WCU English Majors' Handbook

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2020-2021 Academic Year

Department of English
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West Chester, PA 19383
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http://www.wcupa.edu/arts-humanities/English/
English Majors' Forum on Desire 2 Learn (D2L)
Revised Summer 2020

ENGLISH MAJORS' HANDBOOK TABLE OF CONTENTS

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ENGLISH DEPARTMENT MISSION STATEMENT

The English Department offers a variety of interrelated areas of study in a broad range of liberal arts and professional programs at both the undergraduate and graduate levels. The mission of the Department is to help students as readers, writers, and thinkers at all levels of study to appreciate the nuances of and connections among texts (literary, rhetorical, visual, etc.), and to use written and oral language to participate effectively in a wide range of academic, aesthetic, and professional contexts. The Department's programs prepare students for productive lives as critical thinkers, informed citizens, and ethical leaders.

The English Department pursues the ideal of a socially conscious education. It aims to scrutinize preconceptions about race, gender, ethnicity, class, age, and sexual orientation. It values critical literacy and communication as resources for democracy, resources that invest citizens with the cognitive skills needed to analyze and critique those forms of language which work for and against the ideals of community, cooperation, justice, and equality.

We strive to achieve these goals via high quality teaching that reflects innovations of thought and scholarship, that uses current technologies to facilitate learning, and that responds to the cultural diversity of the student body. By maintaining state, regional, and national accreditation, we ensure that our majors are prepared to enter their chosen professions or pursue further study in their chosen fields.

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WELCOME FROM THE ENGLISH DEPARTMENT CHAIR

Fall 2020
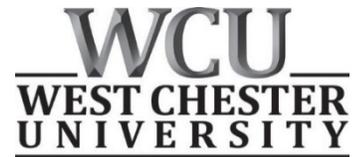
Dear English Major:

Welcome to West Chester University's Department of English. Our faculty and staff look forward to making your undergraduate years as enjoyable, self-fulfilling, and productive as possible. As the University's largest Department, we offer a variety of programs to enrich your academic experience here and to prepare you for your careers after graduation.

This manual is designed to give you information about major requirements, as well as information on all special experiences the English Department makes available to you. Our majors are supplemented by minors in African/African American Literature, Business and Technical Writing, Creative Writing, Film Criticism, Journalism, Linguistics, and Literature and Diverse Cultures. We encourage all our majors in the Bachelor of Arts program to do an internship, which provides valuable experience in fields such as publishing, journalism, business, public relations, and other professions.

If you have further questions about our programs, please contact your Departmental advisor, who can probably answer most of your questions—or who will know where the answers can be found. In your first semester with us, you will be assigned an advisor who will provide you with academic guidance throughout your undergraduate program. You must meet with your advisor at least once per semester in order to schedule courses for the following semester. Meeting with your advisor will also ensure that you are following all Department and University requirements. But advisors are not only repositories of "official" information; they are resources for information about University life in general. ***Advising is ultimately a shared responsibility between advisor and advisee, so it is important that you be proactive about understanding and meeting your degree requirements.***

You will also be assigned a First Year mentor. Your mentor is not your advisor, but through informal meetings with them, you can learn more about the culture of the department, find out about opportunities within the department, and hear about the kinds of careers held by our alumni.

Please also make sure you consult our online **English Majors' Forum**, a Desire 2 Learn (D2L) site. (We enroll all our majors in this Forum, and if, for any reason, you are not enrolled, please contact our department secretary at 610-436-2822.) Use the Forum to learn about campus events, to refresh your knowledge of Department policies and opportunities, to take part in discussions about program and other issues, and to keep in touch with other English majors. If you need a reminder on University policies, please consult your Ram's Eye View or WCU undergraduate catalog (either online or in hard copy). Lastly, should you need more assistance, don't hesitate to email us at ENGLISH-DEPT@wcupa.edu or call the office.

Welcome! I look forward to working with you and our faculty to help you succeed in your academic career as an English major.

Sincerely,

Dr. Erin Hurt
Chair, Department of English

PURPOSE OF THIS MANUAL
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This manual is intended to help students in the English Department understand their programs, to know about the available options in courses and activities, to be able to plan their progression through their degree programs, and to help them think about possible careers. It is *not* intended to be a substitute for advising.

You need to know that requirements do change, as a result of state actions and those of accrediting bodies, and we are not able to reprint this manual every time a change is made. From time to time, there may be changes to degree requirements that are clarified for us after the printing of a particular year's Handbook. We will always keep you informed of such changes via our department's English major's mailing list and the *English Majors' Forum* on D2L. The authoritative degree requirements will be those in the University catalog. You can always consult the most current version of the catalog online from WCU's homepage. Your advisor is also a great source for updated information. Find information and ask questions; it is your responsibility to stay informed. The online undergraduate catalog has two relevant sections on requirements:

- Academic Policies:
  http://www.wcupa.edu/_information/official.documents/undergrad.catalog/acpolpro.htm

- Degree Requirements:
  http://catalog.wcupa.edu/general-information/index-course-prefix-guide/program-index/

All new students must choose their distributive general education classes from an approved list. You will find lists by category, with course descriptions, in the current WCU undergraduate catalog:

http://catalog.wcupa.edu/undergraduate/general-education-requirements/

The Department of English offers the B.A. in English, Literatures or Writings track. All WCU degrees require completion of a minimum of 120 credits. The B.S.Ed. in English program is now located in the Department of Secondary Education.

Our coursework benefits students interested in exploring literature and language and in pursuing careers in teaching; in law; in journalism; in public relations and advertising; in creative, technical, and business writing; and in other professions, including management and marketing, which rely on communication skills.

Degree Progress Report (DPR) on MyWCU and University email:
While the DPR does a good job tracking your completion of general education requirements, it cannot track everything in your major degree program. Thus, **the information about your major in this manual overrides the DPR**. Double-check what the DPR is showing against your advising sheets. If a question arises about a conflict between the DPR and your program as mapped onto our advising sheets, the advising sheets will be considered correct. Please make your advisor aware of any discrepancies.

The English Department and the University communicate with students via WCU student email accounts.
Please check your WCU email account regularly!

> The DPR is **NOT** a substitute for your advising sheets!

DEPARTMENTAL ADVISING
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Academic advising is a dynamic developmental process, not simply a way of making it through WCU's various program procedures. You should think of your advisor as someone who is knowledgeable about our programs, who can direct you to campus resources, and who has experience with the world outside the university; your advisor can help you make important decisions here that will affect your future.

The **WCU advising website**, https://www.wcupa.edu/_academics/advising/default.aspx provides you with general information on what is expected in an advising relationship, tools for better communication with your advisor, FAQs about our general education program and academic policies, and resources for help and special opportunities.

> **KNOW YOUR DEGREE.**
> Ultimately, it is **your** responsibility to know, understand, and fulfill all degree requirements.

All students at WCU are assigned an academic advisor to help guide them through their undergraduate careers. As an English major, you'll meet with your advisor at least once a semester to evaluate your academic status, plan your schedule for the following term, have your enrollment hold lifted, and discuss any other issues relevant to your academic career. Working closely with your academic advisor will help ensure that you are making progress towards your degree and that your course selections are in line with your educational and professional goals.

However, while your advisor will offer direction, make recommendations, and answer any questions you may have about the program, **ultimately you are responsible** for:
- understanding and keeping abreast of the program requirements you must complete;
- keeping an updated Advising sheet and bringing it to all advising appointments. This will ensure that you are meeting the **mandated requirements**, including the completion of **120 credits**, for graduation;
- checking *MyWCU* to find your enrollment appointment (that is, your registration date) for scheduling your next semester's courses;
- signing up to meet with your advisor in advance of your enrollment appointment so that you will be able to register for classes when your date and time to schedule occurs;
- conferring with your advisor regularly, especially when any question arises.

Please consult *MyWCU* to identify your English Department advisor. Our Student Success Program Coordinator, Mary Clark, will be your advisor your first year in the English Department (Main 506, 610.436.1007). You will be assigned a Faculty Advisor after your first year.

Why meet with your advisor?
- To ensure timely progress towards your degree.
- To become better acquainted with the program and with a faculty member.
- To lift the electronic advising block so that you can schedule your classes.
- To discuss which courses you should take and the order in which you should take them.
- To answer your questions about specific program requirements.
- To learn about the rich array of careers available to majors, graduate school, and other opportunities after graduation.
- To discuss your progress and performance, including any difficulties you may be having in your academic program.
- To learn about resources on campus that can help you with academic or personal problems.

- To obtain information about minors or other academic and extracurricular opportunities.
- To learn about completing assessment instruments for your program.
- To discuss readiness for graduation.

In addition to pre-scheduling sessions, your advisor will be available to meet with you throughout the semester to discuss any number of issues, including adding, dropping, or withdrawing from a course; career objectives; preparation for graduate study; and internships and employment opportunities. We encourage students early in their degree progress to become familiar with the counselors and resources available at the Twardowski Career Development Center, at Lawrence 225: https://www.wcupa.edu/_services/stu.car/.
Students who believe they need additional career advisement can also consult advisors of department disciplines—specialists in education, literature, journalism, business communications, technical writing, and creative writing—to discuss graduate school options and professional opportunities. Throughout the academic year the department offers workshops on career possibilities, preparation, and graduate school.

Secondary Education advising
The Secondary Education Department advisor is the primary advisor for English B.S.Ed. students. This advisor will help you with the sequence and content of education courses, test requirements, and field experience information. You can find your advisor's name in MyWCU.

Procedure for scheduling
1. Pay any University bills. You cannot schedule if you have unpaid bills, parking tickets, health center charges, late library books, etc.

2. Sign up for an office meeting with your assigned advisor via the advisor's preferred method (appointment schedule on office door, online scheduling, or email). You should arrange to meet with your advisor <u>at least two weeks</u> before your registration date, called "enrollment appointment" on MyWCU. Dates are assigned based, in part, on the number of credits you have earned; your advisor name and enrollment date can be found by logging into MyWCU.

3. You should come to your advising appointment with a tentative schedule you set up in myWCU of courses that you would like to take. Also bring any questions you may have about offerings, your progress in the program, or career directions.

4. Your assigned advisor must clear you electronically before you can schedule on MyWCU. Please do not phone or e-mail requesting that your advising flag be lifted when you have not completed the required advising session. **Your advisor will not lift your advising flag to allow you to schedule without a meeting to discuss your plans**.

5. **To avoid having your schedule purged by the Registrar, pay your bill promptly**. If your schedule is purged, you may possibly not be able to reconstruct it. In most cases, the Department will not be able to add you back into classes you have lost that have been subsequently filled by another student.

UNDERGRADUATE DEGREE PROGRAM IN ENGLISH
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The undergraduate program in English at WCU is designed to help students become sophisticated readers, writers, thinkers, and speakers capable of interpreting and creating texts in all complex forms. Our majors learn to engage in nuanced critical thinking; conduct meaningful research; craft persuasive arguments; and express their ideas with style, clarity, and confidence. We invite you to use the links on the English Department website to learn more about undergraduate studies in English.

The Bachelor of Arts in English (B.A.)
This degree focuses on the study of language; reading, analysis, and critical interpretation; intensive instruction in writing; English, American, and World literatures; and literary, rhetorical, and critical theory. The B.A. also requires students to study a foreign language through the 202 level.

Tracks
Within the English BA program, students choose one of the following two tracks, depending on their interests:

Literatures Track

This track provides focused, in-depth study of literary and cultural texts across a diverse range of genres, historical periods, and cultural traditions; it also offers intensive instruction in critical writing. This track of the English major focuses on the study of literature in its many complex genres (poetry, fiction, drama, film, graphic novels, digital literature, and more), historical periods (from the ancient world to the twenty-first century), and cultural traditions (U.S., British, Multi-Ethnic, World, and Comparative). Our students read and interpret literature for the urgent questions it raises about identity, ethics, justice, race, gender, nationality, sexuality, and humanity, even as they develop concrete career skills in writing, research, critical analysis, information literacy, and oral communication.

Writings Track

The Writings Track emphasizes both the theory and practice of writing and provides in-depth knowledge in all kinds of writing: nonfiction argument, technical writing, and the writing of poetry and fiction. Students will discover how our language conditions everything in our culture, from advertising and politics to electronic communication and creative writing. Students will also become better writers; better teachers of writing; more informed readers of the discourses that surround us; and more creative users of the written language, whatever genre or field they approach.

A Common Core for All Majors
While each track has its own specific courses and requirements, the English major as a whole ensures cohesion by requiring all students to complete a common Core sequence, take at least two "crossover" courses in their non-primary track, and choose from a pool of ENG 400 research seminars. Both tracks prepare students for several careers.

GENERAL EDUCATION REQUIREMENTS

Academic Foundations:

- English Composition 6 credits
- Mathematics MAT 103+ 3 credits
- First Year Experience FYE100J 4 credits
- Diverse Communities 3 credits*
- Interdisciplinary 3 credits*
    - *Both courses can be found within the Track course lists

Distributive Requirements:

Two courses (6 credits) with different prefixes in the areas of
- Science
- Behavioral and Social Sciences
- Humanities
    Note: CLS or LIT prefix courses are not available to English majors as Humanities Distributive courses.

One course (3 credits) in
- Arts*
    *FLM200, a Writings track course, also fulfills the Arts distributive requirement

Speaking Emphasis 9 credits

Ethics requirement 3 credits

Note: Be sure to choose courses from the Approved Course list for each discipline, found under the *Course Attributes* dropdown in the Class Schedule Search Criteria screen in **myWCU**.

In addition to the 48-50 General Education credits, students must fulfill the major requirements of the English Department. A map of a typical program sequence can be found on page 13.

WCU degrees require a

minimum of 120 credits.

You **cannot graduate**
with less than 120 credits.

B.A. ENGLISH PROGRAM REQUIREMENTS

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Foreign Language Requirement for B.A. English majors:

Candidates for the B.A. in English will take 0-12 credit hours, depending on their language proficiency when they enter the program. The benefits of this requirement are many, but among the most important is what learning a foreign language teaches students about English as a language and about the intricate relationship between language and culture.

B.A. students must complete a foreign language through the intermediate level (typically numbered "202"). Students with extensive prior foreign language experience should not register for a 100-level language course; those placing out of lower-level classes may replace those credits with electives. **At this time the English Department does not offer the culture cluster option**; however, if a student has a documented disability, he/she may be work with the OSSD office to secure an approved alternative to the Foreign Language requirement.

Students planning to take a Language placement test to either test out of a language requirement, or to determine the level at which they should begin their language study, should contact Marlies Persch, the director of the Language Learning Center in Mitchell Hall room 006A. Please see the Language and Cultures Department home page for details:
https://www.wcupa.edu/arts-humanities/languagesCultures/placementTest.aspx

Follow all information on that page for sign-in information, password, language choice, and email instructions. French, German, Spanish and Russian are taught, as well as Arabic, Chinese, Classical Greek and Hebrew, Italian, Japanese, and Portuguese. American Sign Language also satisfies the language requirement: http://catalog.wcupa.edu/undergraduate/health-sciences/kinesiology/deaf-studies-minor/
Please note that **you do not earn credit through the placement test!**

For additional information, please see the Languages and Cultures Requirements website at:
https://www.wcupa.edu/arts-humanities/languagesCultures/

> Students whose placement scores indicate that they need to take FOUR language classes to obtain the 202 level will use the 101 level course as one of their Gen Ed electives.

Minor/Concentration/Department electives for B.A. English majors:

There are three ways to complete this 18-credit section of your program. The DPR cannot track all variations of this section of your program, so you <u>must</u> use your advising sheets.

1. Formal minor. A formal minor is an approved program of study in English or other department that will show up on your transcript – for example, Business & Technical Writing in English, or Art History, or Physics, or Interdisciplinary minors such as International Business or Women's and Gender Studies. Each is comprised of 6 courses, 18 credits. See the full list of WCU minor programs in the Undergraduate catalog.

The English Department offers seven minors: see page and the English Department Home page:
http://www.wcupa.edu/arts-humanities/English/undergradStudies.aspx#englishMinors

2. Concentration. If you want to study in an area for which WCU may not have a formal minor – for example, Sustainability or Caribbean Studies, you can design a structured, 18-credit/six course concentration in collaboration with your advisor. This concentration must have a ***clear intellectual foundation***, and your advisor should list your plans, including course numbers, in an advising note on MyWCU. You may **not** use the concentration section as a location for random electives and classes that don't fit anywhere else; the concentration must cohere. If there is a formal minor already established in your proposed concentration area, you must select the formal minor. You must declare your concentration while you still have classes to take to complete it. **Note that 50% of courses in the minor or concentration must be taken at WCU; no concentrations created at graduation time, no concentrations made of all transfer classes.**

3. English Concentration with Department electives. Don't want a formal minor or to design a concentration? Fill this section with 18 credits of any English department **majors'** classes. NOTE: *One hundred level (100) Gen Ed. classes (CLS, LIT or WRT)* ***do not fulfill*** *an English major or minor requirement or concentration.*

IMPORTANT TO NOTE!
Only **one** course used to fulfill requirements in this 18-credit minor section **can be used to fulfill a track major requirement**.
You can only "double-dip" one course.

The Double Dip policy does not apply to either Concentration option.
Note: The DPR does **not** catch this!

For more details, please see the English Department Home page:

http://www.wcupa.edu/arts-humanities/English/default.aspx.

ENGLISH DEPARTMENT MINOR PROGRAMS

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The English Department offers programs in seven Minor programs that enable students to explore an academic area in depth without adding a second Major. These 18 credit programs expose students to skills and knowledge from a range of fields within the discipline of English Studies:

- African/African American Literature
- Business and Technical Writing
- Creative Writing
- Film Criticism
- Journalism
- Linguistics
- Literature and Diverse Cultures

**One exception: English majors with a Literatures track <u>cannot</u> also have a minor in Literature.

For detailed information on each minor, including an advising sheet with a list of required courses, visit the English Minors link on the English Department Home page:

https://www.wcupa.edu/arts-humanities/English/undergradStudies.aspx#englishMinors

Information on the *Digital Humanities and New Media* interdisciplinary minor can be found in the WCU Undergraduate catalog:

http://catalog.wcupa.edu/undergraduate/arts-humanities/english/digital-humanities-new-media-minor/

If you are interested in enrolling in one of these minors, or any minor at WCU, please visit your *myWCU* screen, and follow the link titled *Add or Change Major or Minor.* Also, contact the English Student Success Program Coordinator, Mary Clark, to review the English minor requirements.

ENGLISH BA SAMPLE COURSE PLAN

Year One

Semester One	Semester Two
WRT 120/123	WRT200
FYE100J	ENG 295
ENG 194	ENG 230
MAT 103+	SPK 208
Language 101	Language 102

Year Two

Semester One	Semester Two
ENG 296/206	ENG 400 1
Track Selected 1	Track Selected 2
Crossover Course 1	Minor Course 1
Gen Ed course1	Gen Ed course 2
Language 201	Language 202

Year Three

Semester One	Semester Two
ENG 400 2	ENG 400 3
Track Selected 3	Track Selected 4
Minor Course 2	Minor Course 3
Gen Ed 3	Gen Ed 5
Gen Ed 4	Gen Ed 6

Year Four

Semester One	Semester Two
Track Select 5	Track Select 6
Minor Course 4	Minor Course 6
Minor Course 5	Gen Ed 8
Crossover Course 2	Gen Ed 9
Gen Ed 7	Internship/Elective

B.A. in English: <u>Literatures</u> Advising Sheet Fall 2020

Name: **ID#:**

General Education Requirements

Academic Foundations

WRT 120 or WRT 123 _____

WRT 200 – 220 _____

MAT 103+ _____

FYE 100 (4 credits) _____

Diverse Communities (J) _____

Interdisciplinary (I) _____

Distributive Sciences Courses 2 dif. prefixes (see approved list)

Science #1 _____

Science #2 _____

Distributive Behavioral/Social Sciences 2 dif. prefixes (see approved list)

Soc. Sci #1 _____

Soc. Sci #2 _____

Distributive Humanities **NO CLS or LIT**, 2 dif. prefixes, & Arts   (see approved list)

Humanities #1 _____

Humanities #2 _____

Arts _____

Speaking Emphasis

1. _____

2. _____

3. _____

Ethics

1. _____

English Major Courses – Literatures Track B.A.

Language Courses

ENG/LIN 230 Intro. to Linguistics _____

Language 102 _____

Language 201 _____

Language 202 _____

English Core Courses

ENG 194 _____

ENG 295 (best after ENG194) _____

ENG 296 *or* ENG 206 (best after 194) _____

Intermediate Level Literatures Track Courses (<u>two</u> must be designated as Early). See track course lists at back of manual.

Genre (E) _____

Genre (E) _____

U.S. Multi-Ethnic & World (E) _____

U.S. Multi-Ethnic & World (E) _____

Historical Contexts (E) _____

Historical Contexts (E) _____

Intermediate Level Writings Crossover Courses for Literatures Track

Writings Crossover _____

Writings Crossover _____

ENG 400 Seminars: English core courses are pre-reqs.

ENG 400 _____

ENG 400 _____

ENG 400 _____

Minor OR Concentration OR English Dept. Electives

Electives option: Six English courses, only CLS, CRW, DHM, ENG, FLM, JRN, LIT, or WRH – **NO 100 level or WRT courses! Students may double-dip one class!**

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Gen Ed Electives* (Use one if you take a 101-level language)

_____

_____

_____

CHECK FOR COMMON ERRORS:
- ☐ My Distributive Gen Ed courses are not Interdisciplinary "I" courses.

- ☐ 120 credits

B.A. in English: <u>Writings</u> Advising Sheet Fall 2020

Name: **ID#:**

General Education Requirements	English Major Courses – Writings Track B.A.	ENG 400 Seminars: English core courses are pre-reqs.

General Education Requirements

Academic Foundations

WRT 120 or WRT 123 _____

WRT 200 – 220 _____

MAT 103+ _____

FYE 100 (4 credits) _____

Diverse Communities (J) _____

Interdisciplinary (I) _____

Distributive Sciences Courses
2 dif. prefixes (see approved list)

Science #1 _____

Science #2 _____

Distributive Behavioral/Social Sciences
2 dif. prefixes (see approved list)

Soc. Sci #1 _____

Soc. Sci #2 _____

Distributive Humanities **NO CLS or LIT** .
2 dif. prefixes & Arts, (see approved list)

Humanities #1 _____

Humanities #2 _____

Arts _____

Speaking Emphasis

1. _____
2. _____
3. _____

Ethics

1. _____

English Major Courses – Writings Track B.A.

Language Courses

ENG/LIN 230 Intro. to Linguistics _____

Language 102 _____

Language 201 _____

Language 202 _____

English Core Courses

ENG 194 _____

ENG 295 (best after ENG194) _____

ENG 296 *or* ENG 206 (best after 194) _____

Intermediate Level Writings Track Courses See track course lists at back of manual.

Style and Aesthetics _____

Style and Aesthetics _____

Power and Politics _____

Power and Politics _____

Information Literacy, Technology, and Media (2) _____

Intermediate Level Literatures Crossover Courses for Writings Track. CLS or LIT 200+, No FLM

Literatures Crossover _____

Literatures Crossover _____

ENG 400 Seminars: English core courses are pre-reqs.

ENG 400 _____

ENG 400 _____

ENG 400 _____

Minor OR Concentration OR English Dept. Electives

Electives option: Six English courses, only CLS, CRW, DHM, ENG, FLM, JRN, LIT or WRH – **NO 100 level or WRT courses! Students may double dip one class!**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Gen Ed Electives* (Use one if you take a 101-level language)

_____

_____

_____

CHECK FOR COMMON ERRORS:
- ☐ My Distributive Gen Ed courses are not Interdisciplinary "I" courses.
- ☐ 120 credits

ENGLISH DEPARTMENT PROGRAM ASSESSMENTS
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The English department collects data to see how well our programs are delivering what we want them to teach. **All English majors MUST participate** in the multiple-choice disciplinary literacy instrument and the Majors' Exit Survey, as well as a portfolio requirement.

What You Need to Know
As part of its ongoing commitment to a high quality undergraduate English major, the WCU English Department has developed three means of obtaining feedback about the program and how it helps students: 1) a multiple-choice disciplinary literacy instrument, 2) an exit survey and 3) a portfolio of student writing.

1) **The Disciplinary Literacy Instrument:**
   All graduating English majors will complete the Disciplinary Literacy Instrument. This instrument is used to assess the department's performance in achieving its undergraduate program goals. It is available on the *English Majors' Forum* site on D2L, under the *Assessment for Graduating Seniors* tab. You should complete the assessment instrument at the end of your final semester at WCU; please allow 10 to 15 minutes to complete.

2) **The English Majors' Exit Survey:**
   All graduating English majors are requested to fill out an exit survey at the end of their program. The survey asks you about the quality of your education and your satisfaction with the program. The survey is an opportunity for you to contribute to the quality of the program and shape the program for other students. The Exit Survey is also available on the *English Majors' Forum* site on D2L under the *Assessment for Graduating Seniors* tab, in the 9th week of the Fall and Spring semesters. **All** graduating students must complete this survey!

3) **The B.A. in English Portfolio:**
   Undergraduate English majors pursuing the B.A. in English, both tracks, are required to submit a portfolio of writing done for English classes at WCU (Transfer students should submit only work undertaken for WCU English courses). You submit your portfolio via the *Portfolio* dropbox found under the *Assessment for Graduating Seniors* tab on the *English Majors' Forum* site on D2L.

   Your portfolio will contain two essays/writing projects that you consider examples of your best work completed at WCU.

   Be sure to review the requirements for the B.A. English portfolio now to ensure that you will have copies when it comes time for you to assemble and submit your portfolio. You should submit original, ungraded copies of your work. (Do not rely on faculty to hold on to assignments for you.)

   The portfolio must include the following:
   a. a writing project submitted for an ENG 400 seminar,
   b. another significant researched writing project composed for an English course (1,800-3,000 words; can be another ENG 400 paper),
   c. a coversheet (see page 18 and available on the *English Majors' Forum* in D2L).

   You should select projects that successfully demonstrate your ability to write analytically, critically, and knowledgeably about a chosen topic. Your work should showcase your skill and style in writing

and reflect the attributes you value from your work at WCU. You can choose to revise the pieces before you submit your portfolio.

Finally, each portfolio will include a **coversheet** that identifies each item presented (available on page 18 and on D2L).

How will the portfolio scores be used?
The portfolio is one of the three assessment tools the English Department uses to gauge the effectiveness of our B.A. program in English. Though you submit the portfolio under your name, scores will be recorded anonymously, and those scores will be examined ONLY by assessment personnel in aggregate with the scores of other portfolios and ONLY for this single purpose of program assessment. You can be confident that the information in the portfolio will be kept confidential.

The score on the portfolio will not affect any grades. The B.A. in English portfolio will not function as a test of your abilities that you must pass in order to complete the program. Although submission is required, the portfolio is for program assessment purposes only.

Submission of the B. A. Portfolio
- **Online**: Log into the *English Majors' Forum* in D2L. Click on *Assessment for Graduating Seniors* on the top menu bar, then choose *Portfolio (BAs only).* Follow instructions for submission.
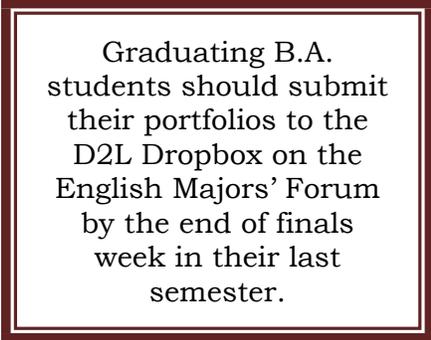
Graduating B.A. students should submit their portfolios to the D2L Dropbox on the English Majors' Forum by the end of finals week in their last semester.

B.A. ENGLISH MAJORS PORTFOLIO COVERSHEET
Include this Coversheet with Your Portfolio
(Fillable Word Doc available on D2L English Majors' Forum)

Instructions: Please fill out this sheet and submit it with your portfolio before the end of your last semester at WCU. Your portfolio should contain two writing projects that you consider the best examples of your work completed in undergraduate English courses. Selected items must include the following: (1) **one ENG 400 seminar project** and (2) **one other English department research project (1,800-3,000 words; can be another ENG 400)** of which you feel most proud. Please don't include any instructor's comments or grades, but you may revise any piece before submission

Your Name	
Track (WRT/LIT)	
Graduation: semester and year	

In the spaces provided below, please list the titles or assignment names for the formal essays included in your portfolio.

Order	Title of Essay and/or Class for which Essay was Submitted
Coversheet	☐ Completed
ENG 400 Seminar Essay	
Another English Dept. Researched Essay [No WRT]. (1,800-3,000 words)	

Submission
- **Online**: Log into the *English Majors' Forum* in D2L*.* Click on *Assessment for Graduating Seniors* on the top menu bar, then choose *Portfolio (BAs only)* and follow the instructions.

TAKE YOUR B.A. ENGLISH ADVISING QUIZ

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Test your program knowledge by taking the quiz below that asks you about general education and your English major. Answers can be found at the end of this handbook.

General Education & General Advising

1. Who is the primary steward of a student's academic career? What is the role of an English department advisor?

2. Why can't an Interdisciplinary course count as one of your Gen Ed distributive area classes?

3. Does a creative writing seminar count as ENG 400, the research seminar?

4. What should you do if you want to take classes at another college and have them count at WCU?

5. When should you apply for graduation? What happens when you apply for graduation?

6. What is the minimum number of credits needed to graduate, by state mandate?

7. If you want to declare a minor, what should you do?

8. How many courses can you "double-dip" between an English major and an English minor? (I.e., how many courses can you use to satisfy the requirements of both programs?)

B. A. English (Writings & Literatures)

1. What is the difference between a minor and a concentration?

2. How many crossover courses are required for the B.A. in either track?

3. What level of foreign language must you achieve?

INTERNSHIPS FOR ENGLISH MAJORS
Increase your Professional Knowledge and Experience

The English Department encourages all its B.A. majors to pursue internships. The advantages are numerous: internships enable you to apply your reading and writing skills to real workplace situations, make informed decisions about your career plans, and build valuable contacts. Our students have completed an exciting array of internships – in publishing, broadcasting, event planning, marketing, public relations, journalism, social media, political campaigns, legal research, environmental advocacy, and more – both on and off campus.

Maybe you know exactly what you want to do after you graduate—or maybe you have no clue. An internship can help you explore a professional area to help you make such decisions, to help you test how you apply your reading and writing skills in work situations, and to allow you to build professional connections. Perhaps most important, completing an internship tops the list of what employees weigh heavily in hiring recent graduates.[1] If you're in a major or minor English Department program, you will be eligible for an internship, once you have earned 80 credits. You owe it to yourself and your future to investigate the many possible internship experiences the English department makes available to its majors.

INTERNSHIP COORDINATORS

> English majors: Dr. Eleanor Shevlin, Main 541, eshevlin@wcupa.edu
>
> Business and Technical Writing minor: Dr. Kristin Kondrlik, Main 523, kkrondrlik@wcupa.edu
>
> or   Dr. Kyle Vealey, Main 551, kvealey@wcupa.edu.
>
> Journalism minor: Dr. Benjamin Kuebrich, Main 542, bkuebrich@wcupa.edu

INTERNSHIP PLACEMENTS
Students have completed both on- and off-campus internships. They have done editorial work and proofreading; worked on marketing and social media campaigns; written press-releases, designed newsletters, brochures, and web pages; created and conducted questionnaires—among many other activities. Recent placements include Philadelphia-area publishers, local media, public-relations organizations, Philadelphia sports teams, corporate groups, law offices, nationally based volunteer and nonprofit entities, and archives, museums and libraries, and select campus placements.

Before meeting with the appropriate Internship coordinator listed above, be sure to explore the many internship possibilities available to you by:

1. reviewing the internship section of the English Dept. website at
   https://www.wcupa.edu/arts-humanities/english/internships.aspx

2. visiting WCU's Twardowski Career Development Center, Lawrence Hall 225, at
   https://www.wcupa.edu/_services/careerDevelopment/

3. researching a business or organization you might like to intern for.

Once you've done this homework, you can then meet with the Internship coordinator to discuss your options.

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[1] *Chronicle of Higher Education* and American Public Media's Marketplace Study, December 2012.

INTERNSHIP POLICIES AND PROCEDURES

Any student seeking an English internship must be in the process of completing either a Major or Minor in the English Department. The student will be permitted to undertake an internship under the supervision of the English Department only after he or she has met all the following requirements:

1. Accumulated at least 80 semester hours.

2. Completed at least 12 semester hours in courses in the English Major or an English Minor.

3. Met with his or her advisor to obtain information about internship eligibility.

4. Met with the appropriate internship coordinator (see page 22) to discuss the student's internship plans, search, and application materials.

    The student should come to this meeting with a draft resumé and two writing samples (the samples may be academic papers or other written work that the student is particularly proud of).

5. Applied successfully for an internship. During the process students should keep the internship coordinator apprised of their progress and seek advice from the coordinator and Career Center about interviewing, follow-up, and other related matters.

6. Submitted the completed Internship Agreement form, with all signatures, to his or her faculty supervisor by the specified deadline. Fall and Summer internship forms are due by the end of the Spring semester. Spring semester internship forms are due by the end of the Fall semester. No student will be registered for ENG 395—the official course designated for internships—until the completed form has been submitted.

Any exceptions to these terms must be approved by the appropriate internship coordinator.

INTERNSHIP ACTION SEQUENCE

Please note the established sequence of actions for the internship program:

1. Qualifying students must first apply for the internship (see steps above).

2. Upon approval and submission of completed paperwork, students will be registered for the internship under the course designation ENG 395. The internship sections are typically created by the English Department scheduler during final exam period or shortly afterwards. The scheduler will enroll you in ENG 395 when he or she creates the course for you. You should check your schedule before the semester starts to ensure that ENG 395 is showing up on your course list and that it reflects the proper number of credits.

3. Students will then begin the internship.

Please also note that no internships will be retroactively approved. In other words, you can't first perform the work and then apply to have it count as an internship.

ADDITIONAL RULES REGARDING INTERNSHIPS

A student may complete no more than 12 total credit hours of internship credit over the course of his or her undergraduate career.

1. Any student who wishes to take more than 9 hours of internship credit in a single semester must obtain approval from the internship coordinator and submit an application with an academic transcript (all in the semester preceding the internship).

2. The number of credits to be earned during an internship will be determined by the internship coordinator by applying a ratio of 40 hours of work for each hour of academic credit (for example, a student who worked 120 hours would receive three credit hours).

3. The internship credits for English majors can be applied to the 18-credit "Minor, Concentration, or Department Electives" section of the student's advising sheet; students should consult with their academic advisor for guidance.

4. It is the student's responsibility to demonstrate that he or she has met the academic requirements for an internship.

INTERNSHIP WORK REQUIREMENTS

During the actual internship, the following minimum requirements for work must be fulfilled:

1. Interns must perform the required number of hours doing contracted tasks at the internship site.

2. Interns must maintain regular contact with their faculty internship advisor, meeting at least three times over the course of the semester.

3. Interns must maintain a collection of samples of their work throughout the internship.

4. Interns must confer regularly with their on-site internship supervisor.

5. At the end of the internship, interns must submit a portfolio of their work to their faculty supervisor and an analytical report (5-7 pages, minimum 1,300 words) detailing the internship experience, documenting what the student learned and gained from it.

    (Note: Business & Technical Writing Minors should consult with their Minor advisor for their specific portfolio requirements.)

UNDERGRADUATE RESEARCH
OPPORTUNITIES

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Our students work frequently with individual faculty members on research and creative projects. Here are some of the research opportunities available to you as an English major. For more information, please visit *the Student Opportunities* page on the English Department Home page.

Summer Undergraduate Research Institute

Summer Undergraduate Research Institute (SURI) aims to enrich the undergraduate experience and prompt students to grow beyond consumers of information into creators of knowledge. Applications are typically due early in the spring semester for projects to be undertaken in Summer Session I. In the past, students have received a stipend of $1,500 and free room and board while having the opportunity to pursue a project of their own making and work closely with a faculty mentor.
Contact: Office of Research and Sponsored Programs at http://www.wcusuri.com/.

West Chester Center for Book History

West Chester Center for Book History is dedicated to providing a multidimensional, interdisciplinary forum for the history and study of the written word.
Contact: Dr. Eleanor Shevlin, eshevlin@wcupa.edu.

PA Literary and Cultural Heritage Map

The Literary and Cultural Heritage Map of Pennsylvania offers undergraduates the opportunity to conduct original research, edit, fact-check, update, and write new copy for writers and cultural figures associated with the Commonwealth. Students are recognized for editing or authoring the entries, so the projects offer them an opportunity for publication.
Contact: Dr. Eleanor Shevlin, eshevlin@wcupa.edu.

STUDENT AWARDS AND SCHOLARSHIPS

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The English Department is proud to offer several awards and scholarships in recognition of the outstanding achievements of our students. Honorees are announced at various times throughout the fall and spring semesters and are usually recognized at both the English Department's year-end student reception & awards ceremony and the College of Arts & Humanities annual Student Recognition Ceremony. Recipients are chosen by English Department faculty.

Alan W. France Memorial Writing Award
Eligibility: Students in General Education Writing Courses

Established in 2002 in honor of our esteemed colleague Al France (who taught in the English Department from 1989 until his death in 2001), this award is conferred each spring on a student in a general education writing course (WRT 120, or WRT 200s) from the past twelve months. The award recognizes the best essay exploring relationships among language, thought, and culture. Students may be nominated by an instructor, with the student's permission, or may nominate themselves. Winners receive a cash prize, a memorial beret, and recognition at the English faculty's year-end party.

Best Seminar Paper Award
Eligibility: Students in ENG 400 Seminars

Established in 2005, this award is presented each spring to the student who has written the best paper in an ENG 400 research seminar for the given academic year (including the current semester and the previous fall, summer, and spring semesters). Individual faculty members nominate students from their own seminars, and the winner receives a cash prize.

EAPSU Outstanding English Major Award
Eligibility: All English Majors

The EAPSU award is given each spring to an English major who has an outstanding GPA, has participated in English-related extracurricular activities, and has authored a distinguished essay in an English course. Four nominees with the highest GPAs and 80-110 credits are identified by faculty and asked to submit one "A" paper of significant intellectual or artistic merit, along with a submission form and a list of activities. The winner then presents the paper at the annual EAPSU conference the following fall, and receives a cash prize, a plaque, and reimbursement for the cost of attending the conference.

English Department Faculty Scholarship
Eligibility: Incoming English Majors

This scholarship, funded by the English faculty, is awarded each spring to a declared English major who will be entering WCU the following fall, either as a first-year or transfer student. Nominees with outstanding GPAs and SAT/ACT scores are identified by the faculty and invited to submit a five-page, non-fiction writing sample. Scholarship funds are divided over the two semesters of the winner's first year at WCU. To retain the prize for the second semester, the recipient must attain a GPA of 3.0 in the first semester and must remain an English major and maintain full-time status in both terms.

Herbert Mitchell Scholarship
Eligibility: Incoming English Majors

Established in 2014 after a landmark gift to the university by WCU alumni Herbert and Gloria (Hedley) Mitchell, this scholarship is awarded each spring to two incoming English majors who show exceptional scholastic achievement and community involvement. Nominees with outstanding GPAs and SAT/ACT scores are identified by English faculty and asked to submit statements detailing their accomplishments and future goals. Winners receive scholarship funds of $2,500 annually for four years. In order to retain the scholarship, the recipient must remain an English major, attend classes full-time, and maintain a GPA of at least 3.6 in the major and 3.4 overall.

John Feely Hopkins Short Story Award
Eligibility: Graduating Senior Creative Writing Students

Instituted in 2002, this award is presented each spring to a graduating senior whose portfolio of short stories exhibits imagination, artistic merit, high literary quality, and growth in content and commitment, as determined by members of the English Department's Creative Writing faculty. The winner receives a cash prize.

Viola Marple Scholarship
Eligibility: Non-Graduating Female English Majors

This scholarship, established in memory of former English faculty member Viola Marple, honors two non-graduating female English majors who exemplify the highest standards in scholarly achievement and service, as determined by the English Department faculty. Requirements include a minimum GPA of 3.51 and 61-90 credit hours earned. Nominees who meet these qualifications are asked to submit a brief statement, and the two winners are determined by an English faculty vote. Winners are named each spring, and scholarship funds are disbursed evenly over the following fall and spring semesters. The award is co-administered by the WCU Alumni Association.

CAH Outstanding Student Award
Eligibility: Graduating Seniors Majoring in any CAH Discipline

This award is given each spring to a graduating senior who is majoring in a College of Arts & Humanities (CAH) discipline and who demonstrates exceptional intellectual or creative achievement and strong extracurricular and service activities. Students must be nominated by a CAH faculty member and hold a minimum GPA of 3.5; nominees submit an application with two faculty letters of recommendation. Nomination and application deadlines are usually announced by the CAH dean's office early in the spring semester and typically fall in late February or early March. (Note: although this award is administered by CAH—and not the English Department—we list it here in order to make English students and faculty aware of this opportunity. English majors are well represented in the ranks of past CAH (CAS) OSA winners.) For complete information, please visit the CAH website.

GET INVOLVED!
ACTIVITES OF SPECIAL INTEREST TO ENGLISH MAJORS
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Want to get involved, in order to hone your reading and writing skills, to express yourself, to get published, to prepare yourself for a career, or to share ideas and experiences with other students interested in writing and publishing? Here are some of the activities the English Department offers. Make sure you take advantage of them!

CREATIVE WRITING CLUB
The CWC offers students the chance to honor their craft as creative writers in a positive and nurturing environment.
Contact: Prof. Peter Duval, pduval@wcupa.edu.

DAEDALUS
Daedalus, an interdisciplinary magazine of the arts, is a showcase for the work of student writers, artists, and photographers. Any student may submit work to the editors for possible publication.
Contact: Dr. Kristine Ervin, kervin@wcupa.edu.

EAPSU CONFERENCE
The English Association of the Pennsylvania State Universities (EAPSU) is a regional professional organization whose members come from the faculty and students of the 14-state university English Departments in the Pennsylvania State System of Higher Education (PASSHE). EAPSU's spring conference gives English students across PASSHE a venue for presenting scholarly work.
Contact: Dr. Tim Ray, tray@wcupa.edu .

ENGLISH CLUB
The English majors' student organization engages in several activities. It has hosted open mike nights and has published *Literati*, featuring undergraduate poetry, short stories, art, etc.
Contact: Dr. Timothy Ray, tray@wcupa.edu.
           Prof. Maureen McVeigh-Trainor, mmcveigh@wcupa.edu.

NCTE CHAPTER
The English Department hosts a student affiliate chapter of the National Council of Teachers of English. Members meet to discuss topics of professional interest and organize events and programming. Recent activities include tutoring at a local middle school; such experience is helpful for prospective teachers and can aid in building a resume. Student participation is highly recommended for English B.S.Ed. and Post-Bac students.
Contact: Dr. Pauline Schmidt, pschmidt@wcupa.edu.

PRE-LAW ADVISORY PROGRAM and THE PRE-LAW SOCIETY
The purpose of the Pre-Law Advisory Program is to familiarize students with the process of applying to law school (including the LSAT), the criteria for admission, and the financial implications of attending. The Pre-Law Advisor is available to discuss application preparation and strategies. The Society hosts events, in collaboration with the WCU Law Alumni Chapter, and speakers to discuss issues including the realities of attending law school and the present-day practice of law. Members of the Society also have opportunities to tour local law schools, attend a law school class, and complete a practice LSAT. Membership is open to all students within the University community, regardless of major.
Advisor: Dr. Sandra Tomkowicz, stomkowicz@wcupa.edu.

THE QUAD
The Quad is the student news service of West Chester University. It is managed by a student staff of writers, editors, photographers and multimedia journalists, with a faculty member as advisor. In addition to its primary role of disseminating news of campus events, *The Quad* provides students with practical experience in reporting, editing, photography, videography and multimedia journalism, as well as in advertising, social media marketing, web design, distribution, and business operations. Numerous *Quad* alumni have gone on to successful careers as print, broadcast, and multimedia journalists. Getting involved with *The Quad* can be a valuable first step toward launching a career in the news industry. Contact: *The Quad* Editor, 610.436.2375, Sykes Union Building 253, quadeic@wcupa.edu, or
Dr. Ben Kuebrich, *Quad* Faculty Advisor, bkuebrich@wcupa.edu.

SIGMA TAU DELTA
Sigma Tau Delta is the English Majors' Honor Society and offers opportunities for scholarly exploration in the form of publications and conferences. Students are selected for admission to this society based on their academic performance. Students are notified of their eligibility for this Society.

SERPENTINE YEARBOOK
The Serpentine is West Chester University's annual archive of the experiences, events and persons of our campus community. There are many opportunities to showcase student expertise and skills. Students, from any given year, from any major, are encouraged to showcase their writing, graphic design, social media, marketing, editing, and desktop publishing skills and become a member of the Serpentine Staff. Contact: Prof. Ilknur Sancak-Marusa, ISancak-Marusa@wcupa.edu.

WCUR
The campus radio station at West Chester University offers experience in all phases of radio broadcasting, from on-air activities to radio production, management, and advertising. Operated entirely by students, WCUR offers practical work opportunities in a learning atmosphere. WCUR has been rated as one of 50 Top Best College Radio Stations, by BestColleges.com, www.bestcolleges.com. Contact: Dr. Philip Thompsen, pthompsen@wcupa.edu.

WCU WRITING CENTER
The WCU Writing Center, located in FHG Library 251, is always looking for students with good writing skills who are interested in tutoring their peers. Students who volunteer at the Writing Center must attend several training sessions, enroll in "Writing Tutoring" ENG 397, and take their commitment to the Center seriously. Such student tutoring experience is helpful for those who want to teach writing or learn more about writing; it can also aid in building a resume. Graduate Students can take ENG 600 to learn about tutoring in more depth and to gain more experience at the Center. Contact: Dr. Margaret Ervin, mervin@wcupa.edu .

ENGLISH DEPARTMENT AFFILIATIONS

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The organizations and programs listed below all bear strong ties to the English Department. Many are directed—or were founded—by English Department faculty; others operate under the aegis of English or benefit from especially strong participation by English faculty and students. In all cases, these affiliations promote values central to English Studies, enrich the learning experiences of our students, and contribute to the cultural life of the university and the larger community. To read more about each, please go to the Affiliations page on the English Department Home page.

English Alumni
The English Alumni page keeps our graduates informed of exciting developments in the English Department; helps them stay in touch with former classmates and faculty; and fosters networking opportunities between current majors and alumni.
 Contact: Prof. Jaime Woodlief, jwoodlief@wcupa.edu.

WCU Poetry Center
The WCU Poetry Center promotes the study and appreciation of poetry, particularly traditional poetic forms. Founded in 2000, the Center offers a diverse slate of activities and programs—including a prestigious annual Poetry Conference—that helps to expand its mission of bringing poetry to an ever-widening audience.

> **Get involved!**
>
> Extracurricular activities related to English help you build your skills – and your resume!
>
> A full list of WCU clubs is here:
> https://www.wcupa.edu/_services/STU/ramsEyeView/studentOrgs.aspx

College Literature: A Journal of Critical Literary Studies
College Literature has long been one of the premier literary-studies journals in North America, publishing original and innovative scholarly research. Founded in 1974, the journal has its editorial offices at WCU.   Editor: Dr. Carolyn Sorisio, csorisio@wcupa.edu.

University Writing Center
The University Writing Center offers free writing consultation services to all members of the WCU community. The Center is directed by English faculty and regularly employs English majors and graduate students as writing tutors. Director: Dr. Margaret Ervin, mervin@wcupa.edu.

Pennsylvania Writing and Literature Project
The Pennsylvania Writing & Literature Project (PAWLP) is one of the oldest and largest sites of the National Writing Project. Founded in 1980, PAWLP works in multi-dimensional ways to improve the teaching of writing and literature in schools and communities. Director: Dr. Pauline Schmidt, pschmidt@wcupa.edu.

Frederick Douglass Institute
WCU's Frederick Douglass Institute seeks to advance multicultural studies across the university curriculum and sponsors research, programs, awards, and teaching that honor the legacy of Frederick Douglass. The Institute was founded in 1995 by Emeritus Professor of English Dr. C. James Trotman. Contact: Dr. Chris Awuyah, cawuyah@wcupa.edu.

Digital Humanities and New Media
English Department faculty are currently in the process of developing a Digital Humanities curriculum that includes new courses, events, and programs designed to introduce students to this important new frontier in humanistic studies. Contact: Dr. Randall Cream, rcream@wcupa.edu.

N/T/G Research Group
The National/Transnational/Global Cultures Research Group is a forum for faculty and graduate students who share research interests in the global dimensions of literary and cultural studies. Contact: Dr. Graham MacPhee, gmacphee@wcupa.edu.

West Chester Center for Book History
The West Chester Center for Book History, founded by English professor Eleanor Shevlin, sponsors courses, workshops, talks, seminars, bookmaking, and a graduate certificate in publishing, all as part of an effort to provide a multidimensional, interdisciplinary forum for the history and study of the written word. Contact: Dr. Eleanor Shevlin, eshevlin@wcupa.edu.

Women's and Gender Studies Program
WCU's Women's and Gender Studies Program shares with the English Department a commitment to empowering students to challenge preconceptions about race, class, gender, and sexual orientation. English professors have served as past WGS program directors, and many teach for the program as affiliated faculty. Contact: Dr. Joan Woolfrey, jwoolfrey@wcupa.edu.

Youth Empowerment and Urban Studies (YES) Program
Created by English professor Dr. Hannah Ashley, the interdisciplinary YES Minor offers students across campus the opportunity to work with youth in urban settings in hands-on, community-engaged ways that can help to bring about real social change. Contact: Dr. Hannah Ashley, hashley@wcupa.edu.

CAREER OPPORTUNITIES FOR ENGLISH MAJORS

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The English Department recognizes that most graduates will be concerned with finding employment relevant to their course of study and personal interests. Advisors can help students make decisions in this area. The English Majors' Forum on D2L offers information on the wide range of careers available to English majors, advice on resumé writing, sample interview questions, applying to graduate school, teaching abroad, and more. Click on the "Career and Graduate Info" toolbar.

Students should take advantage of the Career Development Center and its services as soon as they begin attending at WCU. The Career Center can assist students with creating career goals – waiting until Senior year may be too late. The University's Twardowski Career Development Center at Lawrence Center 225 provides career counseling and helps students initiate job searches. http://www.wcupa.edu/_services/stu.car/.

Every Spring semester the Department hosts an annual **"What Can't You Do with an English Degree?"** panel in which three or four alumni/alumnae return to campus to relate how their WCU English degree has helped them succeed professionally; a speed-networking event in which students have the opportunity to meet one-on-one with alumni follows the panel discussion. Over the years, many of these panels have been taped and are available for viewing. For more information, contact Dr. Eleanor Shevlin, eshevlin@wcupa.edu.

Careers for Graduates with B.A. in English

Graduates with a B.A. in English are qualified for graduate studies in literature and related fields of interest: linguistics, law, communications, journalism, film, and many other humanistic disciplines. With experience and additional education, graduates may teach in colleges and universities. With certification, they may also teach in secondary schools. Careers in journalism, publishing, editing, public relations, advertising, marketing, government, television, radio, technical writing, and business administration are options for English majors.

Think about these possibilities:

Admissions Counselor
Advertising
Archivist
Attorney
Banking
Business
Admin/Consulting
Community Services
Director

Not-for-Profit
Organizations

Creative Director
Editor
Freelance Writer
Government Worker
Insurance
Representative
Journalist

Librarian
Literacy Instructor
Literary Agent
Lobbyist
Marketing Representative
Media Planner
Medical Writer
Multi-Media Designer
Paralegal

Production Coordinator
Program Developer
Proofreader
Proposal/Grant Writer
Public Affairs Officer
Public Relations
Specialist
Researcher/Research
Sales Representative
Speech Writer

Technical Writer
Travel Agent
Underwriter
Web Writer

For more ideas and trends for various fields, see US Dept. of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, https://www.bls.gov/ooh/.

Want to go to graduate school for an M.A. or Ph.D. in English, Education, TESL, Marketing, Management or other fields?

To pursue graduate studies, you need to take the GRE (Graduate Record Examination) for programs in English and related fields. If you plan to apply to graduate school within five years after graduation, you should probably take the GRE at the conclusion of your senior year. Other programs (such as MBAs) require other exams. Ask your advisor, and see http://www.gre.org/splash.html. Please also look for special workshops the department offers, typically in the fall, on planning to attend graduate school. If you're interested in Teaching English as a Second Language, please speak with the Director of WCU's MA-TESOL program, Dr. Esther (Chui Kian) Smidt, csmidt@wcupa.edu.

Want to go to law school?
To apply to law school, you need to take the LSAT (Law School Aptitude Test). If you plan to attend law school, you should take the LSAT during your senior year. Ask your advisor and see http://www.lsac.org/. Also consult with the University Pre-Law advisor: Dr. Sandra Tomkowicz, stomkowicz@wcupa.edu.

Interested in earning a certificate or graduate degree in publishing or editing?
The English department is offering a Graduate Certificate Program in Publishing. http://www.wcupa.edu/arts-humanities/English/gradAcademics.aspx .
Contact: Dr. Eleanor F. Shevlin, Main, eshevlin@wcupa.edu.

Thinking about becoming a librarian?
The American Library Association maintains this site that discusses the qualifications for and opportunities in library science: http://www.ala.org/educationcareers/careers/librarycareerssite/home.

PREPARING FOR GRADUATION

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At least a year before you anticipate graduating, follow these steps:

1. Meet with your **major and minor advisors** at least a year prior to your anticipated graduation date to review unmet requirements. Your advisor can also look at general education requirements, but they are also reviewed by the Registrar.

2. Count your credits! WCU cannot grant any degree without **a minimum of 120 credits**. (And just because you have 120 credits does not mean that you earn a degree; you also must satisfy the degree's course requirements.) The English's Department's B.A. degree is a 121-credit program.

3. Visit your *MyWCU* page and click on "Apply for Graduation" to apply for graduation analysis (see the pages that follow for instructions). This triggers a request to the Registrar (as well as putting you on the department's list of prospective graduates at the end of your anticipated graduation semester). **You should apply a year before you anticipate graduation (see English Majors' Forum for deadlines).** This will permit you to adjust your course selections in your final semesters that will prevent any delay in your graduation date.

4. The Registrar's Office will provide an evaluation of your general education requirements. After several weeks to a few months (depending on urgency and time of semester), the Registrar's Office will send you an email **at your WCU email address only,** with your evaluation report attached. You will be asked to come to the Registrar's office and review the evaluation with the designated Registrar staff member (determined by Major/College). Specific days/times are identified. *You must check your WCU email account to learn of your graduation status!*

5. Consult with any minor advisors the first week of your last semester to verify that you will complete all requirements of minor programs.

6. Meet with your advisor first week of your last semester during the Drop/Add period so that you can check requirements one more time, when you still have time to adjust your schedule.

Graduation clearances for your major are done in the last week of classes. If there is a problem with unmet major requirements, this is when you will learn about them officially. That is why regular meetings with your advisor plus familiarity with this manual and your advising sheets are essential!

How NOT to graduate!

The three most common problems:

1. You do not have **120 credits**. Common reasons: You can't count remedial classes or repeats. Using one class to meet two requirements leaves you 3 credits short. You took a 2-credit class instead of a 3-credit class. You didn't transfer in all your transfer courses.
2. You have not completed the minor/concentration/department electives section of your B.A. English advising sheet.
3. You expected an Interdisciplinary class to count for one of your Gen Ed distributive classes.

> The Registrar and department cannot process your graduation request a couple of weeks before you intend to graduate.
> ***
> **Apply at least a year ahead of when you plan to graduate.**

LETTERS OF RECOMMENDATION

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This information is primarily for those intending to go to graduate school; however, the general advice also applies to those seeking letters of recommendation for jobs and scholarships.

For most graduate school applications, you will need to include three letters of recommendation from individuals who can address your abilities, suitability, and promise for graduate study. For law, library/information sciences, and other professional school applications, having a recommender who is a professional in the field would work well. For applications to English or similar academic programs, you will probably want to have three letters from academics/faculty members in the field. In selecting faculty members to approach for a letter, you should consider who knows you and your work best. Those who know you well and have ties with a university or program to which you are seeking admission are particularly good to approach – as are those who are well-known in the field you wish to enter.

When asking someone to write on your behalf, be sure to phrase your request in a way that allows the person a gracious way to decline. For instance, a professor may not feel that he or she could write the strong letter you need to gain admission. Also, be sure to plan in advance. You should give your recommenders three week or more lead time before the letter is due.

As part of your planning, you should prepare a packet for your recommenders. This packet ideally should include:

- A list of programs to which you are applying – and the deadlines for the receipt of materials at each school.

- Any forms that should be included with the letter. Complete all portions of the form that ask for your personal information. **Be sure to check the box that waives your right to see the letter.** If you do not waive your rights to see the material, the letter will hold less weight.

- A draft of your personal statement or essay that you are sending with your application.

- A copy of your resumé.

- A statement in which you offer a brief summary of the work you completed for the course(s) you took with the recommender and the grades you earned. Such information will jog the recommender's memory and allow the person to add specific details that will enhance the letter. Feel free to include any information (course-related or otherwise) that you feel would help the recommender highlight your talents for graduate school, your maturity, and/or your reasons for selecting particular programs.

- URLs for the recommendation submission websites and any relevant instructions.

LITERATURES TRACK COURSE LIST

See the correct advising sheet for your program to know how many classes
you should take from each category.

(E) = Early historical period

(I) = Interdisciplinary class

(J) = Diverse Communities class

Genre

Courses in this category examine diverse forms of literary expression including poetry, fiction, drama, memoir and autobiography, children's literature, film, creative non-fiction, letters, and reviews. Each course focuses exclusively on a specific genre.

CLS 201 Classical Greco Roman Myth in 20th
         Century Arts (I)
CLS 304 Women and Film
CLS 361 Modern World Drama
CLS 362 World Lit - Modern Fiction
CLS 367 Classical Greco-Roman Mythology (E)
CLS 371 Law and Disorder in Literature (I)
LIT 219 Lit for Young Children
LIT 220 Children's Literature
LIT 269 Literature of Roguery
LIT 271 Drama since 1970
LIT 272 New Fiction
LIT 274 Feminist Poetry
LIT 294 Topics in Digital Literature & Culture
LIT 302 Development of the American Novel

LIT 305 Modern American Drama
LIT 306 Modern American Novel
LIT 307 Modern American Poetry
LIT 310 African American Novel I
LIT 311 African American Novel II
LIT 338 Restoration and 18th Century Drama (E)
LIT 339 18th-Century British Novel (E)
LIT 341 19th-Century British Novel
LIT 344 Modern British Novel
LIT 360 Special Topics: Children's & Young Adult
         Literature
LIT 365 Short Fiction
LIT 367 Comedy & Humor (I)
LIT 398 Young Adult Literature*

*B.S.Ed. students: Note that LIT 398 does not meet a Genre requirement.
    .

U.S. Multi-Ethnic and World Literatures

Courses in this category examine global, continental, and diverse United States writing communities. **B.S.Ed. students please note** that this list is *not* the same as the "World literature" category you must fulfill – see back of manual for list. Only the two classes noted below fulfill that requirement.

CLS 203 African Studies (E) (J) **World Lit BSEd**
CLS 255 20th Century Native American Literature
CLS/ESP 333 Latina Writing (J)
CLS 351 African Literature **World Lit BSEd**
CLS 365 African American Film
LIT 202 African American Lit I (E)
LIT 203 African American Lit II
LIT 204 New Black Women Writers in America

LIT 205 Harlem Renaissance
LIT 207 Life & Times of Frederick Douglass (E)
LIT 213 Asian-American Literature (J)
LIT 303 Intro to Multi-Ethnic American Literature (J)
LIT 304 American Jewish Novel
LIT 309 Thoughts/Writings of Martin Luther King (I)
LIT 372 African American Urban Lit

Historical Contexts

Courses in this category address literary works and their cultural and historical contexts.

CLS 258 Women's Lit I (E) (J)
CLS 259 Women's Lit II (J)
CLS 260 World Lit I (E) (J)
CLS 261 World Lit II
CLS 270 Life, Death, Disease (I)
CLS 280 Languages of Modernism (I)
CLS 368 Greco-Roman Culture Myth and Society (E) (I)
CLS 369 Literature and Film
FLM 201 American Film (NOT FLM200!)
FLM 202 American Themes (NOT FLM200!)
LIT 200 American Lit I (E)
LIT 201 American Lit II
LIT 202 African American Lit I (E)
LIT 203 African American Lit II
LIT 230 English Lit I (E)

LIT 231 English Lit II
LIT 250 Victorian Attitudes (I)
LIT 300 Colonial and Revolutionary Lit (E)
LIT 329 Medieval Women's Culture (E)
LIT 331 Chaucer (E)
LIT 333 Early Modern Poetry (E)
LIT 334 Milton (E)
LIT 335 Shakespeare I (E)
LIT 336 Shakespeare II (E)
LIT 337 Literature of the Enlightenment (E)
LIT 340 The Romantic Movement
LIT 342 Victorian Literature
LIT 364 Modern Irish Literature
LIT 370 Urbanism and the Modern Imagination (I)

WRITINGS TRACK COURSE LIST

See the correct advising sheet for your program to know how many classes
you should take from each category.

(I) = Interdisciplinary class

(J) = Diverse Communities class

Style & Aesthetics

Courses in this area help students comprehend, appreciate, and practice creative and critical conventions of written discourses. Courses in this category introduce students to a specific set of creative and critical genres and provide opportunities to practice, analyze and reflect upon a variety of stylistic and rhetorical conventions.

CRW 201 Introduction to Creative Writing
CRW 301 Poetry Workshop I
CRW 302 Poetry Workshop II
CRW 303 Short Story Workshop I
CRW 304 Short Story Workshop II
CRW 305 Creative Nonfiction Workshop I
CRW 306 Creative Nonfiction Workshop II
CRW 491 Creative Writing Workshop in Long Form
ENG 250 Stylistics: The Language of Literature
ENG 270 Book History: Introduction

ENG 304 Essay Workshop
ENG 305 Environmental/Experiential Writing: Taking Action
ENG 345 Women Writing: Autobiography
ENG 368 Business & Organizational Writing
JRN 272 Feature Writing
JRN 312 Sports Reporting & Writing
JRN 315 Magazine Article Writing
WRH 330 Autobiographical Acts
WRH 333 African American Autobiography (J)
WRH 342 Document Design
WRH 343 Visual Rhet. in Comics/Graphic Novels
WRH 350 Grant & Proposal Writing

Power & Politics

Courses in this area help students develop a respect for diversity in language (dialects, idioms, culturally meaningful expressions, etc.), and understanding of the roles that texts play in shaping society (culturally and politically). These courses provide opportunities for students to become participants in larger cultural contexts through the texts they write, read, teach, and discuss.

ENG/LIN 240 Language, Gender, & Sexuality (J)
ENG 335 History of the English Language
ENG 339 History & Dialects of American English
ENG 340 Sociolinguistic Aspects of English
ENG 375 Strategies for Writing in the Workplace
ENG 397 Writing Tutoring
JRN 200 Introduction to Journalism
JRN 225 News Writing
JRN 226 Public Affairs Reporting
WRH 201 Introduction to Rhetoric

WRH 210 Multicultural Writing (J)
WRH 301 The Rhetorics of Black America (J)
WRH 310 Written Rhetoric: Power, Politics, and Environmental Writing
WRH 315 Propaganda, Power, & Politics
WRH 320 I, Cyborg: Technology, Writing, and the Body
WRH 333 African-American Autobiography (J)
WRH 335 Activism and Advocacy Writing
WRH 340 Introduction to Visual Rhetoric
WRH 365 Writing in the Health Professions

Information Literacy, Technology, & Media

Courses in this area introduce students to new technologies that have influenced the production and circulation of texts and information in society, including (but not limited to): internet publishing, web design, underground publishing, visual texts, television and film, etc. These courses will emphasize becoming knowledgeable and reflective users and teachers of these new "texts," as well as being creative and critical writers of them.

CLS 350 Computer Applications in the
    Humanities
DHM/ENG 280 Intro to Digital
    Humanities (I)
ENG 215 Views on Literacy (I)
ENG 320 Writing and Computers
ENG 371 Technical Writing
JRN 212 Digital Journalism
JRN 335 Ethical Issues in Mass Media
FLM 200 Introduction to Film*
    (NOT FLM 201 or 202)

* also meets Arts distributive requirement

WRH 205 Composing Cyberspace
WRH 305 Images of School in Film
WRH 325 Technology and the English
    Classroom (SPRING ONLY)
WRH 341 Visual Cultures

LITERATURE CATEGORIES (AMERICAN, BRITISH, WORLD)
FOR TEACHER EDUCATION STUDENTS

All Teacher Education students must take at least one course from each category below as they complete their tracks. This requirement overlays the track requirement, so you should choose your track courses with these requirements in mind. If you choose track courses carefully, you will not have to take three more classes to fulfill your American, British, and World literature requirement. This requirement exists to help prepare you for your Praxis II exams, which require familiarity with all three literature categories. Film classes are not included, because the Praxis II does not test film knowledge.

American:

CLS 255 20th Century Native American Literature
CLS/ESP 333 Latina Writing (J)
LIT 200 American Lit I (E)
LIT 201 American Lit II
LIT 202 African American Lit I (E)
LIT 203 African American Lit II
LIT 204 New Black Women Writers in America
LIT 205 Harlem Renaissance
LIT 207 Life and Times of Frederick Douglass (E)

LIT 213 Asian-American Lit (J)
LIT 300 Colonial & Revolutionary Lit (E)
LIT 302 Development of the American Novel
LIT 303 Introduction to Multi-Ethnic American Literature (J)
LIT 304 American Jewish Novel
LIT 305 Modern American Drama
LIT 306 Modern American Novel
LIT 307 Modern American Poetry
LIT 310 African American Novel I
LIT 311 African American Novel II
LIT 372 African American Urban Lit

British:

LIT 230 English Lit I (E)
LIT 231 English Lit II
LIT 250 Victorian Attitudes (I)
LIT 331 Chaucer (E)
LIT 333 Early Modern Poetry (E)
LIT 334 Milton (E)
LIT 335 Shakespeare I (E)
LIT 336 Shakespeare II (E)

LIT 337 Literature of the Enlightenment (E)
LIT 338 Restoration & 18th-Cent. Drama (E)
LIT 339 18th-Century British Novel
LIT 340 The Romantic Movement
LIT 341 19th-Century British Novel
LIT 342 Victorian Literature
LIT 344 Modern British Novel
LIT 364 Modern Irish Literature

World:

Note: This list is **NOT** the same as the "U.S. Multi-Ethnic & World" list for the Literatures track

CLS 201 Classical Greco Roman Myth in 20th Century Arts (I)
CLS 203 African Studies (E) (J)
CLS 258 Women's Lit I (E) (J)
CLS 259 Women's Lit II (J)
CLS 260 World Lit I (E) (J)

CLS 261 World Lit II
CLS 351 African Literature
CLS 361 Modern World Drama
CLS 362 World Lit – Modern Fiction
CLS 367 Classical Greco-Roman Mythology (E)
CLS 368 Greco-Roman Culture Myth and Society (E) (I)

Test your knowledge of how well you know your program by taking the quiz below that asks you about general education and the one that corresponds to your major.

General Education & General Advising

1. Who is the primary steward of a student's academic career? What is the role of an English department advisor?
    > Of course, *you* are the primary steward of your own degree program and progression through it. You are responsible for making sure you know your degree requirements, reading your majors' manual and perusing D2L's English Majors Forum, meeting with your advisor so that you can schedule classes on time, etc. Advisors only "advise": they give advice about what classes to take, minor program possibilities, special programs like internships and study abroad, support services like counseling, and career options.

2. Why can't an interdisciplinary class count as one of your gen ed distributive area classes?
    > The distributive classes are housed in one discipline. Interdisciplinary classes combine at least three disciplines. Thus, an interdisciplinary class is a different type of class than a gen ed distributive class; it is designed to emphasize the *interconnections* of disciplines.

    > ESS 101 (Science distributive) = Intro to Geology, but ESS 102 (Interdisciplinary) = Humans & the Environment, a course designed to show the connections between biology, public health, and sociology. So, you <u>cannot</u> use ESS 102 to serve as your ESS Science distributive class.

    > An interdisciplinary class <u>may</u> serve as one of your major (*not* gen ed) track requirements.

3. Does a creative writing seminar count as ENG 400, the research seminar?
    > **No** other classes count as ENG 400 – not even if they may have "seminar" in the title. ENG 400s are specially designed and approved to meet certain specifications required by the English dept. and external accrediting agencies. To satisfy your ENG 400 research seminar requirements, you must take ENG 400s. You also cannot transfer in an English seminar.

4. What should you do if you want to take classes at another college and have them count at WCU?
    1. Check the Registrar's Transfer Credit Center to make sure the course you want to take transfers in as a class you need for your WCU degree. Use the Transfer Equivalencies matrix - https://www.wcupa.edu/registrar/transferCredit.aspx

    2. Fill out the Transfer Credit Permission form for taking a class at another institution (on Registrar's Forms page) and send it to the Registrar's office <u>before</u> you take the course.
    3. Pass the class with a minimum of a "C" grade.
    4. Request the college send an official transcript to WCU's Registrar's office to have the course added to your WCU record.
    5. Check your record to make sure it has been added. May take a few weeks.

5. When should you apply for graduation? What happens when you apply for graduation?
   You should apply for graduation **at least one year** before you plan to graduate, for example, Fall 2020 if you plan to graduate Fall 2021.

   The Registrar's Office contacts you via your WCU email address to tell you about the status of your gen ed requirements. (Gen eds and other university policies related to graduation are administered by the Registrar; anything to do with your major requirements is overseen by your major department.) You then receive all information relating to graduation (cap & gown, etc.), and your name appears on the departmental list for graduation clearance.

6. What is the *minimum* number of credits needed to graduate, by state mandate?
   120. **No** exceptions.

B.A. English (Writings & Literatures)

1. What is the difference between a minor and a concentration?
   A minor is a formal part of a degree that appears on your transcript. It is overseen by the department that offers it. A concentration is a special arrangement offered by the English Department. It is one of the options for the 18-credit (6 course) section of your program. It allows you to "build your own" specialized set of classes to concentrate on a topic that is not represented in WCU's formal minors – environmental sustainability, for example. You must set it up in consultation with your advisor, and your advisor must put a note defining the six courses that will make up your concentration on your advising record (you should be able to see it on your DPR). A concentration will not appear on your transcript.

2. How many crossover courses are required for the BA in either track?
   Two, from the list of track courses in the handbook. For Literature crossover courses, FLM courses will not be accepted.

3. What level of foreign language must you achieve?
   202, which is the second Intermediate class level.   ASL courses have a different numbering scheme. You can get there by starting at 101, or where you place. See the Languages and Cultures dept. for more information:
   https://www.wcupa.edu/arts-humanities/languagesCultures/placementTest.aspx

4. If you want to declare a minor, what should you do?
   Discuss it with your advisor. Apply from your *myWCU* page, using the link *Add or Change Major or Minor*. Make sure you understand your minor requirements. Contact Mary Clark, Student Success Program Coordinator, if you are applying for an English minor, or the Student Success Coordinator for the college your minor is housed.

5. How many courses can you "double-dip" between an English major and an English minor? (I.e., how many classes can you use to satisfy the requirements of both programs?)
   One, between English major and one of the English minors. No double-dipping with choice of 18 credit Concentration.