhetoric, a student may complete a thesis with creative component. A student who chooses to write a thesis with creative component must successfully complete six credit hours of coursework in creative writing (to be included in the twenty-four credit hours of coursework required for the completion of the thesis option) and submit a thesis proposal outlining his or her plan to complete a thesis with creative component.

In the thesis with creative component, the student presents his or her own creative work within the context of the literary history, critical conversations, and theoretical discourse relevant to the genre or form in which he or she is writing. The thesis with creative component should consist of three chapters (approximately twenty-five to thirty pages each) in which the student does the following:
• In the **first chapter**, the student will describe the genre or form in which he or she is working and will outline the literary, historical, critical, and theoretical context pertaining to that genre or form, as well as the student’s understanding of it. This chapter should include discussions of significant and/or influential examples of creative work written within this genre or form.

• In the **second chapter**, the student will present his or her creative work. The poetry or prose in this section should bear a discernible relationship to the context provided in the first chapter.

• In the **third chapter**, the student will critique and analyze his or her own creative work in direct relation to the literary, historical, critical, and theoretical context covered in the introductory chapter. The student will explain how his or her creative work participates in, builds upon, and departs from the form or genre as it has been and currently is represented and understood. The student will also describe his or her writing process, including the challenges that emerged during that process and the creative strategies used to meet them.

**Guidelines for Review and Approval of the Thesis Proposal**

Students should adhere to the following guidelines while completing the thesis proposal:

• A student must not begin work on the thesis project until a thesis proposal has been approved by his or her thesis committee. All thesis projects must be written in one of the two formats approved by the English department: 1) the traditional thesis, or 2) the thesis with creative component.

• Before beginning the proposal, the student must secure a director for the thesis project. The student should work with a faculty member whose area of specialization relates to the thesis project or who is familiar with the subject matter of the thesis. To ensure this, students should choose a thesis topic that relates to an available faculty member’s area of interest and/or knowledge. A student who chooses a thesis topic outside of the area of interest and/or knowledge of any available faculty member may be required to change his or her topic.

• In consultation with his or her thesis director, the student must choose two other faculty members from the English department to serve as members of the thesis committee. The three departmental committee members must be drawn from two of the following three content areas: American literature; British literature; language, rhetoric, and creative writing.

• As soon as the departmental members of the committee have been determined, the student should submit an Advisory Committee Request form (found on the Graduate School’s web site) to the Graduate School. The Graduate School will then assign a graduate faculty representative from outside the English department to serve as the fourth committee member.

• Before beginning the proposal, the student should have a brief, informal meeting with the thesis committee, including the graduate faculty representative, to discuss the thesis topic and the intended timetable for completion of the thesis. The student
should provide each committee member with an up-to-date list of the courses included in his or her Plan of Study.

- The student should work closely with his or her director to develop the proposal and to revise it as needed. Once the thesis director believes the proposal is of a quality that will meet with approval, the student should schedule the thesis proposal presentation and forward the proposal to the other committee members, including the graduate faculty representative. The proposal presentation is an hour-long meeting during which the student presents his or her proposal to the committee, answers the committee’s questions, and receives the committee’s feedback. The committee should receive copies of the proposal at least ten working days prior to the scheduled proposal presentation.

- Though they may do so, the three additional committee members are not required to evaluate drafts of the proposal prior to its submission for the proposal presentation. All interactions between the student and the additional committee members must be conducted through and with the approval of the thesis director.

- Committee members must indicate their approval of the thesis proposal by signing the thesis proposal form where indicated. The committee may not sign until the student has completed the proposal as required and formally presented it to the committee in person.

- After the proposal has been approved by the committee members, the thesis director must submit a clean copy of the proposal with the signatures of the committee included to the English department Graduate Coordinator.

- The student should have completed the thesis proposal presentation by the beginning of his or her third semester in the program. Students who have not completed their thesis proposals by the end of the third semester will be required to hold a meeting with the Department Head, Graduate Coordinator, and thesis director to address their lack of progress and discuss their status in the program.

**Coursework (Written Exam) Option**

*The Format of the Written Exam*

The written exam as a whole consists of three separate exams which are based upon the student’s coursework. The student takes one exam in American literature, one exam in British literature, and one exam in language, rhetoric, and/or creative writing. Each exam consists of two questions. The student is allowed to spend four hours on each separate exam (or two hours per question). The student takes one exam per day during the course of a single week.

*Choosing an Exam Director and Forming the Exam Committee*

Graduate students who choose the coursework (written exam) option should identify an exam director with the assistance of the Graduate Coordinator. With the exam director’s assistance, the student will then identify two more English department faculty members to sit on the exam committee. The committee must include one faculty member from
each of the following three content areas: 1) British literature; 2) American literature; and, 3) language, rhetoric, and creative writing. Each committee member is responsible for writing the exam questions for the part of the written exam relating to his or her content area. The committee will also include a graduate faculty representative (assigned by the Graduate School).

As soon as the student knows the English department faculty members who will be serving on the thesis committee, he or she must submit the Advisory Committee Request Form to the Graduate School so that the graduate faculty representative can be assigned. This form can be found on the Graduate School web site at http://www.sdstate.edu/graduate/.

The Initial Meeting

Once the graduate faculty representative has been assigned, the student should schedule a brief, informal meeting with the full committee to discuss both the exam process and the student’s plan for the completion of the written exam. At this meeting, the student should present each committee member with an updated list of the courses included in his or her Plan of Study.

Preparing for and Taking the Written Exam

Well before the written exam, the student must submit a detailed reading list based on all of his or her coursework to the exam committee (see “Reading List” guidelines below). The English department committee members will use this reading list to prepare their exam questions. To further assist with the development of these exam questions, the student must submit syllabi to the three English faculty committee members for courses in their content area that they themselves did not teach. For this reason, it is essential that students save the syllabi from all of the courses they take during their time in the program. The student should apply for graduation during the semester he or she intends to sit for the written exam.

The written exam should be scheduled two weeks prior to the oral exam. Meanwhile, the oral exam should be scheduled at least a week prior to the Graduate School’s oral exam deadline in order to give the student time to retake or revise any portion of the written exam he or she does not pass. The student must submit the form to schedule the oral exam to the Graduate School at least ten working days prior to the oral exam. This form can be found on the Graduate School’s web site at http://www.sdstate.edu/graduate/.

The exam director is responsible for administering the written exam to the student and should request exam questions from the other English department faculty committee members prior to the written exam. The student is not allowed to use textbooks, notes, or other course materials during the written exam. Exceptions may be made only if committee members agree there are unusual or extenuating circumstances that will make it difficult or impossible for a student to complete a specific part of the written exam.
without the use of certain course materials. After the student completes the written exam, the exam director will submit copies of the full exam to the other committee members, including the graduate faculty representative. Throughout this process, the student must be mindful of the deadlines set by the Graduate School, including deadlines for the graduation application and the oral exam. These deadlines can be found on the Graduate School’s web site at http://www.sdstate.edu/graduate/.

**Reading List**

Both students who choose the thesis option and students who choose the coursework (written exam) option will be required to compile a reading list. Each committee member should receive a copy of this list. The reading list will list all the graduate courses the student has taken and should be arranged into appropriate subject categories (for example, “American Literature,” “British Literature,” “Language and Rhetoric,” “Creative Writing,” “Theory”). For each course taken, the student should provide the following information:

- The course prefix and number.
- The title of the course.
- The semester the course was taken.
- The instructor of the course.
- A brief but sufficiently detailed course description (may be quoted from the syllabus).
- A list of all texts and films required for the class. All texts included on the class schedule must be listed individually; for example, if an anthology was used in the course, the student must list not just the title of the anthology, but also the titles of the individual readings from the anthology.

To assist with the completion of the reading list, the student should save copies of syllabi from all of his or her courses.

**Oral Exam**

All graduate students, both those that choose the thesis option and those that choose the coursework (written exam) option, must pass an oral exam during their last semester in order to receive the M.A. degree. Each student must do so by the deadline established by the Graduate School for the given semester. The oral exam lasts for two hours. During the first hour, students who have chosen the thesis option defend their thesis, while students who have chosen the coursework (written exam option) defend their written exam. According to the Graduate School Regulations and Procedures, “[T]he committee and candidate should recognize that an advanced degree is more than evidence of satisfactory completion of courses and that integration of the content of the program is expected of successful candidates.” For this reason, questions asked during the second hour of the oral exam should focus on the student’s coursework and should require the student to demonstrate the ability to synthesize subject matter drawn from a variety of courses.
The Graduate School Regulations and Procedures offers the following suggestions regarding the oral exam:

Each Master’s degree candidate is required to pass an oral examination by a specified date. The examination should be approximately two hours in length and cover research (if required), the courses included in the graduate plan of study, and ability to apply knowledge of the field.

The time and place of the examination are posted on the Graduate Office bulletin board. While persons not on the examination committee are not excluded from attending the examination, it is in the best interest of the student if visitors attend only after obtaining permission of the [thesis or exam director] and the student.

The members of the examination committee should:

1. Determine the nature of the examination. The Graduate School has no desire to stereotype examinations, but offers the following guidelines:
   a. When a thesis or research paper is involved, about one hour will be spent on it. The remainder hour should be spent on coursework.
   b. Where no thesis or research paper is involved, the entire examination will be based on coursework.
   c. About one-third of the time used for questioning on coursework will be allotted to minor or supporting courses.

2. Come to the examination prepared to test the student’s ability to think, to use the subject matter of his/her field(s), and to demonstrate academic and research (when applicable) accomplishment commensurate with the requirements of the degree to be earned.

3. Come to the examination on time, prepared to stay until the examination is completed. Although the suggested length of time for an oral examination is two hours, this is not a time limit and the committee members should always be prepared to stay longer if necessary.

4. Judge whether the student passes or fails on the basis of the oral examination (or oral plus written examination) and not on the basis of class performance. The chair should be sure that all members of the committee have equal opportunity for examining the candidate and that no one member dominates the questioning.

The results of the examination are to be reported to the Graduate Office on the appropriate form furnished by the Graduate School Office. If the student fails, this should be reported on the form and, when possible, a new date for oral retakes determined and entered on the form. Passing the examination requires the approval of the Graduate Faculty representative and all but one of the other members of the committee.
Prior to the oral exam, the Graduate School will send the thesis/exam director a document that includes both the Plan of Study Assessment and the Notification of Action Form. On the Plan of Study Assessment, the Graduate School will indicate whether or not the courses listed are consistent with the courses the student has actually taken. If there is a discrepancy, the student will need to file a Change of Plan of Study Form. The Plan of Study Assessment will also indicate whether or not the student is missing credits or needs to address any incomplete grades. The thesis/exam advisor must complete the Notification of Action Form at the end of the oral exam and submit it to the Graduate School within forty-eight hours of the exam. All committee members must sign the Notification of Action Form. The thesis/exam director must make sure that all “NP” grades are changed to “S” by filing a change of grade form, available on SDSUAdvisor.

The thesis/exam director must also bring four copies (one copy for each committee member) of the English department’s M.A. Oral Exam Assessment Form to the defense. After each committee member has completed this form, the thesis/exam director will submit all copies to the English department secretary for filing.

**Advising**

According to graduate school policy, every graduate student must have a “major advisor” within his or her department. In the English department, each graduate student works closely with two departmental advisors who share the responsibilities of the major advisor: the Graduate Coordinator and the thesis/exam director.

The Graduate Coordinator begins working with the student as soon as he or she is accepted into the program and will continue to do so until the student has completed the degree. The Graduate Coordinator provides advice and guidance to the student relating to all elements of the program. This includes developing a Plan of Study, choosing and registering for coursework, fulfilling degree requirements, filing paperwork, and following guidelines for the completion of the degree. The student is required to meet with the Graduate Coordinator for advising at the beginning of each semester and should consult regularly with the Graduate Coordinator about his or her progress in the program.

The thesis/exam director guides the student through the process of writing the thesis or completing the written exam and assists the student in all aspects of this process, including choosing committee members, coordinating meetings, and submitting the final paperwork associated with the oral exam.

**Registration**

Each graduate student must meet with the Graduate Coordinator for advising during the registration period for each semester, at which time the Graduate Coordinator will register the student for classes.
Credit Hour Requirements for Graduate Students

Graduate teaching assistants in the English department are required to register for credits beyond those required by the Graduate School. Students who are awarded a graduate teaching assistantship by the English department are required by the department to register for six credits per semester, three of which must be earned by registering for a sit-in class. Graduate teaching assistants should register for no more than six credit hours of coursework per semester. They may register for three hours of thesis credit on top of their six credit hours of coursework during semesters in which they are writing the thesis. Students who are not graduate teaching assistants may register for as many credits as they wish, but must register for nine credit hours in order to be considered full time.

Thesis Credits

Students must have a thesis director in order to register for thesis credits. Students wishing to register for thesis credits must email a request to the Graduate Coordinator that includes their student ID number, the name of their thesis director, and the number of credits for which they’d like to register.

Continuing Enrollment

Students who have completed the required credit hours for the degree but who have not yet defended the thesis must remain active by requesting registration for one thesis credit per semester (excluding summer) until the completion of the program. A student who is not registered for the duration of an entire semester will become inactive and will have to reapply to both the Graduate School and the English department in order to gain readmittance. A student who reapplies to the program must follow the same application process as new applicants. Readmittance in such instances is not guaranteed.

Obsolete Coursework

A student’s coursework will become obsolete after six years and will no longer be counted toward the degree.

Summer Enrollment

A student will need to enroll for credit during the summer semester only if he or she intends to graduate during the summer. Because graduate teaching assistants in the English department do not teach in the summer, the tuition reduction does not apply to credits taken during the summer semester.

Timeline

The M.A. program in English is a two- to three-year program. During the second semester of their first year, students must inform the Graduate Coordinator whether they
will be choosing the thesis or coursework (written exam) option in order to complete their degree.

The timelines outlined below apply to students with graduate teaching assistantships. They are approximate and may vary by individual student. Teaching assistants may take slightly longer to complete the program, while students who are not teaching assistants may complete the degree in a shorter period of time. Not completing the program within three years is considered unsatisfactory progress.

*Thesis Option*

24 credits of coursework; 6 credits of thesis; 30 credits total.

1\textsuperscript{st} Year (12 credits total)
- 1\textsuperscript{st} Semester (6 credits). Teach 2 courses, take 2 courses. Includes English 705: Seminar in Teaching.
- 2\textsuperscript{nd} Semester (6 credits). Teach 2 courses, take 2 courses. Includes English 704: Introduction to Graduate Studies. Determine thesis topic, choose thesis director, and form thesis committee. File Plan of Study Form and Advisory Committee Request Form. Hold brief, informal meeting with thesis committee to discuss topic and process for completion of thesis (invite graduate faculty representative).

2\textsuperscript{nd} Year (18 credits total)
- 1\textsuperscript{st} Semester (9 credits). Teach 2 courses, take 2 courses, take 3 credits of thesis. Present thesis proposal early in semester.
- 2\textsuperscript{nd} Semester (9 credits). Teach 2 courses, take 2 course, take 3 credits of thesis. Apply for graduation, file Change of Plan of Study if required, schedule and take oral exam, and submit thesis by appropriate deadlines.

*Coursework (Written Exam) Option*

36 credits of coursework.

1\textsuperscript{st} Year (12 credits total)
- 1\textsuperscript{st} Semester (6 credits). Teach 2 courses, take 2 courses. Includes English 705: Seminar in Teaching.
- 2\textsuperscript{nd} Semester (6 credits). Teach 2 courses, take 2 courses. Includes English 704: Introduction to Graduate Studies. File Plan of Study.

2\textsuperscript{nd} Year (12 credits total)
- 1\textsuperscript{st} Semester (6 credits). Teach 2 courses, take 2 courses. Choose exam director and form exam committee. File Advisory Committee Request Form. Hold brief, informal meeting with committee to discuss the exam process (invite graduate faculty representative).
- 2\textsuperscript{nd} Semester (6 credits). Teach 2 courses, take 2 courses.
3rd Year (12 credits total)

- 1st Semester (6 credits). Teach 2 courses, take 2 courses.
- 2nd Semester (6 credits). Teach 2 courses, take 2 courses. Early in semester, assemble reading lists and distribute to committee (provide syllabi to individual committee members as appropriate). Apply for graduation, file Change of Plan of Study if required, schedule and take written and oral exams by appropriate deadlines.

**Awards**

*The Maud Adams Award for Outstanding Graduate Student in English*

The Maud Adams Award Fund was established by her sister, Mary Adams. It is awarded annually to one outstanding advanced graduate student in English. Maud Adams was born in 1915 and grew up near Jefferson, South Dakota. She earned a B.A. degree in Latin and Greek from University of South Dakota. She received a degree in Nursing from Case Western Reserve University in Cleveland, Ohio, and a Master’s degree in Public Health Nursing from Columbia University in New York. Maud worked for the Visiting Nurse Service of New York and was assigned to neighborhoods characterized by extreme poverty. Later, she was a World Health Organization Fellow. She then taught at Morningside College and for several years was director of the college’s nursing program. The Maud Adams Award commemorates Maud Adams as a sister, scholar, and humanitarian. It is hoped that through the years the recipients of these awards will exemplify the values and ideals of Maud Adams, especially the enthusiasm for reading, the admiration of quality writing, and the belief in sharing one’s talents.

*Outstanding Graduate Teaching Assistant Award*

Each year, the English department presents this award to one graduate teaching assistant who has demonstrated excellence in teaching.

**Forms**

The following forms will prove relevant during the course of the student’s program of study. They are listed roughly in the order in which they will be required. English department forms may be found on the English department graduate program web site at [http://www.sdstate.edu/engl/grad/](http://www.sdstate.edu/engl/grad/). Graduate School forms and their deadlines (or “Important Dates”) can be found on the Graduate School web site at [http://www.sdstate.edu/graduate/](http://www.sdstate.edu/graduate/). To make sure they use the most recent versions of these forms, students and faculty should acquire forms from these web sites rather than using versions of the form that have previously downloaded. The student is responsible for making sure the appropriate forms and materials are submitted to the Graduate School by the deadlines established for each semester.

ED=English department form
GS=Graduate School form
- **M.A. Advising Worksheet (ED):** This form is used by the Graduate Coordinator when advising the student and is kept in the student’s file. Each student should also keep a copy on hand for reference.
- **M.A. Student Timetable and Checklist (ED):** Students should use this checklist to make sure they complete the requirements of the degree within an acceptable timeframe.
- **Plan of Study Form (GS):** This form must be completed by the student with the assistance of the Graduate Coordinator and filed with the Graduate School before the end of the student’s second semester in the program.
- **Advisory Committee Request Form (GS):** This form is used to identify the student’s departmental thesis or exam committee members and request the assignment of a graduate faculty representative.
- **Thesis Proposal Form (ED):** The student who chooses the thesis option will use this form to develop the thesis proposal. After approval by the thesis committee, a clean copy of this form with committee signatures should be submitted to the Graduate Coordinator by the thesis director.
- **Change of Plan of Study Form (GS):** When the student has completed the required coursework, he or she should inform the Graduate School of any changes to the plan of study by filing this form. The Graduate School will not approve the student for graduation unless the Plan of Study they have on file is accurate.
- **Graduation Application Form (GS):** This must be filed with the Graduate School early during the semester in which the student intends to graduate. The form must be filed by the deadline set by the Graduate School for that semester.
- **Master’s Oral Exam Form (GS):** This form is used to schedule the oral exam and must be filed with the Graduate School at least ten working days prior to the exam. The student must be sure to sit for the oral exam by the deadline set by the Graduate School for that semester.
- **M.A. Oral Exam Assessment Form (ED):** Four copies of this form are brought to the oral exam by the thesis/exam director and submitted to the English department secretary after the exam for filing.
- **Graduate School Plan of Study Assessment and Certification and Notification of Action Form (GS):** Prior to the oral exam, the Graduate School will send the thesis/exam director a document that includes both the Plan of Study Assessment and the Notification of Action Form. On the Plan of Study Assessment, the Graduate School will indicate whether or not the courses listed are consistent with the courses the student has actually taken. If there is a discrepancy, the student will need to file a Change of Plan of Study Form. The Plan of Study Assessment will also indicate whether or not the student is missing credits or needs to address any incomplete grades. The thesis/exam advisor must complete the Notification of Action Form at the end of the oral exam and submit it to the Graduate School within forty-eight hours of the exam. All committee members must sign the Notification of Action Form. The thesis/exam director must make sure that all “NP” grades are changed to “S” by filing a change of grade form, available on SDSUAdvisor.