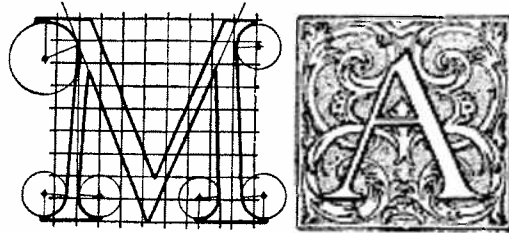


# ENGLISH M.A.



# GRADUATE PROGRAM HANDBOOK



ENGLISH M.A. PROGRAM: 617-287-6702  
ENGLISHMA.PROGRAM@UMB.EDU  
[WWW.UMB.EDU/ACADEMICS/CLA/DEPT/ENGLISH](http://WWW.UMB.EDU/ACADEMICS/CLA/DEPT/ENGLISH)

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# **PART 1: ENGLISH M.A. PROGRAM OVERVIEW**

## **ENGLISH M.A. GRADUATE PROGRAM ADMINISTRATION**

### **English M.A. Graduate Program Office**

The Graduate Program is located in the English Department, on the sixth floor of UMass Boston's Wheatley building. As you enter the English Department, the Graduate Program Office is directly in front of you, in office #08.

### **English M.A. Graduate Program Director**

The Graduate Program Director (GPD) is **Professor Cheryl Nixon**. Please make an appointment to meet with her by contacting Michelle Feliz, as directed below.

### **English M.A. Graduate Program Administrative Assistant**

The Administrative Assistant for the English M.A. Program in English is **Michelle Feliz**. Inquiries about requirements or requests for an appointment with the Graduate Program Director should be directed to her at 617-287-6702 or [englishma.program@umb.edu](mailto:englishma.program@umb.edu)

### **M.A. Graduate Program Website:**

[www.umb.edu/academics/cla/dept/english/gradprograms.html](http://www.umb.edu/academics/cla/dept/english/gradprograms.html)

Please check the website for program information, including course listings, program forms, and program news and updates.

## ENGLISH M.A. GRADUATE PROGRAM FACULTY

**Pamela Annas** Ph.D. Indiana University

- Working-Class Literature, Contemporary Women Poets, Pedagogy

**Elsa Auerbach** Ph.D. Northwestern University

- Literacy, Reading and Composition Pedagogy, ESL

**Matthew Brown** Ph.D. University of Wisconsin Madison

- Twentieth-Century British Literature, Postcolonial Literature and Theory

**Patrick Barron** Ph.D. University of Nevada Reno

- Literature and the Environment, Native American Literature, Contemporary Poetry

**Neal Bruss** Ph.D. University of Michigan

- Criticism, Composition, Linguistics, History of English

**Elizabeth Fay** Ph.D. SUNY Stony Brook

- Romanticism, Nineteenth-Century Poetry, Feminist Criticism, Literary Theory

**John Fulton** M.F.A. University of Michigan

- Creative Writing Fiction, the Novella and Short Story

**Judith Goleman** Ph.D. University of Pittsburgh

- Composition Theory and Pedagogy, Literary Theory, Literacy

**Stephanie Kamath** Ph.D. University of Pennsylvania

- Fourteenth- and Fifteenth-Century Literature, Chaucer, Manuscript Studies

**Suji Kwock Kim** M.F.A. University of Iowa

- Creative Writing Poetry, Asian-American Literature

**Elizabeth Klimasmith** Ph.D. University of Washington

- Urban Literature, Nineteenth- and Early Twentieth-Century American Literature

**Barbara Lewis** Ph.D. New York University

- African-American Theater, Modern Drama

**Scott Maisano** Ph.D. Indiana University

- Renaissance Literature, Shakespeare, Literature and Science

**Askold Melnyczuk** M.A. Boston University

- Creative Writing Fiction, Contemporary Fiction

**Alex Mueller** Ph.D. University of Minnesota

- English Education, Medieval Literature, History of English

**Cheryl Nixon** Ph.D. Harvard University

- Eighteenth Century, Rise of the Novel, Literature and Law, Archival Studies

**Nadia Nurhussein** Ph.D. University of California Berkeley

- African-American Literature, Poetic Form, Creative Writing Poetry

**Shaun O'Connell** Ph.D. University of Massachusetts Amherst

- American Literature, Modern American Fiction, Irish Literature

**Thomas O'Grady** Ph.D. Notre Dame University

- Irish Literature, Poetry

**Louise Penner** Ph.D. Rice University

- Victorian Literature, Women's Literature, Literature and Medicine

**Joyce Peseroff** M.F.A. University of California Irvine

- Creative Writing Poetry, Contemporary Poetry

**Lloyd Schwartz** Ph.D. Harvard University

- Creative Writing, Poetry and Poetics

**Eve Sorum** Ph.D. University of Michigan

- Modernism and Twentieth-Century British Literature

**Rajini Srikanth** Ph.D. SUNY Buffalo

- American Literature, Multi-Cultural Literature, Pedagogy

**Taylor Stoehr** Ph.D. University of California Berkeley

- Biography, American Literature, Poetry

**Stephen Sutherland** Ph.D. University of Pittsburgh

- Rhetoric and Composition, Writing Pedagogy, Text and Image

**John Tobin** Ph.D. University of Toronto

- Renaissance Literature, Shakespeare

**Susan Tomlinson** Ph.D. Brown University

- African-American Literature, Harlem Renaissance, Gender and Modernism

**Leonard Von Morzé** Ph.D University of California Berkeley

- Colonial American Literature, Literature of the Early Republic

**Vivian Zamel** Ph.D. Columbia University

- Composition Pedagogy, ESL

## **ABOUT THE ENGLISH M.A. GRADUATE PROGRAM**

Our graduate program in English both encompasses traditional approaches to English studies and encourages reexaminations of those approaches. We offer a **flexible program of study with three areas of concentration: literature, composition, and creative writing**. Students often create an integrated program of study that includes courses from two or three areas. All of our students engage with the imaginative worlds that texts create – worlds created and shared by literary authors, analytical writers, responsive readers, and reflective thinkers.

Our M.A. program attracts a **dynamic mix of students** who bring a diversity of opinions and ideas to our lively classrooms. Our students come from a variety of backgrounds; while some apply directly from undergraduate or foreign colleges, others have been out of school for a number of years. Our students pursue a broad range of goals, including preparing for Ph.D. study, preparing for English-related careers, developing talents as creative writers, honing professional writing skills, or seeking personal enrichment. Many are teachers or are planning to teach at the secondary school or community college level.

One of the M.A. program's central goals is to create a **community of critical and creative readers and writers**. Our courses are taught as small seminars with approximately 15 participants, offering students the opportunity for ongoing interaction with each other and with faculty in a challenging yet friendly academic environment.

These small "**graduate student only**" **seminar courses** are designed specifically for our M.A. program (M.A. students are not simply added into B.A. courses, which occurs in many programs). The courses we offer typically feature:

- a focus on the close reading of texts, whether the texts have been produced by those traditionally defined as the major writers in the British and American traditions or by writers whose work was overlooked or excluded from that tradition, including women writers, African-American writers, immigrant or ethnic writers, Native American writers, working-class writers, and post-colonial writers.
- an interest in reexamining, both theoretically and practically, traditional boundaries between different aspects and types of language, writing, and literature, such as between canonical and non-canonical literature, between traditional and experimental writing, between genres.
- significant attention to the reading and writing produced by graduate students, both critical and creative, with a genuine interest in students' development as

readers and writers at an advanced graduate level.

Coursework prepares students to complete an **original, self-defined, faculty-advised final project or thesis**. Students develop their intellectual interests while taking our seminars, and ultimately create a final project that captures those interests. As they approach their final project, students select their own project advisor.

We offer several **special program opportunities**. For example, through a partnership between the English Department and the Boston Public Library, we offer seminars in the Boston Public Library's Rare Books Room focusing on literary and archival research; students gain experience working with rare books and other artifacts. We also offer opportunities for internships, research assistantships, independent study, and collaborative teaching.

Our M.A. students often work as **teaching assistants**, being prepared to teach through a competitive program that features carefully-sequenced teaching experiences. This training includes pedagogy coursework, tutoring work, and an apprenticeship with a mentor-professor. Successful teaching assistants move onto teaching their own self-designed literature or composition course. Teaching assistants receive a stipend and tuition waiver.

Students seeking guidance in shaping their **future English career trajectories** can take a special "English Studies" workshop course. This course helps students define and plan for internships and careers in teaching, writing, non-profit administration, and fields such as publishing and publicity. This course also helps interested students prepare applications for Ph.D. programs.

Our **faculty** members bring many areas of expertise to the M.A. program, exploring the longstanding concerns and the latest trends that define the study of literature, composition, creative writing, and pedagogy. All of our M.A. faculty have significant records of publication.

## **PART 2: ENGLISH M.A. COURSE OF STUDY**

### **ENGLISH M.A. DEGREE REQUIREMENTS**

The M.A. degree requires 30 credits of approved study. Each M.A. course is worth 3 credits, meaning that the M.A. student must take at least 10 courses. Every student must complete a Final Project (3 credits) or a Masters Thesis (6 credits); these credits count towards the 30-credit total.

The credits may be earned in graduate English seminars (see list below), the Graduate Colloquium (ENGL 609), the Final Exercise (ENGL 691, ENGL 692, ENGL 693, or ENGL 699), the Graduate Internship in English (ENGL 695), the Intern Seminar (ENGL 698) or in up to 6 credits of Independent Study (ENGL 696). Undergraduate courses cannot be counted toward the M.A. degree, except for ENGL 459: Seminar for Tutors. One-credit graduate workshop courses (ENGL 689 and ENGL 690) do not be count toward the M.A. degree's 30-credit total, as they offer academic support but do not consist of academic study.

Matriculated M.A. students may count up to 6 English course credits taken in graduate programs elsewhere toward their degree (see Transfer Courses section). No course credit may count toward more than one degree, graduate or undergraduate.

The English Department's minimum residency requirement is that at least 24 credits (8 courses) must be taken at UMass Boston. Full-time study for the M.A. degree can be completed in three semesters, but this is not recommended; most students take at least four semesters to complete the degree and many of our students enroll on a part-time basis.

### **ENGLISH M.A. SEMINARS**

The M.A. program creates a unique learning atmosphere by offering only small, 15-student seminar courses. Graduate seminars are taught by our full-time, tenure-line faculty. In addition, M.A. seminars are "graduate student only" and do not enroll undergraduate students. Approximately 20 to 25 graduate seminars are offered each year: 11 or 12 each semester and 3 or 4 in the summer. Cross-listed (interdepartmental) courses may count toward the degree.

Readings for the seminars usually include a mix of primary and secondary materials. Students have significant responsibility for contributing to the ongoing work of the seminars through class discussions and informal and formal presentations. Students also do a significant amount of writing, including both short papers and substantial,

researched final papers. These writing assignments help to prepare the students for their final projects.

Seminars are generally scheduled for late afternoon and evening. Courses typically meet once a week for two and a half hours and are scheduled in the following time slots: 4:00pm-6:30pm; 5:30pm-8:00pm; 7:00pm-9:30pm. Classes may also meet twice a week for 75 minutes and are generally scheduled in these time slots: from 2:30pm - 3:45pm; from 4:00pm -5:15pm, 5:30pm - 6:45pm or from 7:00pm- 8:15pm.

## **ENGLISH M.A. CONCENTRATIONS**

As they structure their M.A. program work, students may choose from among three concentrations:

- **LITERATURE CONCENTRATION**
- **COMPOSITION CONCENTRATION**
- **CREATIVE WRITING CONCENTRATION**

### **LITERATURE CONCENTRATION**

Students are required to complete their final project in literature and to take at least five seminars emphasizing literature. In addition, all literature concentrators are required to take at least one course in which the majority of the texts studied were written before 1850.

Courses in the literature concentration may focus on particular writers (Shakespeare, Toni Morrison, Seamus Heaney); on periods (Elizabethan and Jacobean, Romantic) or redefinitions of those periods ("Medieval Worlds"); on genres (Poetry, Fiction, Essay, Drama); on categories outside of traditional rubrics ("Working Class Literature," "Post-Colonial Literature"); on archival research ("Print in Colonial Boston," "400 Years of Shakespeare in Print"). Many of these courses draw on a variety of critical approaches, including feminist theory and cultural criticism, while others explore the history of literary criticism and the impact of current literary theory and criticism. Some courses reflect the department's interest in pedagogy ("The Teaching of Literature," "Teaching with Technology"). We do not offer survey courses at the graduate level; we recommend undergraduate courses (not for graduate credit) for students seeking general coverage of literary periods.

### **COMPOSITION CONCENTRATION**

Students are required to complete their final project in composition and take at least four seminars related to composition.

Courses in the composition concentration examine composition theory and pedagogy, the history of composition studies, rhetorical theory, the composing process, composition research, linguistics and literacy. Other courses focus on students' personal

and professional writing for varying audiences and purposes: practical writing, autobiographical writing, writing for the public.

Courses in theory and in language and literacy are “cross-over” courses and are counted in both the composition and literature concentrations. They offer an overview of influential current theory, an introduction to the history and structure of the English language, and opportunities for the application of theoretical perspectives to both literary and non-literary (including spoken) texts. Some courses such as “Life Writing,” may count towards the literature, composition, or creative writing concentration. Special topics courses are categorized based on the particular topic. Check with your faculty advisor or the Graduate Program Director.

### **CREATIVE WRITING CONCENTRATION**

Students are required to complete their final project in creative writing and to take at least four courses emphasizing creative writing, and at least three additional courses emphasizing literature. ENGL 681 and 682 (advanced workshops in poetry and fiction) may each be repeated up to 3 times, or a total of 9 credits per course. (The literature course requirement may be modified--with the permission of the Director of Creative Writing and the Graduate Program Director--for students with strong backgrounds in literature who have an interest in preparing themselves to teach composition as well as creative writing.)

Courses in the creative writing concentration use intensive reading of literature (poetry, fiction, poetry in translation) as a basis for the writing of original poetry or fiction, or for the translation of poetry. Advanced creative writing workshops, open to a mix of qualified graduate and undergraduate students, are available each semester in both fiction and poetry. Seminars in “Reading and Writing Poetry” and “Reading and Writing Fiction” are offered each year. Some courses in the separate M.F.A. program in Creative Writing are open to M.A. students on a space-available basis.

### **Pedagogy Seminars**

In addition to our three concentrations, the M.A. program offers strong training in pedagogy. We offer a pedagogy courses in each concentration, and encourage any student interested in teaching to take one or more pedagogy course. Courses in “The Teaching of Literature,” “The Teaching of Composition,” and the “Teaching of Creative Writing” are offered each year and provide a bridge between theory and practice for those interested in a career in teaching. One of these seminars is required for those M.A. students who will be working as teaching apprentices in the department. It is also possible for students in the English M.A. program to obtain teacher certification in English by taking some additional courses and completing the supervised teaching practicum or its equivalent in the Graduate College of Education. See the “Teacher Certification in English” section below.

## ENGLISH M.A. SEMINARS BY CONCENTRATION

### LITERATURE CONCENTRATION

- 601 Studies in Poetry \*\*\* Cannot repeat\*\*\*
- 602 Studies in the Novel \*\*\*Cannot repeat\*\*\*
- 603 Studies in Drama \*\*\*Cannot repeat\*\*\*
- 604 Studies in Satire
- 606 Books, Manuscripts, and Libraries
- 611 The Teaching of Literature
- \*612 The Teaching of Shakespeare
- 616 The Rhetorical Tradition
- 623 The Nature of Narrative
- 624 The Language of Film
- 628 Comparative Studies of Two Writers
- 629 The Epic Imagination
- \*630 Chaucer
- 631 Medieval Renaissance Literature
- \*633 Shakespeare
- \*634 Elizabethan and Jacobean Literature
- \*635 Metaphysical Poetry
- \*637 Milton
- \*639 Eighteenth Century Studies
- \*640 The Rise of the Novel
- \*641 Studies in Romanticism
- 642 Victorian Literature
- 643 Literature of the British Working Classes
- 644 Studies in Modern British Novel
- 645 Modern Poetry
- 646 Literature and Society
- 647 Irish Literary Revivals
- 648 Modernism in Literature
- 649 Modern Irish Novel
- \*650 Colonial American Literature
- 651 Nineteenth Century American Literature
- 652 American Romanticism
- 653 Major American Novelists
- 654 Modern American Fiction
- 656 Contemporary American Fiction
- 657 The Black Presence
- 658 Regional Literature
- 659 Women in Literature
- 660 Multi- Ethnic Literature in the United States: Text and Context
- 662 Modern Black Writers
- 663 The End of the World
- 671 The History of Children's Literature
- 693 Final Exercise: Literature
- 699 Master of Arts Thesis

\*Fulfills the Pre- 1850 Literature Requirement

### **COMPOSITION CONCENTRATION**

- 459 Seminar for Tutors
- 610 The Teaching of Composition
- 668 Perspectives on Composition: History, Theory, and Pedagogy
- L669 Writing Theories in Second Language Acquisition
- 670 Philosophy and the Composing Process
- 672 Theory and Practice of Adult ESL
- L673 The Teaching of Reading in the Bilingual/ESL Classroom
- 691 Final Project: Composition

### **CREATIVE WRITING CONCENTRATION**

- 618 Life Writing
- 675 Reading and Writing Poetry
- 676 Reading and Writing Fiction
- 677 Reading, Writing and Translating Poetry
- 681 Advanced Workshops in Poetry **\*\*Allowed to take three times\*\***
- 682 Advanced Workshops in Fiction **\*\* Allowed to take three times\*\***
- 692 Final Project: Creative Writing

### **CROSS-OVER COURSES** (*Counts in more than one concentration, check with your advisor*)

- 600 Studies in Criticism **\*\*\*Cannot Repeat\*\*\***
- 608 Introduction to Critical & Research Methods
- 609 Graduate English Colloquium
- 613 Teaching English with Technology
- 618 Life Writing
- 697 Special Topics **\*\*Allowed to take more than once\*\***
- 698 Intern Seminar: TA 2's can earn credit for their teaching internship

## **ENGLISH M.A. FINAL PROJECT/THESIS**

To earn the M.A. degree, students must complete a final project, demonstrating their ability to integrate and synthesize knowledge in their field. Students may choose from among the following options:

- a three-credit analytical essay (approximately 30 pages)
- a three-credit curriculum unit
- a three-credit final examination

- a three-credit creative writing project with a reflective, critical, or scholarly introduction to the creative work
- a six-credit thesis (a more extended project, approximately 60 pages, requiring significant research). Permission from the Graduate Program Director required.
- a six-credit creative writing project of larger scope, to be determined in consultation with the Director of Creative Writing and the Graduate Program Director, with a reflective, critical or scholarly introduction to the creative work

### **Final Project Faculty Advisor**

In all cases, the student chooses a faculty advisor for his or her final project. The student locates an advisor in the semester preceding work on the final project. In consultation with the advisor, the student writes a final project proposal, which must be approved by the Graduate Program Director. The advisor and student take a semester to complete the final project. Weekly or bi-weekly meetings between the advisor and student are expected and help to develop a close working relationship. All final projects must be completed in residence, at UMass Boston. Deadlines for the final project proposal and final project itself are circulated by the M.A. Program Office.

### **One-Credit “Prepare for Final Project” Course**

In the semester before he or she plans to complete the final project, every student is encouraged to take the one-credit **ENGL 690: English Research Workshop**. The central goal of the English Research Workshop is to prepare the M.A. student for a successful final project. The seminar-style workshop helps the student move through the steps needed to create a final project proposal and help the student start outlining and drafting the final project. Workshop exercises focus on topics such as formulating a viable research topic, locating an advisor, selecting models of research and writing in professional journals, compiling an annotated bibliography, assessing research resources, and creating a research calendar.

### **Final Project Infosessions**

Every semester the department offers a Final Project Infosession to guide students through the final project process. Please check with the M.A. Office for Infosession dates.

### **Final Project Guidebook**

For detailed information on the Final Project, see the Final Project Guidebook.

## **TEACHER CERTIFICATION IN ENGLISH**

The university offers teacher certification through a M.Ed. program offered in the Graduate College of Education. Students who are enrolled in the M.A. program in English may also receive certification to teach English at the secondary level by enrolling in a sequence of five graduate education courses and completing a semester of

student teaching. Normally, two courses in English (such as "The Teaching of Composition," "The Teaching of Literature") may be used to fulfill a portion of the required sequence. One education course, GCOE 621 Teaching Reading and Writing K-12, may be counted toward the English M.A. Professor Elsa Auerbach serves as liaison between English and the Graduate College of Education and is a useful source of advice for M.A. students seeking certification. See also the Frequently Asked Questions about Licensure in the Appendix to the Handbook. Interested students should also see the Graduate Program Director.

## **PART 3: ENGLISH M.A. SPECIAL COURSES AND OPPORTUNITIES**

### **ENGLISH M.A. SPECIAL COURSE OFFERINGS**

#### **Introduction to Critical and Research Methods (three credits): ENGL 608**

This introductory seminar is offered each fall semester and is recommended for beginning graduate students. This three-credit course presents methods of inquiry and research materials in literature, composition, and literary form, and is appropriate to all three concentrations. The course introduces students to research strategies, textual analysis, bibliographic study, critical approaches, and literary theory. The aim is to orient the student to the field of English studies, and to help the student engage with current developments in literary scholarship.

#### **English Studies Workshop (one credit): ENGL 689**

The central goal of the "ENGL 689: English Studies Workshop" is to engage M.A. students in the latest trends in the field of English, helping students determine English career directions. The workshop sessions take a variety of forms, typically featuring a guest speaker presentation, followed by a discussion session. This mini-course will help students locate and apply for internships, prepare for teaching careers, strategize and complete Ph.D. applications, and/or engage in professional activities such as giving papers at conferences. The mini-course will also include less traditional experiences, such as site visits to Boston-area research libraries or participation in professional conferences. This mini-course is organized by the Graduate Program Director and scheduled at a time that works for all participants.

#### **English Research Workshop (one credit): ENGL 690**

In the semester before they plan to complete the final project, students are encouraged to take the one-credit "ENGL 690: English Research Workshop." The central goal of the English Research Workshop is to prepare M.A. students for a successful final project. The seminar-style workshop will help students move through the steps needed to create a final project proposal and will help students start outlining and drafting the final project. Student will work on formulating a viable research topic, locating an advisor, selecting models of research and writing in professional journals, compiling an annotated bibliography, assessing research resources, and creating a research calendar. This mini-course is organized by the Graduate Program Director and scheduled at a time that works for all participants.

#### **Graduate Internship in English (three credits): ENGL 695**

An internship experience allows students to explore possible careers connected to and furthered by the postgraduate study of English. "ENGL 605: Graduate Internship in English" affords students the opportunity to bring the ideas and skills learned in

English M.A. courses to the workplace. Internships take place within a wide variety of fields that feature an applied use of English, including publishing, marketing, publicity, professional writing, creative writing, library work, and non-profit administration. Internships can include experiences such as organizing rare books materials for a Boston area research library, leading literacy workshops for a non-profit organization, composing publicity materials in a corporate setting, editing literary or non-literary publications, creating website content for an educational institution, and holding creative or professional writing workshops for local schools or libraries.

All for-credit internship experiences must be approved by the Graduate Program Director. The internship course includes signing an internship contract, meeting on a regular basis with the Graduate Program Director, and submitting a final "Internship Portfolio."

### **Boston Public Library Seminars**

Through a unique partnership with the Boston Public Library, the English M.A. Program offers "hands on" rare books seminars held at the BPL, in the Rare Books Room. These seminars are offered under a variety of course titles and numbers, but often appear as **ENGL 606: Books, Manuscripts, Libraries**. An annual seminar in archival research at the BPL is typically offered each spring and is generally scheduled for Friday afternoons. These courses often include special projects; recently, seminars have culminated in rare books exhibitions, held at the BPL and open to the public. Students interested in pursuing a Ph.D. are strongly encouraged to take a seminar offered at the BPL, as it includes research materials and methods typically reserved for Ph.D.-level work.

Information on upcoming BPL courses is distributed by the English M.A. Office. Information on exhibitions that result from these courses is also distributed by the English M.A. Office

### **Independent Study: ENGL 696**

Independent Study is available to students who wish to carry on substantial study and/or a writing project which cannot be done in the context of an available course. To enroll in an Independent Study, students must have successfully completed one or more semesters of graduate work. Independent study offers "variable credit." That is, it can be taken for as many as three credits or as few as one credit. Registration for Independent Study is contingent upon finding an appropriate and willing faculty director; we cannot guarantee enrollment in English 696.

University rules limit the total number of independent study credits that can be counted toward the degree to six. The number of credits for a particular project depends on the size of the project and is determined by the faculty member directing the Independent Study.

Projects for Independent Study often grow out of work begun in seminars, though they may also focus on areas in which there are no current graduate offerings. Students who are interested in designing an Independent Study should download an Independent Study form from the English Department website, and also:

- 1) write a one -page proposal describing the nature of the project, the proposed readings, and the papers or reports to be produced. Include a bibliography.
- 2) consult one or more appropriate faculty members about the project, and ask one of them to serve as director.
- 3) once a faculty member has agreed to work with you, you must fill out an Independent Study Proposal form, have it signed by the faculty supervisor, and then submit it to the Graduate Program Director for final approval. Once you are approved you will be registered.

### **Graduate Courses in Other Programs**

Graduate courses in other departments at UMB pre-approved for the English M.A. are:

- CW 606: Literary Editing and Publishing
- CW 614: Teaching Creative Writing
- EDCG 621: Teaching Writing in the K-12 Classroom

## **ENGLISH M.A. SPECIAL EXTRACURRICULAR OFFERINGS**

### **“First Thursdays” Get-Togethers**

The Graduate Program sponsors a monthly get-together, inviting all M.A. students and faculty to engage in lively conversation and enjoy a bit of socializing. These get-togethers are held on the “first Thursday” of every month, at a late afternoon time. A list of dates, times, and topics is distributed at the start of each semester.

### **Annual English M.A. Student Conference**

An annual day-long spring semester Conference was started in 2002 by a group of English graduate students. It has been a rewarding experience for students to share their research, fiction and poetry, and final project work. Information on the M.A. Student Conference is circulated by the program; please see the English M.A. administrative assistant if you would like to participate in or help organize the Conference.

### **Boston Public Library Internship and Volunteer Programs**

As part of a growing partnership with the Boston Public Library, the M.A. program offers internships and volunteer opportunities. For example, past projects have included:

- Research Assistantships focusing on working with rare letters and diaries,

held in the BPL Rare Books Room

- Research Assistantships focusing on working with rare children's literature, held in the BPL Rare Books Room
- "Word Jam": a series of creative writing workshops for kids at BPL branch libraries, led by graduate students
- "Guys Read": a series of reading workshops for boys, held at BPL branch libraries and led by graduate students

Information on upcoming BPL projects is distributed by the English M.A. Office.

### **Creative Writing Readings**

The Creative Writing Program and M.F.A. Program offer a full calendar of creative writing readings. These readings feature the work of well-known literary authors and the work of UMB grad students. Creative Writing readings are advertised by the English M.A. and M.F.A. Offices.

### **Sigma Tau Delta Honors Society**

The English M.A. Program is a member of the National English Honors Society, Sigma Tau Delta. M.A. students can join the society and participate in monthly meetings. Contact Sigma Tau Delta organizer Prof. Scott Maisano for more information.

### **Literary Theory Reading Group**

A group of English undergraduate and graduate students dedicated to intellectual inquiry (and some social merriment) meet on a regular basis throughout the year. Typically, the group selects a theme for the semester and organizes readings and discussions relating to that theme. Contact group organizer Prof. Matt Brown for more information.

### **Breakwater Review: On-Line Journal at [www.breakwaterreview.com](http://www.breakwaterreview.com)**

The English M.F.A. Program sponsors the on-line journal "Breakwater Review" and encourages M.A. students to participate. "Breakwater Review" is an on-line journal of fiction, nonfiction, and poetry managed and run by students. Contact Lisa Greggo in the M.F.A. Program Office for more information.

### **On-Campus Publications**

Several on-campus publications might be of interest to graduate students.

*The Watermark* is an annual magazine, which contains news stories, feature articles, fiction, and poetry. It is entirely produced by UMB students, and offers people a chance to gain knowledge in the publication field. *Lux* is a student-produced magazine of interviews and essays that chronicle intellectual enterprises on our campus. *The Mass Media* is the student newspaper. Opportunities in reporting, editing, layout and design, photography, and graphics are available for interested persons. (For experienced people, paid positions may be available.)

## **PART 4: ENGLISH M.A. POLICIES AND PROCEDURES**

### **ENGLISH M.A. COURSE REGISTRATION PROCEDURES**

#### **Registration**

Each semester the M.A. Program publishes a course description booklet written by the faculty who will teach the upcoming courses. Booklets are available in the program office and on our English Department website.

#### **Continuing Students**

Pre-registration period for the next semester falls in the last month of the current semester. Please be aware there will be a late registration fee of \$50.00 for students who do not initiate their registration during their assigned "early access period." Details on registration periods, including early access period assignments, are mailed to students usually a month before registration begins. Please contact the One Stop Office (617-287-6200) located in the Campus Center if you have not received registration information. Students must register online at [www.umb.edu](http://www.umb.edu).

#### **Newly Admitted Students**

Incoming students register for courses after Graduate Admissions has received their confirmation materials and deposit. Students will then be contacted by the English M.A. Program and receive a course description booklet that includes registration instructions.

#### **Summer Registration**

The M.A. Program usually offers two to four courses during Summer Sessions I and II. Registration information can be obtained through the Department of Continuing Education (617-287-7900), or visit their website at: <http://www.ccde.umb.edu/>

### **ENGLISH M.A. ADVISING**

Each newly admitted student meets with the Graduate Program Director for an initial advising session. At that time, a faculty advisor will be discussed. Each student will be assigned a faculty advisor at the New M.A. Student Orientation meeting.

The advisor is the faculty member to whom the student can turn for questions about course choices, career plans and similar issues. Students should meet with their advisors each semester to discuss plans for the next semester, and to explore possible final exercise topics. This assigned faculty advisor is not the advisor for the final project; students select their own final project director. In addition, in order to provide as strong a support system as possible, all international students will be assigned a faculty mentor to aid them with various difficulties that can arise from working in a different educational, cultural, and language context.

## **NON-DEGREE STUDENT PROCEDURES**

### **Non- Degree Students (Students taking courses without entering degree programs)**

Well-qualified non-degree students may enroll in English graduate seminars when space is available. This generally means having an undergraduate degree in English or extensive advanced work in English. The Graduate Program Director must approve a non-degree student's enrollment based on a critical writing sample and all academic transcripts, undergraduate and graduate.

Matriculated students working toward the English M.A. degree have priority in seminar enrollments. If you are interested in taking an English course as a non-degree student, submit your transcripts and a critical writing sample (7-8 pages) in length to the Graduate Program Office as early as possible. Non-degree registration begins 3 weeks prior to the start of the semester.

Non-degree students often apply to enter the M.A. Program as a regular student. Non-degree students must earn grades of B+ or better to be considered for regular admission to the program. As part of the application assessment process, the Graduate Committee will request references from UMass Boston instructors who have taught the applicant. A matriculated student may count two courses taken as a non-degree student towards the master's degree, but the transfer of these credits is not automatic.

Non-degree students can enroll in any course with open space. Very often seminars have waiting lists. Students who miss the first seminar meeting and do not inform the seminar professor in advance will lose their place in the seminar to a student on the waiting list.

## **ENGLISH M.A. GRADING**

### **Grading**

Demonstrated success in graduate work is recognized by the range of grades between "A" and "C". Students must remember that while "A" and "A-" are a mark of excellence, B- is the minimum acceptable grade to count towards the English M.A. A "C" in a graduate course is not a passing grade. Students must maintain an average of 3.0 to continue in the M.A. Program in good standing.

### **Incompletes**

A grade of "Incomplete" is NOT automatically awarded when a student fails to complete a course. Incompletes are usually awarded when satisfactory work has been accomplished in most of the course assignments and the student is unable to complete course requirements due to circumstances beyond her/his control. Incompletes are given at the discretion of the instructor. The student must negotiate with and receive the approval of the course instructor in order to receive a grade of Incomplete. The student and the instructor must meet, before the semester is ended, to fill out an

**Incomplete Contract Form**, available in the English Department office. This written agreement specifies the work to be completed and the deadline for completion. An INC automatically turns into an F, if the work is not completed within a year.

### **Withdrawals**

Each semester the University publishes deadlines for withdrawing from a course without academic penalty. Once the student registers for a course, it is his/her responsibility to withdraw from it if he/she cannot complete the required coursework. If the student does not withdraw (and is still on the class roster at the end of the semester), the university will automatically assign a grade of "F" for the course.

## **OFFICIAL UNIVERSITY REQUESTS AND FORMS**

### **Leave of Absence/Program Fee Form**

Students who need to take a leave of absence or will not be taking any courses for a given semester must fill out a **Leave of Absence and Program Fee Form**. This request must be approved by the Graduate Program Director and the Dean of Graduate Studies. Students who lapse on their active status are liable upon returning for all fees. All students must pay a \$175.00 Program Fee for each semester in which they are not attending classes. You can obtain a form at the One Stop Office or contact the Registrar's Office to have one mailed to you.

### **Transfer Credit**

With the approval of the Graduate Program Director, the university allows graduate students to transfer no more than six credits of graduate work in English taken elsewhere **within the past seven years**, with a grade of B or better. Please submit an official transcript and a copy of the syllabus, if possible, to the program's administrative assistant. An official **Transfer Credit Form** will then be completed. Students who have taken M.A. courses at UMass Boston as a non-degree student and have then matriculated must fill out the Transfer Credit Form to transfer those credits. Please consult the M.A. Administrative Assistant to process the necessary paperwork.

### **Formal Application for the M.A. Degree**

Students in their last semester must complete the **Degree Application Form** from the One Stop Office or download it online. Check with the Registrar's Office or the M.A. Program's Administrative Assistant for the **deadline for declaring your intent to graduate**. Complete side one of the form and return it, along with your degree audit and a check for \$150.00 (made out to the University of Massachusetts/Boston), to the M.A. Administrative Assistant. Check it against your own records to be sure there are no discrepancies. For those courses in which you are currently enrolled (and thus do not yet have grades), write "UNS" (unsubmitted) in pencil. The Registrar will enter grades here later. To receive the degree, you must have an average of at least 3.0. Please check with the M.A. Office or Registrar's Office for forms and deadlines.

## **PART 5: ENGLISH M.A. ADMISSIONS**

### **GRADUATE ADMISSIONS PROCEDURES**

#### **Graduate Admissions Office**

The Graduate Studies Bulletin and application materials may be obtained from the Graduate Admissions Office (617) 287-6400, or online at [www.umb.edu](http://www.umb.edu) (follow the "Admissions" links). The Graduate Admissions Office handles the general application process for all programs. For specific information about the English M.A. Program, contact the M.A. Program Administrative Assistant Michelle Feliz, 617-287-6702, or [englishma.program@umb.edu](mailto:englishma.program@umb.edu)

#### **Applications**

All application materials must be submitted directly to the Graduate Admissions Office, **not** to the English Department. We encourage prospective students to apply online at [www.umb.edu](http://www.umb.edu) (follow the "Admissions" links). Completed applications are returned to the Graduate Admissions Office, located at the Campus Center, University of Massachusetts Boston, 100 Morrissey Blvd. Boston, MA 02125. Applicants may then track their dossiers electronically and ensure that all materials have been received on time. After all materials have been received, an application is considered complete. At that time, the application is forwarded to the English M.A. Program for review.

### **ENGLISH M.A. APPLICATION DEADLINES**

#### **Deadlines**

Applications to the English M.A. Program, submitted to the Graduate Admissions Office, are considered on a rolling admissions basis. Teaching and Research Assistantship applications, submitted directly to the English M.A. Program, are also considered on a rolling basis. It is to the applicant's advantage to submit a complete application early in the admissions cycle.

- **Fall Semester:** March 1 is the priority deadline for fall semester applications. Completed applications including all required credentials and documents received by March 1 will be given priority consideration, and applicants will be notified of a decision by the end of April.

Applications for Teaching and Research Assistantships are considered in conjunction with the completed application for admission; these funding awards are made early in the admissions cycle, with many awards made by the priority deadline of March 1. See the Teaching and Research Assistantship section below for more information.

Applications for the fall semester will continue to be considered through

June 15.

- **Spring Semester:** November 1.
- **International Applicants:** Deadlines are May 1 (for the fall semester) and October 1 (for the spring semester).

Please note: The most current information about deadline dates for all Graduate Programs is available from the Graduate Admissions Office at [www.umb.edu](http://www.umb.edu).

## **ENGLISH M.A. APPLICATION COMPONENTS**

### **Criteria**

The Graduate Committee looks for a generally distinguished undergraduate transcript with an average of at least 3.2 in advanced undergraduate English courses. An undergraduate major in English is preferred, but candidates may also present evidence of significant advanced work in English combined with another major. Transcripts should be sent from all schools attended and should reflect any graduate, as well as undergraduate, coursework. If you have questions about whether your transcript reflects an appropriate range and level of work to support your admissions application, you may contact the Graduate Program Director, who will be glad to review it with you. The Graduate Committee is interested in the breadth of your preparation, but is most concerned about the quality of your work, especially in your more advanced courses and in your most recent study in English.

*For those whose undergraduate major was not English:* While we do not ordinarily matriculate applicants without an undergraduate English Major or a roughly equivalent background, such applicants are welcome to explore their credentials and prospects with the Director of the Graduate Program. Promising candidates are typically advised to take three or more upper-level undergraduate English literature courses, and then apply to the M.A. Program. The Graduate Committee has regarded grades of "A-" or better in these courses and strong recommendations from the instructors as evidence for admission. On rare occasions, for adults with a strong record of accomplishment in other areas, the committee recommends provisional admission to the M.A. program: the student is asked to enroll in one or two graduate seminars as a special student and earn a B+ or better before matriculating

### **Letters of Recommendation**

Three letters are required from people who are qualified to speak to your potential for graduate study; these usually would be professors of recent courses you have taken. The people you ask to recommend you should be able to comment in detail about the quality of your academic work, your particular strengths and achievements, in English and related fields. Even if you have been out of school for several years, your former professors are still likely to be the best source of letters, particularly if you can send

them copies of papers you wrote for their courses or otherwise help them to remember what was outstanding about your work. Friends or employers are less often a source of useful letters.

### **Statement of Interests and Intent**

Following the guidelines of the Graduate Admissions Office, the English M.A. Program's admissions requirements call for a typed two-part essay. The first part, up to 300 words, should provide a succinct and direct statement of your reasons for wishing to pursue graduate studies. The second part is an essay of at least 1200 words in which you explain the intellectual, professional, and personal interests (your training, your curiosities, your passions) that have led you to pursue the advanced study of English. Your essay should include a specific account of your past academic work and current academic direction. A detailed discussion of your specific interests and priorities as a student, a scholar, a critic, a writer – such as the projects you have completed in the past, the texts and authors you have worked with most, the essays you have completed in coursework, the problems and topics you want to focus on in future study--is more useful than a general statement of why you want to study writing or literature. The Graduate Committee will read your essay as a demonstration of how you write as well as how you think about issues related to the study of literature, composition and/or creative writing. Your essay will help the Graduate Committee determine how well your interests and goals match the nature of our program.

### **Critical Writing Sample**

A good example of your critical writing may be the most important part of your application. Ideally, you should submit an academic, critical paper that you have written recently (within the last four years)--typically an analysis of a literary text, though students interested in a composition concentration may substitute a paper on a related topic, such as an analysis of texts in the media or of student writing. The paper should draw on secondary sources, demonstrating an ability to synthesize those sources and your own ideas. The paper should be about 8 pages in length. The Graduate Committee uses this writing sample to determine whether your critical writing skills are at the level necessary to perform successfully at the graduate level.

### **Creative Writing Sample**

Students interested in the creative writing concentration should submit a sample of their creative writing (one story or 5-6 poems) in addition to the critical writing sample. Students may also decide to concentrate in creative writing once in the program, and can at that time submit a sample of their poetry or fiction to the appropriate course instructor.

### **Graduate Record Examination**

GRE scores (Verbal, Quantitative and Literature in English) are optional, but recommended. If another part of your application is less strong than you would like it to be, strong GRE scores may help.

### **A Complete Application**

The Graduate Committee will not read your application until it is complete, which means not only that all items are received but also that they are the types of materials asked for above. For example, a three-page critical writing sample with no use of secondary sources does not meet the application requirement. Similarly, letters of recommendation from your workplace rather than from your professors do not meet the requirement. If you have questions about the materials needed to complete your application, check with the M.A. Program's Administrative Assistant.

### **Transfer Credit**

With the approval of the Graduate Program Director, the university allows graduate students to transfer no more than six credits of graduate work in English taken elsewhere **within the past seven years**, with a grade of B or better. Please submit an official transcript and a copy of the syllabus, if possible, to the M.A. Program's Administrative Assistant. Students who have taken graduate courses at UMass Boston as a non-degree student and have then matriculated must fill out a transfer credit form to transfer those credits. Please consult the M.A. Program's Administrative Assistant to process the necessary paperwork.

## **PART 6: ENGLISH M.A. ASSISTANTSHIPS AND EMPLOYMENT**

### **ENGLISH M.A. GRADUATE ASSISTANTSHIPS**

#### **Types of Graduate Assistantships**

The English M.A. Program is able to offer a limited number of graduate assistantships to qualified students. The types of assistantships are:

- *Teaching Assistantship 1 (TA1), known as a "Teaching Apprentice,"* usually 10 hours per week with an annual stipend of approximately \$6800 or occasionally 5 hours per week with an annual stipend of approximately \$3400
- *Teaching Assistantship 2 (TA2), known as a "Teaching Associate,"* 10 hours per week with an annual stipend of approximately \$7400
- *Research Assistantship,* usually 5 hours per week with an annual stipend of approximately \$3400 or occasionally 10 hours per week with an annual stipend of approximately \$6800
- The most up-to-date statement of assistantship amounts can be found at [www.umb.edu](http://www.umb.edu), under "Graduate Studies," under "Graduate Assistant Hiring."
- All positions carry a full waiver of tuition, a prorated contribution to health insurance, and a pro-rated educational operations fee waiver. Note that educational operations fees are larger than tuition costs. Tuition and fees are outlined at [www.umb.edu](http://www.umb.edu), under "Bursar's Office," under "Tuition and Fees."

Available teaching and research assistantships for the next academic year are posted each Spring in the University's Human Resources website. A limited number of positions may also be posted at the end of the Fall semester for the following Spring. Assistantships are awarded on the basis of a student's academic achievement and qualifications in relation to the needs of the program.

#### **Applying for a Graduate Assistantship**

Applicants to the English M.A. Program should apply for a graduate assistantship at the same time they apply for admissions to the M.A. Program. International students may apply for assistantships. Students already enrolled in the M.A. Program will be reminded of deadlines and procedures for applying for graduate assistantships.

To hold an assistantship, a student must be enrolled in at least six credits of graduate work and must maintain a satisfactory A- average. No student with any incomplete grades will awarded an assistantship.

To apply for an assistantship, obtain a Graduate Assistantship Application from our website: [www.umb.edu/academics/cla/dept/english](http://www.umb.edu/academics/cla/dept/english) or from the M.A. Program's Administrative Assistant. Follow the directions on the Application, attaching a statement describing your background, relevant experience, and interests with

reference to the type of assistantship for which you are applying. Assistantships are competitive and are awarded on a year-by-year basis; given the small number of assistantships available, the program is not able to guarantee ongoing support. If you are awarded an assistantship, the Graduate Program Director will send you a contract letter specifying the nature and responsibilities of the award.

### **Contracts for Graduate Assistantships**

Teaching assistants are paid according to rates established by the Graduate Student Union contract. Most of the assistantships are for functions associated with teaching. Occasionally research or administrative assistantships are available. As a result of the Immigration Reform and Control Act of 1986, all new employees (assistants) are required to show any two of the following forms of identification before signing an assistantship contract: passport, driver's license, birth certificate, social security card (for other options, check with the Graduate Studies Office, 617-287-5700). In addition, before signing the contract you will be required to fill out State and Federal tax forms, and fill out a Personnel Department Questionnaire. Every new employee must also present negative results of a T.B. test (test available free of charge at the UMass Health Services). All of this paperwork is done in the Graduate Studies Office, Campus Center, 2nd floor. The M.A. Program Administrative Assistant will inform you when your contract is available to be signed in the Graduate Studies Office.

## **ENGLISH M.A. TEACHING ASSISTANTSHIP PROGRAM**

The Graduate Teaching Assistantship Program offers a gradual and supportive context for learning to teach, preparing students for college level teaching in freshman programs, at community colleges, and for appointments as teaching associates in conjunction with doctoral study. TAs move from the position of Tutor to Teaching Apprentice to Teaching Associate.

The Teaching Assistantship Programs are open to students in all three concentrations. However, there are a limited number of TA positions, and the M.A. Program can make no assurances to students following the teaching course sequence that they will be selected as teaching associates (TA2s). We have found, though, that the sequence even without the TA2 experience provides an excellent pedagogical and practical foundation for those seeking careers in teaching.

### ***Teaching Assistantship 1 (TA1) Training: Tutor and "Teaching of..." Coursework***

TA1 students without prior or equivalent tutoring or teaching experience are expected to enroll in "ENGL 459: Seminar for Tutors" in the fall semester. TA1s serve as Tutors connected to freshman writing courses. The tutoring experience is overseen by the ENGL 459 seminar leader. Tutoring offers an opportunity to not only enter the English TA sequence, but to learn about UMass Boston undergraduates and their coursework and to also connect with other TAs through team training. TA1 Tutors move on to

working as a Teaching Apprentice in the university classroom.

***Teaching Assistantship 1 (TA 1): Teaching Apprentice (selected first-year students)***

Most TA1s work as Teaching Apprentices in UMB's freshman writing courses and undergraduate literature courses, although placements may occasionally be made in creative writing courses. Teaching Apprentices either "shadow" a professor in his or her classroom or serve as a discussion leader in a lecture course. In either teaching situation, the Teaching Apprentice is mentored by an experienced teacher. TA1 students may apply to continue in their role for a second year, or may seek to move on to TA2 status (see below).

As they complete their tutoring or apprenticeship experiences, Literature TAs are encouraged to also enroll in the "ENGL 66: Teaching of Literature" seminar in the fall spring, or summer semester, and Composition TAs in freshman writing classes are encouraged to enroll in the "ENGL 610: Teaching of Composition" seminar in the spring semester.

***Teaching Assistantships 2 (TA 2): Teaching Associate (selected second-year students)***

A few TA2 assistantships are available each year to graduate students interested in and prepared to work as a Teaching Associates, responsible for the independent teaching of an introductory course in composition or in literature. To be eligible to apply for a TA2 in the second year of graduate study students must have taken the tutoring seminar [ENGL 459] or have had equivalent experience; must have successfully completed either "ENGL 610: Teaching of Composition" or "ENGL 611: Teaching of Literature"; must have served as a Teaching Apprentice for a semester with an experienced composition or literature instructor; and must have been recommended by the supervisor of the apprenticeship as well as the instructor in ENGL 610 or 611.

The Teaching Associate Program in **Composition** offers M.A. students an opportunity to receive strong preparation for teaching writing at the beginning college level. Each TA2 in Composition will undertake the supervised teaching of a staff-developed composition course (ENGL 101) with participation in a weekly seminar for composition interns.

The Teaching Associate Program in **Literature** offers M.A. students the opportunity to receive strong preparation for teaching an introductory literature course. Each TA2 in Literature will undertake the supervised teaching of a staff-developed literature course ("ENGL G262: Art of Literature" or "ENGL 272: Art of Fiction") with participation in a weekly seminar for literature interns.

A small number of Teaching Associates for the following fall semester are selected at the end of the spring semester, based on an assessment of students' work in the prior stages of preparation and on their overall readiness to bear responsibility for directing a college-level course. The number of TA2s available in a particular semester is

determined by undergraduate enrollments and available funding.

Before the Teaching Associate semester begins, those selected as Teaching Associates meet with the supervisor of the Composition TA2s or the supervisor of Literature TA2s to develop a common course plan. Since these meetings usually occur in the summer prior to the teaching associateship, students selected for this appointment should keep their summer plans flexible. Throughout the semester, Teaching Associates observe each others' courses and meet in weekly seminars with their supervisor to discuss pedagogical and curricular concerns as they arise in their classes. Students who complete the associateship usually have the opportunity to teach a section the following semester with some continued supervision.

TA2 students may opt to register for "ENGL 698: Teaching Intern Seminar," which awards three graduate credits for the Teaching Associateship. This course consists of elements of the Teaching Associate work external to the classroom plus an additional project or essay extending or assessing what you have learned as an intern.

### ***Research Assistant (RA)***

We offer fewer Research Assistantships than Teaching Assistantships. Research Assistants will assist faculty on academic, pedagogical, or editorial projects. Most recently, Research Assistantships have featured work in the Boston Public Library's Rare Books Room. The RA's work may include, but not be limited to, the gathering and analysis of data, bibliographical searches, the development of theoretical analysis and models, maintenance and enhancement of departmental teaching websites, and the production or publication of scholarly journal and research reports. Graduate students may be employed to perform research work not directly related to their own research. The application forms and deadlines are the same as for the Teaching Assistantships.

## **ADDITIONAL EMPLOYMENT OPPORTUNITIES**

### **On-Campus Employment**

Jobs are often available through university departments and programs. Listings are online at [www.umb.edu](http://www.umb.edu), under the "Human Resources" section. The Human Resources website section contains employment listings and features an employment search function. Other job opportunities may be posted at the Student Employment Office, which is located in the Campus Center, 2<sup>nd</sup> floor.

### **Assistantships in Other Departments**

Some assistantships – for example, those in the Office of Academic Support or in the university's Writing Proficiency office – are open to all graduate students. It can be most efficient to go directly to these offices and ask for employment opportunities. Assistantship postings are also available on the UMB Human Resources website (see

above) and M.A. students in English who have not received an assistantship in the department are encouraged to seek out these alternative opportunities.

### **Tutoring**

English graduate students often work as English Tutors in the undergraduate English Department. Students interested in becoming a English Tutor may contact Professor Elsa Auerbach, Director of the Tutoring Program and a faculty member of the English Department. Paid tutoring positions are also available through the Academic Support Services, Special Services, and the Veteran's Educational Training Program, and Distance Learning. Qualified persons should contact the heads of these programs.

## **FINANCIAL AID OFFICE**

The office of Financial Aid administers a number of need-based aid programs, including those involving loans, grants, scholarships, tuition waivers and employment. Sources include federal and state governments and the University itself. Information is online at [www.umb.edu](http://www.umb.edu), under the "Financial Aid" section. Service staff are available to give you advice and answer questions. You can meet with a financial aid counselor at the One Stop Office located in the upper level of the Campus Center. An on-site visit is highly recommended, but you can also contact them at 617-287-6300.

## **BURSAR'S OFFICE**

Detailed tuition and fees information is listed online at [www.umb.edu](http://www.umb.edu), under the "Bursars Office" section, under "Tuition and Fees." The Bursar's Office website offers charts that break down all costs on a per-credit basis. Our contact in the Bursar's Office is Kelly Regas at 617-287-5351.

## **PART 7: DEPARTMENT AND UNIVERSITY OPPORTUNITIES**

### **DEPARTMENTAL PRIZES**

#### **The Alvan S. Ryan Award**

Established in honor of the department's first Professor Emeritus, who retired in 1978. The award is given annually for the best literature paper in the English M.A. Program.

#### **The Ann E. Berthoff Prize**

Established in 1990 in honor of Professor Berthoff, a former English Department faculty member and noted figure in the field of composition and rhetoric. The prize is awarded annually to the outstanding Final Exercise in Composition Studies.

#### **The David A. Kennedy Prize**

Established in the spring of 1999 in memory of David Kennedy, a 1998 Graduate of the English M.A. Program. The prize honors exceptional work in the field of poetry.

#### **The M.A. Dean's Book Award**

This award is given annually to the year's outstanding graduating student in the English M.A. Program.

Nominations are made by program faculty and reviewed by the departmental Prize Committee in mid-April.

### **LIBRARIES**

The Edwin Gittleman Memorial Library is the English Department's reference and reading room. Named in memory of Professor Ed Gittleman, who died in July of 1996, the library houses English Department faculty publications, an Oxford English Dictionary, and other reference books. The Gittleman Library is available to English Department graduate and undergraduate students.

The Joseph P. Healey Library of UMass/Boston contains a collection of approximately 370,000 volumes and currently subscribes to more than 3,000 domestic and foreign newspapers and journals. Through the "Virtual Library" Healey can draw on vast resources from other libraries in Greater Boston and supply titles not in its own collection within a few days. The library also maintains a growing collection of government documents, as well as an art, music, and film library equipped with listening and viewing carrels. Special exhibits related to books and the arts are displayed throughout the library and in the library's art gallery, which is located on the fifth floor.

An extensive collection of bibliographical volumes are available for student use, and are

of special importance for graduate students doing research work. A special reference room, located on the fourth floor, contains many concordances, language dictionaries, biographical encyclopedias, lexicons, and other resource materials. A microfilm library and a collection of indexes also aid students in research.

### **Access to Other Libraries**

UMass Boston is a member of the *Greater Boston Consortium of Academic and Research Libraries*. The members of the Consortium are: Boston College, Brandeis, Tufts Medical School, MIT, Northeastern, Tufts, UMass Amherst, UMass Worcester, and Wellesley. Any student who wishes to use the Boston University library can obtain a special admission pass from a UMass Boston librarian. UMass Boston faculty and graduate students are eligible for borrowing privileges at all libraries belonging to the Consortium, and may apply for a Consortium card at the fourth floor Reference Desk in the Healey Library.

*The Boston Public Library* makes its resources available to all residents of Massachusetts including out-of-state students who have lived in Massachusetts for at least one year. Borrower cards may be obtained at the BPL circulation desk upon presentation of identification which lists a current Massachusetts address. The library has two buildings: the Research Library on Dartmouth Street where materials can be used only on site, and the General Library on Boylston Street, from which materials may be borrowed. The BPL provides invaluable sources for students during their academic years, and after. Through a special partnership with the UMass Boston English Department, M.A. students in English enjoy unique access to the BPL's extraordinary collection of rare books, manuscripts, and other archival materials in an English M.A. seminar offered every spring in the Rare Books Room of the BPL.

*The John Fitzgerald Kennedy Presidential Library* is a valuable resource for students interested in history, politics, public policy, and public opinion. Located only a few hundred yards from the UMass Boston Harbor Campus, the library also houses literary documents such as the Hemingway Papers, which include most of Hemingway's original manuscripts and letters. A small staff assists students in their use of the library. In addition, the Presidential Museum is a historically important and intellectually stimulating place to visit.

## **GRADUATE STUDENT ASSEMBLY**

The Graduate Student Assembly (GSA) is the voice of graduate students at the UMass Boston campus, is dedicated to enhancing the academic and professional development of graduate students. The GSA works to gain support for graduate research and skill development. The GSA is located in the Campus Center 3<sup>rd</sup> Floor

## **UNIVERSITY SERVICES**

### **Health Services**

Health Services provides medical assistance to students who have purchased school insurance, and charges a minimal fee to other students; a small fee is also charged for laboratory work. They have an extensive website at [www.umb.edu](http://www.umb.edu), under "Health Services." The Health Center asks that all students have a physical before treatment, and will provide one if a student does not have a doctor. Mental Health Services provides clinical psychological services, emergency services, crisis intervention, and referral services. Health Services is located in the Quinn Administration Building, 2<sup>nd</sup> floor (617- 287-5660).

### **Career Services**

Career Services offers career counseling and workshops on topics such as interviewing techniques. Their website is located at [www.umb.edu](http://www.umb.edu), under "Career Services." Resource materials regarding doctoral programs are available in their main office. Career Services is located in the Campus Center, 1<sup>st</sup> floor.

### **Athletics and Recreation**

The following facilities available for students are located in the Clark Athletic Center: a gymnasium, a pool complete with 1 and 3-meter diving boards, an ice skating rink, and a weight lifting room. In 1995, the University opened The Beacon Fitness Center (McCormack Bldg. 1st floor). The outdoor facilities include an eight-lane track, eight tennis courts, a utility field, and 10 mercury sailboats. An extensive website can be found at [www.umb.edu](http://www.umb.edu), under "Athletics."

## **APPENDIX 1:**

### **HELPFUL CONTACTS AND LINKS**

**Bursar's Office Contact Person:** Kelly Regas, 617-287-5351 (for tuition/fees)  
In Bursar's Office, Campus Center, 4<sup>th</sup> floor, room 4300

**Graduate Assistantship Contact Person:** Robert Bobek, 617-287-5700 (for contracts)  
In Graduate Studies Office, Campus Center, 2<sup>nd</sup> floor, room 2100

**Financial Aid:** [www.umb.edu/students/financial\\_aid/graduate/grad\\_stdtd.html](http://www.umb.edu/students/financial_aid/graduate/grad_stdtd.html)

**English Department Website:** <http://www.umb.edu/academics/cla/dept/english/index.html>

**University Website:** <http://www.umb.edu>

**WISER system:** <http://wiser.umb.edu/>  
Student registration, schedule, bill information.

**Graduate Student Assembly:** <http://www.gsa.umb.edu>

**The UMB Boston Writing Project:** <http://www.bwp.umb.edu/index.html>

**Graduate College of Education:** <http://www.gcoe.umb.edu>

**Graduate Women's Consortium:** <http://www.radcliffe.edu>

**UMass Bookstore:** [www.efollett.com](http://www.efollett.com)

## APPENDIX 2:

### FREQUENTLY ASKED QUESTIONS

#### MA in English with Initial Teacher Licensure for Secondary or Middle School

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**What are the requirements and procedures for admission to the licensure program?** Any English MA student who wishes to work toward initial licensure should schedule an initial meeting with the English Department licensure advisor in order to plan a program of study.

**What are the course requirements for licensure?** Students are required to complete the 30 credit English MA Program, including five specific courses as equivalents to core education courses (see reverse). In addition, students must complete four courses through the M.Ed. program at the Graduate College of Education that have no equivalents in the English MA (including a Practicum).

**What are the pre-practicum requirements?** Students must complete up to 75 supervised field hours (observation) in middle, high school, or equivalent settings. Up to 50 hours of this requirement may be satisfied through English Department tutoring, apprentice teaching, and teaching as an intern. Students who have no prior high school (or middle school) teaching experience must complete 25 hours in the relevant school setting. These hours must be documented and submitted with the application for student teaching. Work done in a course with a field experience component may be used towards fulfilling the Pre-Practicum requirements. In-service public school teachers may apply to meet the Pre-Practicum Field Experience requirement through their current teaching.

**What are the practicum requirements?** The Practicum consists of one semester of supervised student teaching in a middle or secondary English classroom. (a minimum of 300 hours) concurrent with a practicum seminar (totaling 6 credits for Practicum and Seminar).

**How does one apply for student teaching?** Students must apply for the practicum through the Graduate College of Education's Office for Licensure and Fieldwork. When you submit your application for student-teaching you must bring the following paperwork: A completed application for student-teaching; a current UMass transcript; documentation of 75 hours of field observation (pre-practicum requirement) or equivalent; proof of passing the Communications & Literacy section and the English subject area test of the Massachusetts Teacher Test. Deadlines for submitting applications for student teaching are March 1<sup>st</sup> (for Fall student teaching) and October 1<sup>st</sup> (for Spring student teaching).

**What exams must one take (and when)?** The Massachusetts Department of Education requires all candidates for initial license to pass the Massachusetts Test for Educator Licensure (MTEL). This test consists of two parts: the first tests the candidate's communication and literacy skills through a reading and writing test; the second tests the candidate's competency in the subject matter specific to the certification area sought (Middle or High School English). Students must successfully complete the Massachusetts Department of Education Communication and Literacy Skills Portion by midway through the program. Students must successfully complete the Subject Test in English by the semester before student teaching. For further information about the MTEL, please call the Department of Education at (781) 338-6600 or visit their website at: [www.doe.mass.edu/teachertest](http://www.doe.mass.edu/teachertest). Information about upcoming MTEL administrations and registration materials is available from (413) 256-2892 or via the MTEL web site: [www.mtel.nesinc.com](http://www.mtel.nesinc.com). MTEL Test Information Booklet available at [http://www.mtel.nesinc.com/MA8\\_SG\\_opener.asp](http://www.mtel.nesinc.com/MA8_SG_opener.asp)

**MA in English with Initial Teacher Licensure for Middle or Secondary School:  
Coursework Requirements**

30 hour English MA to include specific courses (5) listed as equivalents to GCE education courses. Three starred (\*) courses have no equivalents in the English MA and will have to be taken as additional courses through the M.Ed. program. Student teaching and the accompanying seminar must also be completed through the M.Ed. program.

<b>Pedagogy Core</b>	<b>English MA Equivalent</b>
*EDCG 644 – Human Development (3 credits) [may be waived for students with equivalent coursework in psychology]	none
EDCG 606 – Sociocultural Perspectives	ApLing 603 – Cross-Cultural Perspectives
*EDCG 649 – Sheltered English Instruction	none
*EDCG 630 – Inclusion K-12 [may be waived for students with equivalent coursework]	none
<b>Content Courses</b>	<b>English MA Equivalent</b>
EDCG 648 – Content Literacy	A literacy-focused course such as: Seminar for Tutors [En459] Problems of Literacy [En697] Perspectives in Composition [En669] Philosophy and the Composing Process [En670] Writing theories in Second Language Acquisition [L669] Teaching Reading in the Bilingual/ESL Classroom [L673]
EDCG 667 English Methods	En 610 Teaching of Composition
EDCG 660 Pedagogy Content Knowledge General Methods	AND En 611 Teaching of Literature
Special Topics course or Content Elective	Teacher Research [En 697], Research in Composition [En 697], Problems of Literacy [En 697], Perspectives in Composition [En 669], or appropriate Final Projects in Composition [En679] or Literature [En699] OR any other English elective
<b>Practicum Core</b>	<b>English MA Equivalent</b>
EDCG 663/610 – Assessment/Technology Modules	En 613--Teaching English with Technology OR En 459 Seminar for Tutors OR En 698 Intern Seminar
EDCG 687 or EDCG 688 Practicum Seminars plus Practicum (3 credits)	none

**CONTACT INFORMATION**

- English Department Education Advisor: Elsa Auerbach [elsa.auerbach@umb.edu](mailto:elsa.auerbach@umb.edu) 617-287-5763
- GCE Office of Teacher Preparation and Advising: W-02-119, Kevin Ziomek, [kevin.ziomek@umb.edu](mailto:kevin.ziomek@umb.edu) 617-287-7625
- Elaine Bauer [elaine.bauer@umb.edu](mailto:elaine.bauer@umb.edu)
- Pre-practicum placements: Aimee C. D'Avignon [Aimee.Davignon@umb.edu](mailto:Aimee.Davignon@umb.edu)
- Massachusetts Department of Education: 781-338-3000 [www.doe.mass.edu](http://www.doe.mass.edu)
- MTEL: [www.mtel.nesinc.com](http://www.mtel.nesinc.com)

## **APPENDIX 3:**

English Master of Arts (M.A.) Graduate Program  
Department of English  
University of Massachusetts Boston  
Boston, MA 02125  
617-287-6702; englishma.program@umb.edu

### **QUICK FACTS: ENGLISH M.A. GRADUATE PROGRAM UMASS BOSTON**

#### **PROGRAM STRUCTURE**

- Students complete 30 credits, typically by taking 10 three-credit courses.
- Students can complete the program in two years, but can take longer.
- Students select a concentration: literature, composition, or creative writing. Concentrations are flexible and can be combined.

#### **SEMINAR STRUCTURE**

- M.A. coursework features “graduate student only” classes of 15 students.
- M.A. coursework emphasizes discussion and writing in seminar-style classes.

#### **FINAL PROJECT**

- Students complete a self-defined final project, typically an essay or thesis.
- Students select their own final project faculty advisor for one-on-one guidance.

#### **SPECIAL OPPORTUNITIES**

- Special hands-on rare books courses are held at the Boston Public Library.
- Mini-courses guide students through internships, teaching, and career options.

#### **ADMISSIONS**

- Rolling Admissions: Priority Date for Fall Admissions: April 1 (applications considered through June). Priority Date for Spring Admissions: November 1.
- Application Materials: Application packet requires a personal essay, analytical writing sample, and three recommendations.
- Materials are submitted to “Graduate Admissions” at [www.umb.edu](http://www.umb.edu)

#### **FUNDING**

- Teaching Assistantships: Students apply for assistantships through the English M.A. Program. Students should inquire when applying to the Program.
- Tuition and Fees details at “Bursars Office” at [www.umb.edu](http://www.umb.edu)
- Financial Aid details at “Financial Aid” at [www.umb.edu](http://www.umb.edu)
- Campus Employment details at “Human Resources” at [www.umb.edu](http://www.umb.edu)

#### **FOR MORE INFORMATION AND APPOINTMENTS**

- To meet the Graduate Program Director, contact the English M.A. Program:

**ENGLISH M.A. PROGRAM: 617-287-6702; ENGLISHMA.PROGRAM@UMB.EDU**

## **APPENDIX 4:**

### **DIRECTIONS TO UMASS BOSTON ENGLISH DEPARTMENT**

#### **M.A. PROGRAM OFFICE LOCATION:**

- UMass Boston English Department
- Wheatley Hall, on the 6th floor
- turn right as you get off the elevator, go through the double doors
- The M.A. Program Office is directly in front of you; check in at the office for appointments

#### **SUBWAY:** Information about the subway/"T" is on the UMass Boston website as follows:

- go to [www.umb.edu](http://www.umb.edu); click on "about;" click on "public transportation"
- as the website explains, you'll take the Red line to the JFK/UMass stop
- at the JFK/UMass stop, you'll take a free shuttle bus (shuttle bus #1 or #2)
- get off at the Campus Center, as explained next:

#### **SHUTTLE/CAMPUS CENTER:**

The best way to envision the campus is to look at the parking map provided on the UMass Boston website, as follows:

- go to [www.umb.edu](http://www.umb.edu); click on "about;" click on "directions/parking;" click on "parking map"
- on the map, the shuttle bus will drive in on the white one-way street labeled "University Drive"
- it will drop you off at the Campus Center--this is the building on the circular driveway
- walk into the Campus Center; go up the main stairs; exit the Center on the University's Plaza level
- once outside, look/turn left--Wheatley is the tall brick building immediately to your left
- inside the Wheatley entrance, take the elevator to the English Department, 6th floor

#### **DRIVING:**

The best way to envision the campus is to look at the parking map provided on the UMass Boston website, as follows:

- go to [www.umb.edu](http://www.umb.edu); click on "about;" click on "directions/parking;" click on "parking map"
- if you look at the map, you'll drive in on the white one-way street labeled "University Drive"
- we are the yellow building on the map, "Wheatley Hall;" it is a large red brick building
- use the parking lot labeled South Lot immediately outside Wheatley--it says "students only," but you should use it
- if you are in the South Lot, as you walk towards the modern, white-looking Campus Center building, to the far right
- walk up the stairs to the University's Plaza level
- turn left--Wheatley is the tall brick building immediately to your left
- inside the Wheatley entrance, take the elevator to the English Department, 6th floor
- if the South Lot is full, continue to drive around to the North Lot or University Lot A--you will then walk over to Wheatley, most likely by going through the Campus Center (see above)
- don't hesitate to ask for directions--the campus is confusing, but the students are incredibly nice!