



SACRAMENTO STATE

Attachment A
Faculty Senate Meeting - April 26, 2012
Program Proposal
Form B



Academic Group (College): Arts and Letters
Date of Submission to College Dean:
Academic Organization (Department): English
Requested Effective: Fall __x__, Spring ____, 2012 __.
Department Chair: Brad Buchanan
Contact if not Department Chair: David Toise, 8-6404
Title of the Program (Please be specific; indicate minor, undergraduate or graduate degree, etc.): English M.A., Composition Concentration
Type of Program Proposal:
[X] Modification in Existing Program:
[X] Substantive Change
[] Non-Substantive Change
[] Deletion of Existing Program
[] New Programs
[] Initiation (Projection) of New Program on to Master Plan
[] New Degree Programs
[] Regular Process
[] Fast Track Process
[] Pilot Process
[] New Minor, Concentration, Option, Specialization, Emphasis
[] New Certificate Program
PLEASE NOTE: Form B is to be used only as a Cover Form. Additional information is requested for each of the above as noted in the corresponding procedure in the Policies and Procedures for Initiation, Modification, Review and Approval of Courses and Academic Programs found at http://www.csus.edu/umannual/acad.htm

Briefly describe the program proposal (new or change) and provide a justification.

NOTE:

1) The English MA has three concentrations: Composition, Creative Writing, and Literature. There are some differences among the tracks in terms of admissions prerequisites and required courses. **The changes on this form refer only to the Composition Concentration.**

2) We are submitting proposals for concurrent changes for Creative Writing and for Literature, each submitted on a separate form.

3) While the changes herein carry with them *no* fiscal impact, require *no* additional resources, and do *not* impact another unit's academic offerings, we have submitted the proposal as a substantive change because of the scope and variety of the changes included here.

4) The "side-by-side" of current and proposed catalog copy is given in its entirety with each "form b" for each concentration.

Change: GPA Requirement and Units in Upper-Division Coursework for Admission to the English M.A., Composition Concentration

Description:

Currently, admission to the Composition Concentration requires a minimum 3.3 GPA in upper-division English courses with a minimum of 30 units of upper division course work.

Proposed change:

1. Require a minimum 3.0 GPA in courses in the English major as listed on the transcripts of undergraduate degree-granting institution; and
2. Require a minimum of 27 units of coursework in upper-division courses for admission to the program.

Justification:

1. We reduced the required number of units of upper division coursework from 30 to 27 units because undergraduates in the English Department's recently approved major can graduate with only 27 units.
2. With this reduction to a 27 unit requirement in mind, we decided to include both lower and upper-division courses in the GPA required for admission in order to have a fuller picture of the student record as an English major (even with the reduction to 27 required upper div units in the major).
3. Regarding the change to the GPA requirement: In 2010-11, we had raised the GPA to 3.3; historically, it had been 3.0. When we made the change in 2010, we believed that we were being proactive and reducing our program in order to address University budget cuts. Our experience in recent admission cycles is that the 3.3 makes our admission process too inflexible.

Some students have a troubled start when they enroll or transfer-in to CSUS but may have recommendations and a personal statement that predict future success in our program. In short, we hope to move the GPA back to its historical level to give us greater flexibility in admitting students and to make sure each concentration has healthy number of new students each year.

Approvals:

Department Chair: _____

Date: Feb. 16 '12

College Dean: _____

Date: _____

University Committee: _____

Date: 2/24/12

**Associate Vice President and Dean
for Academic Affairs:** _____

Date: 2/4/12

09/10/2008

NOTE: The "side-by-side" of current and proposed catalog copy is given in its entirety in with each "form b" for each concentration.

PROPOSED CHANGES

GRADUATE PROGRAMS

Master of Arts Degree

The English Department offers an M.A. with three distinct concentrations:

- Composition,
- Creative writing,
- and Literature.

In general, the M.A. degree in each of its concentrations seeks to enhance students' skills in: critical reading; analysis of language, ideas, and the formal attributes of texts; creative engagement with the writing traditions of its three disciplinary fields; and independent research.

The three concentrations of the English M.A. offer preparation for students who aspire: to teach writing or literary study in high-school or community-college settings; to teach English to adult learners and to students abroad; to pursue career opportunities in fields such as journalism, publishing, law, technical and creative writing, advertising, arts administration, or civil service; or to pursue study at the doctoral level.

Because many graduate students work during the day, most graduate courses are scheduled for late afternoon and evening hours.

Note: In addition, the Department offers an M.A. in Teaching English to Speakers of Other Languages (TESOL). A full description appears below.

CURRENT

GRADUATE PROGRAMS

Master of Arts Degree

~~The Master of Arts program in English is designed for the graduate student who has had substantial undergraduate preparation in English.~~

~~The English Department offers three distinct plans for the Master of Arts in English degree:~~

~~A. The Thesis Program is a MA focusing on literature or composition, recommended for prospective Ph.D. candidates.~~

~~B. The Master's Project is designed for creative writing students.~~

~~C. The Comprehensive Examination is designed for those in the literature emphasis, also recommended for prospective Ph.D. candidates, designed to test the student's command of specific subject matter covered in the Literature program.~~

Note: In addition, the Department offers a MA in Teaching English to Speakers of Other Languages (TESOL).

Master of Arts—Options

~~In consultation with a faculty advisor, each student plans a program of graduate study that both meets the requirements of one of the three basic plans or of the TESOL program, and also is in keeping with his/her background and objectives. The student should also consult the English Department Graduate Student Handbook, available on the English Department Web site. The graduate program in English is of special value to students who expect to work toward the doctorate, who wish to further develop their creative writing talent, who plan to teach English in a community college, or who plan to teach English to non-~~

native speakers in community colleges, in adult education programs, or abroad.

Depending upon a student's area of concentration, requirements for the culminating experience vary. Generally, there are three major paths to completion: Plan A, a thesis, which is required for the Composition Emphasis and an option for the Literature Emphasis; Plan B, a creative project, which is required for the Creative Writing Emphasis; and Plan C, a comprehensive exam, which is required for the Literature Emphasis. Students within the Literature Emphasis who demonstrate exemplary academic performance (a 3.7 GPA in a minimum of 21 units of graduate coursework) may elect to write a thesis, provided they can assemble a sponsoring faculty committee.

Students planning further graduate study leading to the Ph.D. are encouraged to follow Plan A or Plan C. In addition to their work in English, students planning further graduate study are also strongly advised to study French, German, or Latin, since proficiency in two of these is usually required in doctoral programs.

Because many graduate students work during the day, most graduate courses are scheduled for late afternoon and evening hours. A booklet describing in detail upcoming undergraduate and graduate course offerings is available on the English Department Web site several months prior to each semester. Graduate students are expected to consult this course description booklet, which also contains detailed information on the graduate program.

Admission Requirements

Admission as a classified graduate student in English requires:

For: All Applicants to the Composition Concentration, Creative Writing Concentration, and Literature Concentration

- a baccalaureate degree;
- a minimum GPA of 2.75 in the last 60 units and a minimum GPA of 3.0 in courses in the English major as listed on the transcript from the degree-

Admission Requirements

Admission as a classified graduate student in English requires:

For: Concentrations in Literature, Composition and Creative Writing

- a baccalaureate degree;
- a minimum GPA of 2.75 in the last 60 units and a minimum GPA of 3.3 in upper division English courses;
- graduate admission will require a 30-unit core of upper division courses in

granting institution;

- a minimum of 27-units of upper division courses in English;
- (for foreign students from non-English speaking countries) a TOEFL score of 600 or higher (or a score of 250 or higher on the Computerized TOEFL) and a score of 5 on the Test of Written English; and

For: Applicants to the Literature Concentration and the Creative Writing Concentration Only

In addition to the general requirements above, students applying to the concentration in literature and the concentration in creative writing must have completed undergraduate coursework that includes at least five courses in literature of at least three units each. Of these five literature courses:

- At least one course must primarily address British literature and at least one course must primarily address American literature;
- At least three of these five literature courses must be upper division.

Application Materials Required by the English Department for All Applicants

In addition to the materials that must be sent directly to the Office of Graduate Studies as outlined in "Application Materials Required by the University" (below), students must also send to the English M.A. Graduate Coordinator in the English Department additional material by the application deadline.

Before submitting materials, please check with the English Department website (<http://www.csus.edu/engl/>) for updates and specific deadlines.

Please have the following material delivered to the English MA Graduate Coordinator:

- Personal statement of no more than 300-500 words. The personal statement should discuss the applicant's interest in the program concentration (literature, composition, or creative writing) that he or she has chosen and the

English with a 3.3 GPA in all upper division courses;

- (for foreign students from non-English speaking countries) a TOEFL score of 600 or higher (or a score of 250 or higher on the Computerized TOEFL) and a score of 5 on the Test of Written English; and

For: Concentrations in Literature and Creative Writing

Included in the 30 units of upper division coursework in English, there must be:

- One upper division course dealing with British Literature and one upper division course dealing with American literature;
- A minimum of four additional upper division literature courses (any area);
- (for students applying to the creative writing program) a small but representative sample of the student's writing.

Additional Materials Required and Considered:

Personal statement of no more than 300-500 words. (Students applying to literature, Creative Writing, or Composition must clearly indicate somewhere in their personal statements which concentration they are pursuing.)

- Three confidentially submitted recommendation forms for all students (both Sacramento State and other institutions). Students graduating from universities other than Sacramento State must also provide formal letters from their three recommenders.
- Writing sample for Creative Writing applicants.
- Students must send complete transcripts, letters of reference, and copy of application to both English Graduate Coordinator as well as Graduate Studies Office by application deadline.

experiences (academic and/or non-academic) that have shaped this interest and prepared the applicant for graduate work in this field.

- Three confidentially submitted recommendation forms (found on the department website) for all students (both from California State University, Sacramento, and other institutions). Students graduating from universities other than California State University, Sacramento, must also provide formal letters from their three recommenders in addition to the completed recommendation forms.
- Writing sample for Creative Writing applicants only (for prose or fiction, the writing sample should be no more than 15 pages; for poetry, the writing sample should consist of approximately 5 or 6 poems).
- Students graduating from any institution other than California State University, Sacramento, must send directly to the English Department an official copy of all transcripts from each institution of higher education that they have attended.
- Students who have attended California State University, Sacramento, must send directly to the English Department official transcripts from institutions of higher education they have attended other than California State University, Sacramento.
- A printed copy of the CSU-Mentor on-line application.

The Graduate Coordinator will screen all applicants according to these requirements and a ranking system devised by the department. Applicants who have deficiencies in these admission requirements which can be removed by specified additional preparation will be ranked accordingly but may be admitted with conditionally classified graduate status. Any deficiencies will be noted on a written response from the Graduate Coordinator to the student's admission application.

Note: Please see the section below, Teaching English to Speakers of Other Languages (TESOL Concentration), for special

The Graduate Coordinator will screen all applicants according to these requirements and a ranking system devised by the department. Applicants who have deficiencies in these admission requirements which can be removed by specified additional preparation will be ranked accordingly but may be admitted with conditionally classified graduate status. Any deficiencies will be noted on a written response from the Graduate Coordinator to the student's admission application.

~~Note: Please see the section below, TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL~~

requirements for admission to the TESOL MA program.

Application Materials Required by the University

In addition to any materials sent directly to the department, all prospective graduate students, including California State University, Sacramento, graduates, must file the following with the Office of Graduate Studies, River Front Center 206, (916) 278-6470:

- an online application for admission;
- two sets of official transcripts from all colleges and universities attended, other than California State University, Sacramento; and
- TOEFL scores, if applicable.

Note: For materials that must be sent directly to the English MA Graduate Coordinator in the English Department, see "Application Materials Required by the English Department" as listed above.

Applications are accepted as long as room for new students exists or until the deadline passes. Applicants should file as early as possible.

For more admissions information and application deadlines, please visit <http://csus.edu/gradstudies/>.

Advancement to Candidacy for Students in the English M.A. Program (All Concentrations)

Each student must file an application for Advancement to Candidacy, indicating a proposed program of graduate study. This procedure should begin as soon as the classified graduate student has:

- removed any deficiencies in admission requirements;

~~Concentration), for special requirements for admission to the TESOL MA program.~~

Admission Procedures

~~Applications are accepted as long as room for new students exists or until the deadline passes. Applicants should file as early as possible. All prospective graduate students, including Sacramento State graduates, must file the following with the Office of Graduate Studies, River Front Center 206, (916) 278-6470:~~

- an online application for admission;
- two sets of official transcripts from all colleges and universities attended, other than Sacramento State; and
- TOEFL scores, if applicable.

~~For more admissions information and application deadlines, please visit <http://csus.edu/gradstudies/>.~~

~~At the same time, students applying to the creative writing program should submit to the English Department Graduate Coordinator a representative sample of creative writing work.~~

~~Students who do not meet the above-mentioned admission requirements (or who have not attended Sacramento State) are encouraged to support their applications with letters of recommendation and/or Graduate Record Examination scores on the aptitude test and advanced test in literature, which should be sent to the English Department Graduate Coordinator.~~

~~Approximately eight weeks after receipt of all items listed above, a decision regarding admission will be mailed to the applicant.~~

Advancement to Candidacy

Each student must file an application for Advancement to Candidacy, indicating a proposed program of graduate study. This procedure should begin as soon as the classified graduate student has:

- removed any deficiencies in admission requirements;

- completed at least 12 units of ENGL 200-level courses in the Master's Degree program with a "B" or better in each course; and
- taken the Writing Placement for Graduate Students (WPG) or taken a Graduate Writing Intensive (GWI) course in their discipline within the first two semesters of coursework at California State University, Sacramento or secured approval for a WPG waiver.

Advancement to Candidacy forms are available in the Office of Graduate Studies. The student fills out the form after planning a degree program in consultation with an English faculty advisor. The completed form is then returned to the Office of Graduate Studies for approval.

Requirements - Master of Arts Degree – General (All Concentrations)

Units required for MA: 30, at least 18 of which must be taken in ENGL 200-level courses (ENGL 299, any ENGL 410 course and ENGL 500 do not count as part of this 18-unit requirement); up to 6 units of ENGL 299 may apply only as elective units. Minimum required GPA: 3.0

Specific Requirements for:

- Literature Concentration,
- Creative Writing Concentration, and
- Composition Concentration.

All students follow the requirements of one of the Concentrations as described below:

**Literature Concentration
Requirements - Master of Arts Degree
(Plan A/Thesis or Plan C/Comprehensive Exam)**

The MA Concentration in Literature is recommended for students preparing to teach at the community college level, for those whose objective is to pursue a Ph.D. in literature, or for high school teachers seeking to advance their understanding of literature and literary theory.

- ~~completed at least 12 units of 200-level courses in the Master's Degree program with a "B" or better in each course; and~~
- taken the Writing Placement for Graduate Students (WPG) or taken a Graduate Writing Intensive (GWI) course in their discipline within the first two semesters of coursework at California State University, Sacramento or secured approval for a WPG waiver.

Advancement to Candidacy forms are available in the Office of Graduate Studies. The student fills out the form after planning a degree program in consultation with an English faculty advisor. The completed form is then returned to the Office of Graduate Studies for approval.

Requirements – Master of Arts Degree – General

~~Units required for MA: 30, at least 18 of which must be taken in 200-level courses (ENGL 299, any ENGL 410 course and ENGL 500 do not count as part of this 18-unit requirement); up to 6 units of ENGL 299 may apply only as elective units. Minimum required GPA: 3.0~~

~~Students choose one of the following plans:~~

~~Requirements – Master of Arts Degree –
Plan A / Thesis: Literature Plan C /
Comprehensive Exam: Literature~~

~~The culminating requirement for the Plan A/C~~

The culminating requirement for the Literature Concentration shall normally be the Comprehensive Examination, for which the student will prepare by taking ENGL 500.

Students who have earned a 3.7 GPA or better in 21 units in their graduate program may elect to complete Plan A requirements by writing a thesis, provided they have two faculty willing to read and direct the thesis.

A. Required Courses (9 units)

(3) ENGL 200A Methods and Materials of Literary Research

(3) ENGL 240 series course British Literature

(3) ENGL 250 series course American Literature **OR**

(3) ENGL 280 series course Minority Literature

B. Electives (18 units)

English elective courses, of which 9 units must be ENGL 200-level literature courses and 9 units may be ENGL 100-level or ENGL 400-level courses.

C. Culminating Requirement (3 units)

(3) ENGL 500 Culminating Experience (Advanced to candidacy and permission of the graduate coordinator)

Composition Concentration Requirements - Master of Arts Degree (Plan A / Thesis)

The MA emphasis in Composition is recommended for students preparing to teach writing at the community college level, for those whose objective is to pursue a Ph.D. in composition, or for high school teachers seeking to update their knowledge of composition theory and practice. The course of study leads to an MA thesis in composition in which the student undertakes original research in composition under the supervision of a two-

~~program shall normally be the Comprehensive Examination, for which the student will prepare by taking ENGL 500.~~

~~Students who have earned a 3.7 GPA or better in 21 units in their graduate program, and have fulfilled the specified course requirements for Plan A, may elect to complete Plan A requirements by writing a thesis, provided they have two faculty willing to read and direct the thesis.~~

A. Required Courses (9 units)

(3) ENGL 200A Methods and Materials of Literary Research

(3) ENGL 240 British Literature

~~(3) ENGL 250 series course American Literature~~

B. Electives (18 units)

~~English elective courses, of which 9 units must be 200-level literature courses and 9 units may be 100- or 400-level courses.~~

C. Culminating Requirement (3 units)

(3) ENGL 500 Culminating Experience (Advanced to candidacy and permission of the graduate coordinator)

~~Requirements - Master of Arts Degree - Plan A / Thesis - Composition~~

The MA emphasis in Composition is recommended for students preparing to teach writing at the community college level, for those whose objective is to pursue a Ph.D. in composition, or for high school teachers seeking to update their knowledge of composition theory and practice. The course of study leads to an MA thesis in composition in which the student undertakes original research in composition under the supervision of a two-person faculty committee.

person faculty committee.

A. Required Courses (12 units)

(3) ENGL 220A Teaching College Composition

(3) ENGL 220C Topics in Composition Studies

(3) ENGL 220D Teaching and Composition Research

(3) ENGL 195A Field Study: Tutoring **OR**

(3) ENGL 410A Internship: Tutoring English

B. Other Course Requirements (15 units)

English Elective units, of which 9 units must be ENGL 200-level courses and 6 units may be ENGL 100-level or ENGL 400-level courses.

C. Culminating Requirement (3 units)

(3) ENGL 500 Culminating Experience (Advanced to candidacy and permission of the graduate coordinator)

Creative Writing Concentration Requirements – Master of Arts Degree (Plan C / Exam)

The MA emphasis in Creative Writing is recommended for students preparing to teach at the community college level, for those students whose objective is to pursue an M.F.A or Ph.D. in creative writing, and writers seeking to advance their understanding of creative writing practice and theory.

A. Required Courses (12 units)

(3) ENGL 200A Methods and Materials of Literary Research

A. Required Courses (12 units)

~~(3) ENGL 200A — Methods and Materials of Literary Research **OR**~~

~~ENGL 200D — Materials and Methods of TESOL Research~~

~~(3) ENGL 220A — Teaching College Composition (ENGL 120A with grade of "B" or better)~~

~~(3) ENGL 220C — Topics in Composition Studies (ENGL 220A)~~

~~(3) ENGL 195 — course Field Study: Tutoring **OR** ENGL 410A — Internship: Tutoring English~~

B. Other Course Requirements (15 units)

~~(3) ENGL 240 — British Literature~~

~~(3) ENGL 250 series course — American Literature~~

~~(6) Other 200-level literature courses~~

~~(3) Electives~~

C. Culminating Requirement (3 units)

(3) ENGL 500 Culminating Experience (Advanced to candidacy and permission of the graduate coordinator)

~~**Requirements — Master of Arts Degree — Plan B / Project: Creative Writing**~~

A. Required Courses (12 units)

(3) ENGL 200A Methods and Materials of Literary Research

(3) ENGL 230X Master Class in Writing Fiction (ENGL 130A, ENGL 130M, ENGL 130N, ENGL 230A, or instructor permission) **OR**

(3) ENGL 230Y Master Class in Writing Poetry (ENGL 130B, ENGL 230B, or instructor permission)

(3) ENGL 240 series course British Literature

(3) ENGL 250 series course American Literature **OR**

(3) ENGL 280 series course Minority Literature

B. Electives (15 units)

English elective units of ENGL 100-level and ENGL 200-level courses which must include a minimum of 9 additional units in creative writing courses and a minimum of 6 units in literature courses. At least 6 units in this category must be ENGL 200-level courses.

C. Culminating Requirement (3 units)

(3) ENGL 500 Culminating Experience (Advanced to candidacy and permission of the graduate coordinator)

(3) ENGL 230X Master Class in Writing Fiction (ENGL 130A, ENGL 130M, ENGL 130N, ENGL 230A, or instructor permission) **OR**

ENGL 230Y Master Class in Writing Poetry (ENGL 130B, ENGL 230B, or instructor permission)

(3) ENGL 240 British Literature

~~(3) ENGL 250 series course American Literature~~

B. Electives (15 units)

~~English elective courses at the 100- and 200-level (a minimum of 9 additional units in creative writing courses and a minimum of 6 units in literature courses. At least 6 units in this category must be 200-level courses.)~~

C. Culminating Requirement (3 units)

(3) ENGL 500 Culminating Experience (Advanced to candidacy and permission of the graduate coordinator)

~~**Requirements—Master of Arts Degree—Plan C / Comprehensive Exam: Literature**~~

~~**A. Required Courses (12 units)**~~

~~(3) ENGL 200A Methods and Materials of Literary Research~~

~~(3) ENGL 240 British Literature~~

~~(3) ENGL 250 series course American Literature~~

~~(3) ENGL 500 Culminating Experience (Advanced to candidacy and permission of the graduate coordinator)~~

~~**B. Electives (18 units)**~~

~~English elective courses at the 100- and 200-levels, including a minimum of 9 units of 200-level literature courses.~~

C. Culminating Requirement

Comprehensive Examination