Graduate Studies Handbook

for the

Master of Arts

in

Literature and Writing Studies



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Introduction

Welcome to the Graduate Program in Literature and Writing Studies!

We are a small program that invites innovative approaches to literary and writing studies and close collaborations among students and faculty. A cultural studies philosophy informs much of the work we do; at the same time, our faculty and students are diverse in their research and creative specializations as well as in their scholarly and cultural backgrounds.

Literature & Writing M.A. students receive specialized training in college-level writing instruction and pedagogy and have the opportunity to apply to teach first-year composition. The focus on first-year writing instruction pedagogy has allowed our program to establish an excellent job placement record for instructors at local community colleges.

This handbook is designed to give current and prospective students an overview of the LTWR Master's degree program requirements, curriculum, and policies and give you a first place to look for answers to any questions. Students should know, and must abide by, the University and Department Graduate Studies policies as stated in the CSU San Marcos General Catalogue for their year of matriculation.

For more information, please contact:

Professor Oliver Berghof, Graduate Studies Coordinator
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or

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Program Mission Statement

The CSUSM Literature and Writing Studies Department offers graduate study towards the Master of Arts degree. Our mission is to prepare students for teaching at the community college level, study at the doctoral level, and occupations in the private and the public sectors that require a high degree of literacy. Rather than offering an emphasis in literature or writing studies at the master's level, our program aims to balance and integrate these activities. Because most of our students are, or eventually will be, teachers, our intention is to provide a graduate teaching apprenticeship within the program that begins with classes, seminars, and close faculty mentoring, and leads to internships, tutoring, and teaching assistantships. Qualified students may teach general education writing courses. Internships where teaching, writing, and research are central activities may also be arranged within CSUSM (such as in the Writing Center) and in other settings in the public and private sectors.

Program Student Learning Outcomes

Graduate students in the Department of Literature and Writing Studies (LTWR) develop theoretical knowledge and practice critical reading and writing in the field. The program has been designed so that graduates should be able to do the following:

1. Closely analyze texts at an advanced level, using a range of critical and theoretical approaches.
2. Analyze, within a theoretical framework or frameworks, the historical, political, and/or social conditions of texts from local and global literary traditions, with attention to the formation of literary canons and counter-canons.
3. Recognize, describe, and apply advanced theories and practices in translation studies.
4. Recognize, describe, and apply advanced theories and practices that inform the fields of literature, composition pedagogy, and creative writing.
5. Participate in professional practices such as disseminating scholarship/ creative activities through course-assigned conference papers and other scholarly or creative works and activities that meet current standards for publication and presentation in the field of literature and/or writing studies.
6. Write a theoretically informed thesis that contributes to research or creative activity in the field of literature and/or writing studies.

Admission Requirements and Application

All applicants, including international students, must meet all the general requirements for admission to graduate studies at CSUSM. These University requirements are described in the CSUSM General Catalogue under Graduate Studies.

Admission to the program requires a bachelor's degree, preferably in English, literature and writing studies, comparative literature, rhetoric, linguistics, or a comparable program.

Applicants with these and any other bachelor's degree must have taken at least five upper-division courses of 3-4 units each in literature or writing from an accredited university. Admission decisions will be influenced by the breadth, appropriateness, and grades of undergraduate course work. Applicants must have maintained a grade point average of not less than 3.0 in the last 60 units of undergraduate study, and a 3.3 average in upper-division literature and writing courses.

All applicants, regardless of citizenship, whose preparatory education was principally in a language other than English, must take the Test of English as a Foreign Language (TOEFL) and receive a minimum score of 550 on the paper-based test (PBT) or a minimum of 80 on the internet based test (IBT).

A complete application consists of two separate parts, both submitted online. Your application is not complete until both of them have been received.

I. Application Materials provided directly to the CSUSM Admissions Office

- A completed university application form for admission to Cal State San Marcos via CSU Apply.
- Application fee (paid via CSU Apply).
- One set of official transcripts from all colleges and universities attended, with indication of graduation.

II. Application Materials submitted to the LTWR Department via CSU Apply

- A completed online application form for admission to the Master's Program in Literature and Writing Studies.
- Unofficial transcripts from all colleges and universities attended (including CSUSM), with indication of graduation.
- A 750- to 1000-word statement of purpose. This statement should address educational and career goals, relevant educational background, and research experience.
- A writing sample. This should be an argument-driven analytical essay of no fewer than five pages (ten pages preferred) on a literary topic with secondary sources. The essay should provide a sample of the applicant's best undergraduate work.

- TOEFL score reports (if appropriate).
- Three letters of recommendation from faculty in the humanities or arts (except undergraduate Literature and Writing Studies majors/minors at CSUSM, who may list names and emails of LTWR faculty who have agreed to recommend them).

Application Deadlines:

The application deadline for Fall admission is March 1 for best consideration. Currently the graduate program is unable to offer Spring admission.

The application fee must be submitted to the Admissions Office by this deadline.

Applicants for Fall admission will be notified of the status of their application shortly after their files have been reviewed, but no later than May 1st.

Degree Requirements

The program requires 30 semester hours of studies (10 courses, including thesis work). At least eighteen (18) units must be graded coursework at the 500- and 600-level. No more than six (6) units may be taken at the 400-level, and these must include additional assignments that are pre-approved by the faculty member and the Literature and Writing Studies Graduate Coordinator. No more than six (6) units taken before admission to the graduate program may be applied to the degree.

Units earned not in residence at Cal State San Marcos are limited to six (6) and must be pre-approved by the Literature and Writing Studies Graduate Coordinator. A maximum of nine (9) units of courses graded credit/no credit (i.e., internships, independent study, and thesis work) will be accepted in the program.

The typical full-time student will complete the program in four semesters. Required courses are LTWR 511, LTWR 600 (must be taken in first semester), LTWR 601, LTWR 602A, LTWR 602B, LTWR 690, and LTWR 699. A substantial thesis project, approved and directed by the student's thesis committee, is also required of all students. The grade point average must be at least 3.0 to graduate.

Important Restrictions on Courses Applied to the Degree

Master's students may not count any course at the 300-level or lower toward fulfillment of Master's degree requirements, nor may courses which bear General Education credit be counted toward Master's degree requirements. Only with prior, case-by-case approval may Master's students, on an individual basis, count

a maximum of two (6 units) 400-level, non-General Education courses toward the Master's degree requirements. In these cases, the student must file a LTWR M.A. Program Course Substitution Form, available in the appendices of this Handbook, which specifies the agreement for additional assignments to be pre-approved by the faculty member and the LTWR Graduate Coordinator.

Units earned not in residence at CSUSM are limited to 6 and must be approved by the Graduate Studies Coordinator. Graduate units earned at CSUSM before matriculation are limited to 6, and must be approved by the Graduate Studies Coordinator **prior to enrolling in the class**. For more information on concurrent master's degree credit and the rules that apply, please visit: https://csusm.policystat.com/policy/8012902/latest.

A maximum of 9 units of courses graded credit/no credit (usually thesis research, thesis writing, and internships) will be accepted in fulfillment of the degree.

Academic Continuation

To continue in the graduate program, students must maintain a minimum cumulative grade point average (GPA) of 3.0 (A=4.0). A student whose cumulative graduate GPA falls below 3.0 at any time is placed on academic probation. If the GPA falls below 3.0 for two consecutive semesters, the student will be dropped from the program. Unless students have an approved leave of absence, they must be continuously enrolled for Fall and Spring semesters. Please refer to the Graduate Information policies on "Continuous Enrollment Requirement and Time-Limit to Degree" and "Graduate Student Leave of Absence."

All students must present a formal thesis proposal to the thesis committee no later than the beginning of the third semester of study for full-time students, or after eighteen units are completed for part-time students. In addition, students must defend the completed thesis in front of their thesis committee no later than four semesters following the approval of the thesis proposal. The overall time-to-degree limit for full- and part-time students is five years after the beginning of coursework as a conditionally classified or classified graduate student.

Course Descriptions

As course descriptions change over time, please visit the CSUSM Course Catalog website for the most updated course offerings and descriptions.

Guidelines and Regulations for Signing Up for Independent Study Courses:

Graduate independent study courses include: LTWR 690 (ABC), LTWR 695 (ABC), LTWR 699, LTWR 699 (XYZ) and E699.

All these courses are graded Credit/No Credit.

A maximum of 9 units of these courses can be applied toward the degree.

The regulations governing these courses are as follows:

- LTWR 690 (ABC) *can* be repeated, but only 6 units can be applied toward the degree. (Note: LTWR 690 and LTWR 699 cannot be taken concurrently except in special cases.)

- LTWR 695 (ABC) *can* be repeated, but only 3 units can be applied toward the degree

- LTWR 699 *cannot* be repeated, and only 3 units can be applied toward the degree. You are permitted to take LTWR 699 upon the completion of 24 units and the submission of a completed thesis proposal.

- LTWR 699 (XYZ) *can* be repeated, but none of the credit can count toward your degree. Conditions for taking LTWR 699 (XYZ) are satisfactory progress in LTWR 699 (XYZ), as well as your need to continue working with faculty and to use the facilities and resources of the university.

- E699 is *not* repeatable. Can be taken only once. *No* credit toward the degree. Registration in this course is via Extended Studies. No faculty supervision will be given: this course is only designed to enable you to use the university's facilities to finish work on your thesis. To register, students need to fill out the E699 form, which can be downloaded from the web site of the CSUSM Office of Graduate Studies and Research, and obtain a signature directly from the Graduate Studies Coordinator instead of the Chair of their Thesis.

LTWR 690, LTWR 695, and LTWR 699 all require Independent Studies (IS) forms which are available on the LTWR website. After completing an IS form with all the required signatures, students must submit the form to Registration and Records. Registration and Records will create a CRN and section number for the course, register the student in the class, and e-mail the student if there is a fee change. Students can view their registration status in IS classes on myCSUSM.

Graduate Assessment Requirement (GAR)

Students need to fulfill the Graduate Assessment Requirement (GAR) before advancing to candidacy. The final paper in LTWR 600 serves as evidence of completion of the GAR. The GAR is also one of the required qualifications for Teaching Associates in Literature & Writing Studies. To fulfill the GAR, students must earn a grade of B or higher on the final paper for LTWR 600 in the first semester upon entering the program.

If a student does not earn a grade of B or better on the final paper for LTWR 600, that student shall have one semester in which to revise the paper so that it fulfills the requirements for a B grade or higher. During that semester, the student must meet regularly with the Graduate Studies Coordinator to move forward with appropriate revisions. Students who are unable to revise the paper sufficiently in one semester shall not advance to candidacy and will be dismissed from the program.

The Graduate Studies Coordinator may consult with the Graduate Studies Committee members and/or the Department Chair if there are questions or concerns about whether a paper fulfills the GAR requirements.

The Thesis

The thesis is the culminating experience for each student enrolled in the Master's program. Each thesis committee will have a minimum of two members; three is the standard. Literature and Writing Studies graduate students may choose among only LTWR tenure-track faculty members for their thesis committee chair. The thesis chair ensures that the thesis conforms to program and university standards. The thesis chair must have knowledge and expertise in the field of study and is responsible for the intellectual integrity, rigor, and quality of the research. The thesis chair, based on their knowledge and expertise in the field of study, has discretion to modify thesis requirements for individual theses under their direction. The thesis chair and the LTWR Graduate Coordinator must approve the composition of the committee. The student must submit the final thesis to the thesis committee at least two weeks prior to the oral defense and orally defend the final thesis at least one week prior to the end of a regular semester. In exceptional cases, thesis work can be completed in a thesis extension course (LTWR 699X, LTWR 699Y, LTWR 699Z).

Thesis Requirements

The LTWR Master's thesis is a minimum of 25 pages in length. The format of the thesis can vary. All options for the thesis require original work, relevant to the field of study, that is of high quality, heavily revised, and in the form of and suitable for peer-reviewed publication. The following represent the most common options:

- a sustained textual analysis on a focused topic in literary and/or cultural studies accompanied by a 3-page research reflection statement;
- a collection of creative writing or a sustained piece of creative writing accompanied by a 3-page aesthetics statement; or
- a combination of creative and critical approaches accompanied by the appropriate research reflection statement, aesthetics statement, or critical introduction.

Research leading to the thesis will be the culminating experience for each student enrolled in the Master's program.

To earn credit for work on their theses, students must sign up for LTWR 690C (Graduate Research) while conducting research and writing thesis drafts, and LTWR 699 (Graduate Thesis) in the semester of the thesis defense. LTWR 690C can be repeated only once for credit toward the M.A. degree.

The prerequisite for enrolling in LTWR 699 is the completion of 24 units in the graduate program, or the consent of the chair of the thesis committee. **LTWR 690 and LTWR 699 cannot be taken concurrently.**

The student must meet deadlines established in the LTWR Thesis Calendar (see Appendix VI) and be enrolled in LTWR 699, LTWR699XYZ, or GRAD E699 in the semester in which the thesis is defended.

In order to enroll in any of these courses, students should fill out Independent Study forms, available on the LTWR Dept website. The form must be signed by the instructor and approved by the Graduate Studies Coordinator.

Thesis Committee and Chair

Each student must select a thesis committee at the beginning of the third semester of study or after satisfactory completion of 18 units of study.

Each thesis committee must have a minimum of two members; three is the strongly recommended standard. LTWR graduate students may *only* choose among LTWR tenure-track faculty members for their thesis committee chair. Committee members should also be LTWR tenure-track faculty members except

in rare cases; at least of the two committee members must be a LTWR tenure-track faculty member.

The thesis chair ensures that the thesis conforms to program and university standards. The thesis chair who assists the student in developing a thesis proposal and will be the primary supervisor for work on the thesis. The thesis chair must have knowledge and expertise in the field of study and is responsible for the intellectual integrity, rigor, and quality of the research. Ideally, the chair will also know the student from previous work in a seminar and have a good working relationship with the student. The thesis chair and the LTWR Graduate Coordinator must approve the composition of the committee.

Thesis Proposal

The thesis proposal is a packet that consists of three components:

1. The Literature and Writing Studies Program Thesis Committee Membership Form (see Appendix IV).
2. An annotated bibliography of 10–15 sources, which includes texts required by thesis chair and texts selected by student, with thesis chair approval.
3. A project specification document that details the scope and specific elements of the individual thesis. The project specification document will be created in consultation with, and with approval of, the thesis chair. The project specification document should include:
    a. A topic/research proposal of 3–5 pages (for a critical or critical-creative thesis)
    b. A creative writing sample of at least 10 pages in the genre of the thesis project (for a creative thesis)
    c. If applicable, and after consultation with and approval of thesis chair, a statement describing the length of the thesis. If no such statement is included, the thesis will follow the minimum length specified in the thesis requirements.
    d. If applicable, and after consultation with and approval of thesis chair, a statement describing the thesis defense format.

The thesis proposal is developed in LTWR 690, where the student works with their thesis chair to define a thesis topic, complete the thesis proposal, and begin the process of researching the thesis topic. The proposal must be approved by the thesis committee, accompanied by a signed Thesis Committee Membership Form, and submitted to the Literature and Writing Studies Graduate Coordinator. It is recommended that the student complete the thesis proposal by mid-semester to allow time in LTWR 690 for thesis research.

Writing the Thesis

When the thesis proposal has been approved, the student and thesis chair should meet to discuss the objectives, methods, and timeline, and to confirm roles and procedures for circulating drafts. The student should develop the thesis in close collaboration with the chair of the committee, and upon the approval of the chair, forward a reasonably complete draft of the complete thesis or of substantial parts to the two other members of the thesis committee with the chair's comments. When the thesis has been reviewed by the other members of the committee, their comments will be forwarded to the student and the committee members. At that time the committee will determine when to schedule the thesis defense. The LTWR Thesis Calendar provides deadlines for the final draft and the defense date (see Appendix VI).

Student Guidelines:

- Students are expected to take the initiative in finding a thesis topic and in beginning to research it as soon as possible after entering into the program.
- It is the student's responsibility to assemble a thesis committee. This includes contacting faculty, establishing mutual research interests, developing of a thesis proposal, submitting the proposal to all prospective committee members, and arranging for faculty to sign all forms.
- Students should follow the proposed timeline in their thesis proposal and meet with their thesis committee chair and/or committee members regularly.
- Students should respond actively to feedback provided by the committee members and revise their thesis drafts accordingly.
- Students must meet the deadlines on the LTWR Thesis Calendar in order to be eligible to defend in a given semester.
- Students should review the Thesis Submission website and work with the Library to prepare the Thesis Certification page and other official pages in the thesis. These pages must conform to University specifications or the Library will not accept the thesis.

Faculty Guidelines:

- The chair of the thesis committee should meet with the student on a regular basis (at least one hour every other week), provide guidance and respond to drafts in a timely manner.
- When a reasonably complete draft is approved by the chair of the thesis committee, the chair will provide written comments to the other committee members, notifying them that the thesis is ready to be read by them. This

will include a short review of revisions, suggestions, and remaining concerns.
- The other committee members will comment on the draft in written form (in one or two paragraphs) and forward their comments to the student and the chair of the thesis committee. Students who submit their complete draft by week 9 should receive written comments by the end of week 11.

If a faculty member goes on leave while serving on a thesis committee, they should provide written comments for faculty who take over the responsibilities as chair or committee member during this time.

Each year, the Department organizes a thesis workshop to help prepare students for thesis work. It is announced on the LTWR website and the graduate student listserv. **For workshop handouts and other useful information on writing the thesis, see the website**.

The Defense

The thesis defense is a critical conversation about the final text the student produces, how it approaches the objectives of the thesis proposal, and what further questions it suggests. During the defense, students should be prepared to offer a ten- to fifteen-minute overview of the project and its culmination in the thesis and be ready to field questions from the committee. Students may be required to revise their theses based on faculty comments during the thesis defense. Thesis defenses are normally open to the CSUSM community, but the student may choose to have a private defense.

University Guidelines for the M. A. Thesis

The finished manuscript is a scholarly work that is the product of extensive research and related preparation. The University houses the approved thesis in the University Library, thus making the work publicly available to other students, faculty, and outside researchers. The thesis will then become a visible and permanent measure of the quality of scholarship expected at California State University, San Marcos. As such, theses must adhere to a uniform standard of format and construction to preserve the work and to prepare it for electronic availability to the reader. All LTWR theses must meet both University and Department guidelines. (See Appendix V.)

Graduation

Candidates for the Master's degree need to apply for graduation with Enrollment Services (Craven Hall 3rd floor) in the semester in which they expect to graduate. The deadline to apply for graduation in Spring or Summer is usually March 15 of that year. The deadline to apply for graduation in Fall is usually November 1 of

that year, but students must check the official due date on the Graduation website. Please check with your Thesis Chair before those dates for advice on the likelihood that you will graduate in a particular semester.

A student planning to graduate in any given regular semester is strongly encouraged to meet with the Graduate Studies Coordinator and complete a formal Graduation Check Form at the beginning of the semester to confirm that all pertinent requirements described above concerning courses and the thesis have been or will be met by the end of the expected semester of graduation (see Graduation Checklist, Appendix II).

What if I apply and don't graduate?

- If you apply for graduation but then do not finish that term, you will need to submit two forms: (1) a Graduation Cancellation Form, and (2) a new graduation application (for the following semester).

Further information about graduation and Commencement is available on the University website.

Pre-Professional Training Opportunities

Qualified students have a range of opportunities to learn and develop new skills under the supervision of professionals in various fields requiring a high degree of facility with language, literature, critical analysis, and verbal expression. Within CSUSM, M.A. students may teach General Education – Writing (GEW) courses; attend professional development workshops for CSUSM students and faculty; and assist LTWR faculty with scholarly and creative projects. Internships may also be arranged both within and outside CSUSM. Some positions are associated with a student stipend and others may receive course credit.

Assistantships:

Graduate Assistantships in which students assist professors in LTWR with research and creative projects are sometimes available and usually announced in open calls for applications that will be posted on the graduate student listserv. For more information contact the Graduate Studies Coordinator.

GEW

A limited number of competitive Teaching Assistantships in the GEW program may be available to students who successfully complete LTWR 602A and meet additional hiring criteria as established by campus hiring guidelines and by the LTWR department. In subsequent semesters of supervised teaching, Teaching Assistants are also expected to demonstrate ongoing professional development in the field of composition pedagogy by taking LTWR 602B the first time they

teach, requesting classroom observations from the GEW Coordinator and/or other LTWR faculty, and submitting a professional portfolio of relevant teaching materials in LTWR 602B. For more information, contact Professor Mary Stewart, GEW Coordinator (mkstewart@csusm.edu), the LTWR Department Chair, or the Graduate Studies Coordinator, Professor Oliver Berghof (oberghof@csusm.edu).

Internships

Teaching/professional internships supervised by tenure-track LTWR faculty may be arranged for course credit (LTWR 695). Internships in the University Writing Center may also be available to qualified students. Apply for internships and paid positions in the Writing Center with the Writing Center Director. Unpaid graduate teaching internships at Palomar College and MiraCosta College may also be available. Consult with the LTWR Graduate Coordinator and the campus Office of Internships for more information.

Writing Center

Qualified students may be considered for paid or unpaid/internship Peer Writing Consultant positions in the University Writing Center. Apply for internships and paid positions with the Writing Center Director.

Administration and Advising

Graduate Studies Committee

The Master of Arts Program of the Literature and Writing Department is administered by the Graduate Studies Committee. This Committee supervises admissions, academic progress, and development of and administration of policies and advises the LTWR Department about graduate studies matters.

Graduate Studies Coordinator

Professor Oliver Berghof is the current Graduate Studies Coordinator and Chair of the LTWR Graduate Studies Committee.

Graduate Studies Advising

Professor Berghof (oberghof@csusm.edu) advises all LTWR graduate students.

Graduate Student Representatives and Community

The Graduate Student Representatives attend Department and Graduate Committee meetings, arrange for new graduate student mentoring and help with graduate orientation, and organize informal and formal gatherings for the graduate students. They act as liaisons between LTWR grad students and the Department (and other members of the campus community). For a list of the current Graduate Student Representatives and their contact information, please go to the LTWR M.A. Program website.

General Policies

LTWR MA Students should know and must abide by University and LTWR Policies for Graduate Studies.

See:
https://www.csusm.edu/gradstudies/current/policiesandforms.html

Academic and Administrative Probation

It is the policy of California State University San Marcos to place graduate students on academic or administrative probation when their overall work is less than satisfactory, as reflected in a deficient cumulative grade point average, or other failure to make adequate academic progress. Graduate students are dismissed from the university through academic disqualification when the conditions needed to achieve good standing are not met in a timely fashion. Consideration for reinstatement is provided through a petition process. In the LTWR Department, failure to make academic progress includes failure to submit an approved thesis proposal within the first three semesters of full-time study; failure to defend the thesis within four semesters after approval of the thesis proposal; and failure to pass the oral defense of the thesis. The student on probation must meet with the Graduate Coordinator to develop an acceptable plan for returning to good standing within the semester following placement on probation. Failure to do so may result in disqualification from the program. See the University Graduate Studies page for further information.

Appeals

A graduate student who is aggrieved about a course grade, candidacy decision, or degree requirement should first discuss the matter with the relevant faculty member and the LTWR Graduate Coordinator. If the matter cannot be resolved informally, then the student may file a formal grievance in accordance with CSUSM policy: first with the Department Graduate Studies Committee, then, if not resolved at this level, with the Chair of the Literature and Writing Studies Department, and finally with the CHABSS Dean's Office.

Continuous Enrollment Requirement and Time-Limit To Degree

All graduate students must be continuously enrolled unless an authorized Request for Graduate Student Leave of Absence has been filed (see Leave of Absence, below). No more than 12 months total can be excused through authorized leaves of absence. Students who do not maintain continuous enrollment are dropped from the graduate program and must reapply.

Requirements for the Master's degree are to be finished within FIVE (5) years after the beginning of course work as a Conditionally Classified or Classified graduate student at CSU San Marcos. **Summer enrollment is not required unless you are defending the thesis during the Summer semester.**

Full-Time/Part-Time Student Status and Course Load

Full-time: Full-time graduate students are expected to complete the course work in four semesters. Graduate students are classified as full-time if they are: (a) enrolled in nine (9) or more units in a Fall or Spring semester; (b) enrolled in six (6) or more units in a Summer term; (c) enrolled in six (6) or more units during a Fall or Spring semester and hold a university graduate assistantship requiring

at least one-third time service (equivalent to the hours for a 3 unit course). These classifications should satisfy financial aid eligibility requirements. Students should consult the Financial Aid Office regarding any eligibility issues.

Part-Time: Students may enroll on a part-time basis at a minimum of three units per semester. The schedule for completion of the degree is adjusted accordingly. However, students are expected to complete the degree according to a study plan formulated by the student and the thesis advisor or Graduate Studies Coordinator no longer than five years after matriculating into the program.

Incomplete Grade

It is incumbent upon the student to initiate the request for an incomplete grade and to reach an agreement with the instructor regarding completion of the course work. In order to do so, the student must contact the faculty member and submit an Incomplete form after working out a schedule for the completion of the work. The original of the form has to be submitted to the department administrative coordinator to be filed with the student's records, while one copy remains with the faculty member and one copy with the student. All incomplete grades must be completed within one year, in accordance with CSUSM policy.

Leave of Absence

In accordance with CSU San Marcos policy, a student may request a leave of absence for valid medical, planned educational or professional reasons on a semester by semester basis for two semesters only. Forms are available on the website (or at the Enrollment Services Information window, 3rd Floor of Craven Hall), and must be filed and approved by the last day of the drop-add period in the semester to which the leave will apply. During a leave of absence, the student may not use University resources or faculty time. If you fail to register for course work and fail to apply for a leave of absence in any semester, you will be dropped from the program and will need to reapply. Should you require a third semester's leave of absence due to an emergency situation, please contact the Graduate Studies Coordinator in advance to discuss the necessary paperwork and your specific situation.

Repeating a Course

The faculty members strongly encourage students not to repeat graduate courses. However, a student may petition the Graduate Studies Committee to do so. The transcripts and GPA will reflect both grades obtained in the course.

The Faculty
There are 11 full-time tenure-track faculty members in Literature and Writing Studies at Cal State San Marcos. Representative research and creative interests are described below, but please talk to individual faculty members to learn more as our work is always developing!

Oliver Berghof, Ph.D., University of California–Irvine
Graduate Studies Coordinator
Comparative Literature, Literary Theory, Humanities Computing and Digital Humanities, Seventeenth and Eighteenth Century Literature, Romanticism, Film Studies, Literary Translation and Translation Theory

Heidi Breuer, Ph.D., University of Arizona
Medieval & Early Modern Literature, Arthurian Romance, Anglo-Saxon Literature, Gender Studies, Feminist Theories, Women's Studies, Sexuality/LGBTQIA Studies, Medieval & Renaissance Drama, Contemporary Popular Culture, Fantasy and Science-Fiction, Graphic Fiction (i.e. Comics)

Susie Lan Cassel, Ph.D., University of California-Riverside
[Harry E. Brakebill Distinguished Professor]
American Ethnic and Multicultural Discourses, American Literature and The Novel, Critical Race Theory, Chinese American Literature, Auto/biography and Oral History, Film Studies

Sandra Doller, M.F.A., Iowa Writers' Workshop (University of Iowa) Creative Writing, Poetry & Poetics, Performance Studies, Cross-Genre & Contemporary Literature, Feminist Texts, Experimental Writing, Literary Translation, Film Studies

Francesco Levato, Ph.D., Illinois State University; M.F.A., New England College
Digital Literature and New Media, Videogame Theory, Analysis, and Creation, Poetry and Poetics, Creative Writing, Critical and Cultural Theory, Postcolonial Studies, Border Studies, Literary Translation

Rebecca M. Lush, Ph.D., University of Maryland, College Park
Early Colonial and U.S. American Literature, Early Modern Trans-Atlantic Literature, Native American Literatures, Drama, Women's Studies, Critical Race Theory, Film Studies, Gothic Literature and Horror Studies, American West and Frontier Studies, Speculative Fiction

Salah Moukhlis, Ph.D., State University of New York at Stonybrook
World Literature, African and Middle Eastern Literatures, Postcolonial Theory, Literary Theory, Literature/Culture of the Maghreb, Comparative Literature

Mary Stewart, Ph.D., University of California, Davis
Composition Theory and Pedagogy, Online Writing Instruction, Writing Program Administration, Antiracist Writing Assessment, Collaborative and Interactive Learning, Communities of Inquiry

Martha Stoddard Holmes, Ph.D., University of Colorado, Boulder
[Harry E. Brakebill Distinguished Professor]
Associate Dean, Instruction and Academic Programs
Victorian Literature and Culture, Disability Studies, Medical Humanities, Children's Literature, Creative Writing, Film Studies

Mark Wallace, Ph.D., State University of New York at Buffalo
Creative Writing, Contemporary Poetry and Poetics, Contemporary Fiction and Narrative Theory, and 19th and 20th century American and British Literature, Film Studies

Yuan Yuan, Ph.D., University of Wisconsin
U.S. Literature, Cultural studies and Critical Theories, Ethnic Literature and Postcolonial Discourse, Modernism, Postmodernism, Comparative Literature, Film Studies

Appendices

Appendix I

LTWR M.A. Timetable: a recommended timetable for progress based on a full course load (9 units per term in year 1, 6 units in year 2).

First Year

Fall

Take required courses (600)
Meet with Grad Studies Coordinator to discuss plans
Introduce yourself to grad faculty; consider them as resources beyond courses
Read grad-ltwr listserv to stay in touch with grad student news, preprofessional learning and praxis opportunities (GA, GEW, internships)
Keep track of what energizes you most in your courses. Start an idea journal: grist for the thesis mill and much, much more…

Spring

Take required courses (601 & 602A)
Develop thesis concept, begin exploratory research
Confirm thesis chair and thesis committee members* by end of semester
*Usually tenure-track faculty. See page 19 of Graduate Handbook.

Each Fall: Apply to the Grad Studies & Research Office and ASI for funding for any conferences you have applied/will apply to present at this year (funds are often gone by the end of Fall Semester; you do not need to have an acceptance to apply for the funds.)

Second Year

Fall

Take required courses (602B & 690C)
Review courses taken and grades and complete graduation checklist. Make sure that all key requirements are met. Check internship and independent study credits; find any credit deficits based on limits for allowable credits in 690, 695, etc.

By 5th week of the term, present thesis proposal draft to thesis committee. Should be approved and returned the Graduate Coordinator, by the end of week 7 with your signed Thesis Proposal Form. Continue research and writing!

Set personal daily, weekly and monthly goals for writing and research; confirm a workable schedule for submissions and feedback from the chair and committee.

Ask professors to write recommendation letters for Spring job search. Ask to be observed teaching so that at least one person can write in this regard. Begin compiling materials for a teaching portfolio. Draft a curriculum vita (c.v.), the academic version of a résumé; visit the Career Center.

If applicable, research Ph.D. programs, get application materials. Draft statement of purpose and give to professors for feedback. Plan to retake GRE and subject exam if advised.

Second Year

Spring

Take required courses (699)
Ask your chair if you will be ready to defend this term. Meet with Grad Coordinator for a graduation check; take additional courses needed to meet 30 units. Apply for graduation by March 15 (Enrollment Services).

Ask for recommendation letters to apply for teaching positions.

Keep writing; supplement with further research as needed. Submit sections to committee for feedback and revision according to the confirmed schedule.

Submit a close-to-final version of the thesis to committee no later than the end of the 10th week of the semester, to be returned with feedback by week 12.

Make revisions and schedule thesis defense date with chair by the end of week 13. Check thesis ADA format with library by week 14, if not before.

Submit signed thesis approval form and signed title page for Grad Coordinator's signature; submit electronic copies of forms to the library.

Submit thesis to library by Thursday of last week of classes. **Graduate and celebrate!**

If you did not graduate, fill out necessary forms at Enrollment Services and register for LTWR 699 XYZ or E699 (consult with Grad Coordinator and Thesis Chair to decide which).

Appendix II

Graduation Checklist
Master of Arts - Literature and Writing Studies

Student Name: _____

ID Number: _____

Thesis Chair: _____

Year and Term began Program: _____

Required Core

Course	Grade/Units	Semester and Year
LTWR 600		**Fall**
LTWR 601		**Spring**
LTWR 602A		**Spring**
LTWR 602B		**Fall**
LTWR 511		**Spring**
LTWR 690C		
LTWR 699		

Electives*

Course	Grade/Units	Semester and Year
	30 Total	

*No more than 9 units graded CR/NCR; no more than 6 units taken elsewhere; no more than 6 units of 400-level study and must have advance approval from Graduate Studies Committee; at least 18 units at 500 & 600-level.

Thesis Proposal Approved Date_____

Thesis Approved Date_____

GPA_____(at least 3.0 in all graduate work)

Graduate Coordinator_____Date_____

Appendix III

Literature and Writing Studies M.A. Program
Course Substitution Form

This form should be completed each time a graduate student in the program plans to take a 400-level course supplemented with additional work and use that course in partial completion of the M.A. degree. Please note that CSU regulations do not permit any course below the 400-level or any course (including 400-level) designated as a General Education course to be used toward the M.A. degree.

The Instructor and Graduate Coordinator should approve the form before the end of the drop-add period. The original goes to the LTWR Administrative Coordinator to place in the student's file.

Proposed 400-Course Number and Name Semester and Academic Year

_____

Description of supplemental coursework the student will do to make this course graduate-level
(Must be done during the semester in which student is enrolled in the course)

I agree to complete the supplemental coursework described above, in addition to the normal requirements for this course, to receive graduate credit for this course.

_____ _____
Student Date

I approve the above plan.

_____ _____
Instructor Name Date

I approve the above plan.

_____ _____
Graduate Coordinator Date

Revised 8/20

Appendix IV

CSUSM Literature and Writing Studies Department
Thesis Committee & Proposal Approval Form

Student Name:

_____

Proposed Thesis Topic:

_____

I agree to serve as the Chair of the thesis committee for this graduate student. I approve this student's thesis proposal.

_____	_____	_____
Thesis Committee Chair	Signature	Date

I agree to serve as a member of the thesis committee for this graduate student. I approve this student's thesis proposal.

_____	_____	_____
Faculty Member	Signature	Date

I agree to serve as a member of the thesis committee for this graduate student. I approve this student's thesis proposal.

_____	_____	_____
Faculty Member	Signature	Date

Graduate Coordinator

_____	_____	_____
Graduate Coordinator	Signature	Date

When completed, the original of this form should be given to the LTWR Administrative Coordinator, who will place it in the student's file. **A final copy of the student's thesis proposal should be attached to this sheet after the Thesis Committee approves it.**

Revised 08/20

CSUSM Literature and Writing Studies Department
Thesis Committee Membership Petition

Student Name:

_____

Proposed Thesis Topic:

_____

I request permission for the undersigned faculty member to serve as a member (not chair) of my thesis committee. I have consulted with tenure-track faculty (ttf) in this field of expertise, as indicated below. The non-ttf faculty member understands that thesis committee participation is a voluntary service to the department.

_____ _____
Student's Signature Date

I agree to serve as a member of the thesis committee for the above mentioned graduate student.

_____ _____ _____
Faculty Member Signature Date

The above student has consulted with me about my participation on the thesis committee. I am unable to serve on the committee at this time.

_____ _____ _____
Faculty Member Signature Date

_____ _____ _____
Faculty Member Signature Date

_____ _____ _____
Faculty Member Signature Date

_____ _____ _____
Faculty Member Signature Date

Thesis Chair and Graduate Committee Approvals:

The above petition for the above non-ttf faculty member to participate on this thesis committee is approved on behalf of the Graduate Committee.

_____ _____
Thesis Committee Chair date Graduate Coordinator date

When completed, the original of this form should be attached to the Thesis Committee Membership Form and given to the Department Administrative Coordinator, who will place it in the student's file.

10/04

Appendix V

CSU SAN MARCOS GUIDELINES FOR THE MASTER'S THESIS

A finished Master's thesis is a scholarly work that is the product of extensive research and related preparation. The University will make Master's theses publicly available to other students, faculty, and outside researchers in the University Library. These theses will become a visible and permanent measure of the quality of scholarship expected at California State University San Marcos. As such, theses must adhere to uniform standards of format and construction to preserve the work and to prepare it for binding.

As the guidelines for submission change often, the safest way for you to find out the latest information is to visit the CSUSM Library website for Thesis Submission.

THESIS REVIEW AND SUBMISSION

(See the diagram on page 28.)

After a successful thesis defense, the student must prepare an official electronic copy of the manuscript. The student should review the information provided by the library to ensure that they meet all accessibility requirements.

1. The student obtains signatures of the thesis committee on the Departmental signature form (available here).

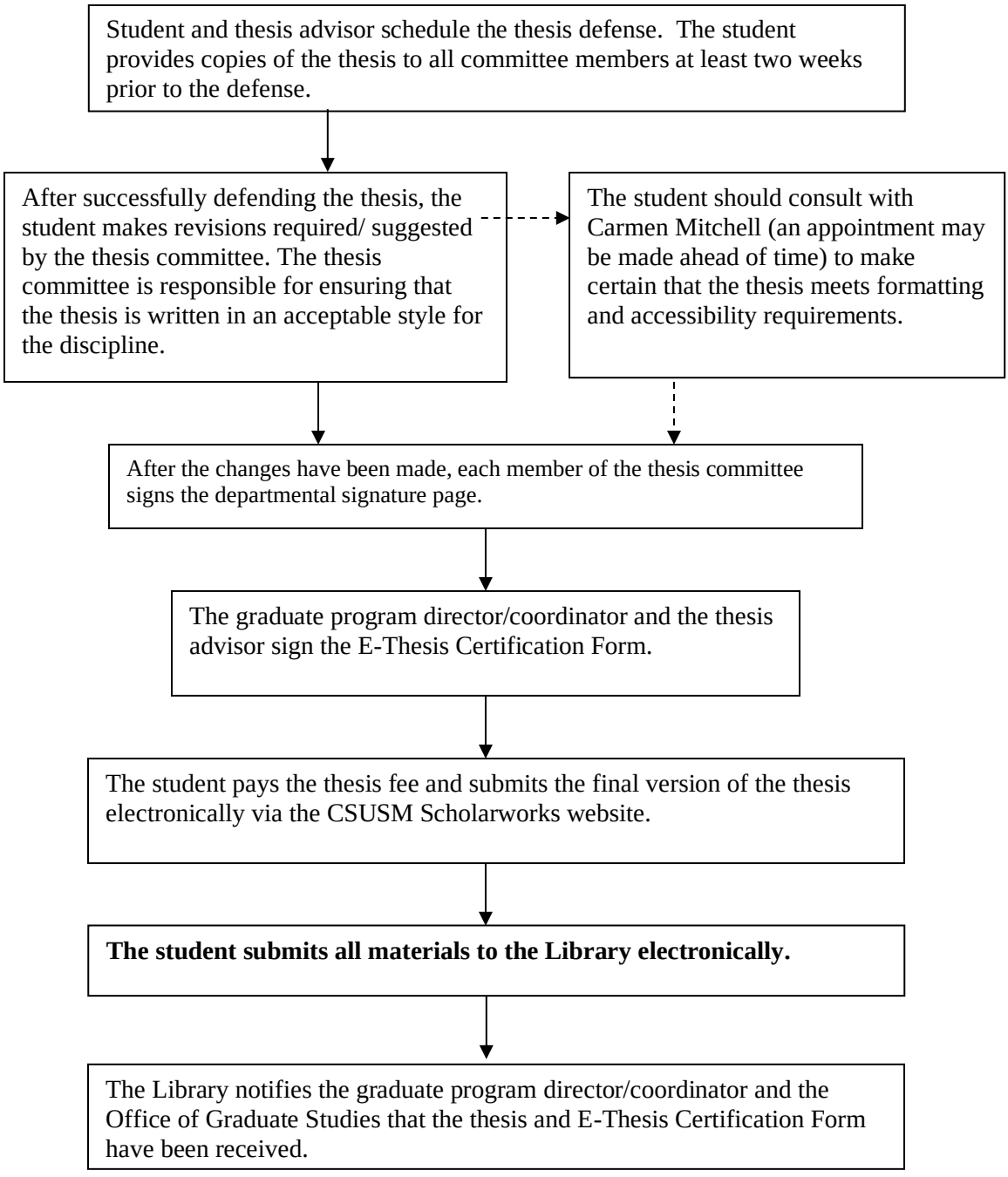
2. The thesis committee chair and the graduate program director/coordinator sign the Master's E-Thesis Certification Form (available here).

3. The student pays the thesis fee (currently $25).

4. The student submits final version of the thesis and all forms electronically (.pdf) via the CSUSM Library website.

5. The library will notify the director/coordinator of the graduate program and the Office of Graduate Studies that the student has completed all thesis requirements.

Master's Thesis Submission Procedure



Appendix VI

Thesis Calendar

LTWR M.A. Students Planning to Graduate

By the end of add/drop:	Consult with your thesis chair to find out whether you should enroll in LTWR 699 or LTWR 699XYZ. Your IS form needs to be signed by the thesis chair and grad coordinator (not the dept. chair). Apply for graduation. Please refer to campus calendar for the deadlines of application for graduation.
By the end of the 10th week:	A close-to-final draft of your full thesis, pre-approved by your thesis committee chair, must be distributed to your entire committee by this week.
By the end of the 12th week:	Thesis chair advises you if the committee has approved your defense for the semester. If YES, schedule the defense in consultation with chair and committee.
Thesis format check:	Please check the library website to attend a workshop and/or read about the accessibility guidelines and thesis format.
By the end of the 13th week:	Schedule and hold a thesis defense.
Last Thursday of 15th week:	Last day to submit your thesis to the library electronically, including completed signature pages (e-thesis certification form & ETD submission checklist). Please see the electronic submission guidelines on the library's website. Online submission is time-consuming, so do not wait until the last minute!

Summer Defenses:

Students wishing to defend in the Summer Term need to make specific arrangements with the thesis committee as many faculty members write and research at a distance from campus during the Summer term. After making a successful plan with the committee, the student should register for LTWR 699 (or, in the case of an extension, LTWR 699XYZ) in the Summer term and consult the University Graduate Studies page for Summer thesis submission deadlines. **NOTE**: GRAD E699 should not be used unless your thesis has been confirmed as ready to defend. It can only be taken *once*. Consult the Graduate Coordinator for more information. **Summer defenses are VERY rare and may only be utilized in extreme circumstances.**

Appendix VII

LTWR Graduate Representatives

There are two positions for Graduate Representatives in the LTWR Program. Together, they will hereby be referred to as "**GRs**"; the senior GR will be **GR1**, the novice GR will be **GR2**.

Job Description:

The position of Graduate Representative ("GR") is a volunteer departmental service position that functions first and foremost to represent the concerns, voice, and interests of the LTWR graduate students. The primary mission and purpose of the GR is to act as a liaison between the students in the Master's program and the LTWR department. Each GR will be expected to work closely with his/her peers, faculty, and distinguished guests of the department.

Elected GRs are invited to attend monthly faculty meetings and serve as the voice of the graduate students in the program. After each monthly faculty meeting, the GRs should compile all information pertinent to the graduate students in an email. GRs should clear the compiled email with the GSC before submitting it to the listserv. One or both GRs may attend the meetings. GRs may choose to alternate meeting attendance with one another.

In addition to attending faculty meetings, the GRs are expected to remain in close contact with the Graduate Studies Coordinator (GSC). GRs should alert the GSC of any student concerns, comments, or complaints. Additionally, the GRs may be asked by the Dept. Chair or GSC to gather information from the graduate students (such as preferred course offerings, interest in workshops or special visitors, and other tasks as needed). GRs may be asked to provide feedback on the graduate handbook as well as graduate information on the department website.

GRs are also responsible for assisting with the organization and running of the Spring Graduate Conference, along with a committee that may include other LTWR graduate students, graduate students from other departments (such as History), and the GSC.

In addition, GRs represent the LTWR students on the college-wide Graduate Representative Council and reporting back to the other graduate students with relevant information. One or both GRs may attend the meetings. GRs may choose to alternate meeting attendance with one another.

Finally, anyone choosing to fill the position of GR should be able and willing to provide additional needed service to the department, including classroom visitations, serving on extra committees, meeting with guests such as visiting job candidates, and other tasks relevant to the position as requested by the students and/or the faculty.

Duties:

1. Collect information from LTWR graduate students regarding their concerns and interests to present to LTWR department.
2. Respond to department questions regarding LTWR graduate student concerns and interests.

3. Attend department meetings, take notes, and send out pertinent information to the gradltwr listserv.
4. Serve as liaison between LTWR graduate students and LTWR department.
5. Facilitate election process of new GR
6. Train new GR

Service Term:

The service term is two semesters; however, a GR may be reelected after having gone through the formal election process as described below. There are two GRs: GR1 and GR2. Typically, GR1 has been in term for at least one semester longer than GR2, as they will have been elected in alternate semesters. GR1 is responsible for training GR2 once the election process is complete. The training process is done informally. Both GRs should adhere to the Job Description and Duties as described above.

Election Process:

The GR election process begins when one of the current GRs is no longer able to serve the LTWR department and graduate students. A GR may choose to end service at the conclusion of any semester during the term and must end service upon graduating from the LTWR Master's program.

When there is a need for a new GR, the GSC will send out an announcement through the gradltwr listserv to inform the graduate students to nominate fellow graduate students to fulfill the role of the next GR. All correspondence from this point will happen through the gradltwr listserv. Students will have a week to reply to the announcement email in order to nominate students for GR, at which point the nominations will be made into a list of candidates. In order to be considered eligible to serve as GR, student must be in good standing and must be enrolled in current semester of election as well as semester for intended service term. Each candidate who accepts a nomination must email the GSC a short bio and explanation of why they want to be elected as GR. These bios and explanations will then be emailed through the gradltwr listserv to all LTWR graduate students, who will then have one week to email a vote to the GSC. The candidate who receives the highest number of votes will then be elected as GR. The GSC will send out an announcement through the gradltwr listserv to inform the graduate students of the newly appointed GR.