

Plan of Graduate Study: MA in English

Student Name _____ Student ID# _____

Instructions for Completing this Form

1. Complete this form by the second semester of your first year of enrollment.
2. Your academic advisor and the MA Program Director need to approve your plan of study.
3. Submit the completed form to Sally Shupe, the Graduate Programs Coordinator, for signature and submission by 17 April 2020.
4. After the Plan of Study has been submitted and approved, any changes made to the approved form must be submitted by completing a "Plan of Study Change Form." Those changes must then be approved by your advisor and the MA Program Director, signed by Sally Shupe, and submitted to the Graduate School again to update your files.

Additional Instructions

1. Please consult with your assigned faculty advisor in choosing courses and in choosing whether your capstone experience will be a thesis or independent study.
2. For sections I, II, & III, list the semester & year the course was or will be taken.
3. For section IV, list the semester & year the course was or will be taken, followed by the course number, the course title, the course subtitle, and the number of credit hours.

Degree Requirements

All graduate students must complete a minimum of 36 semester hours, distributed as follows, to obtain the degree:

I. Introductory Courses (12 hours) **REQUIRED**

semester & year

- _____ 5004 Theory & Practice in University Writing Instruction
_____ 5014 Introduction to Literary Research
_____ 5024 Critical Theory in English Studies

II. Capstone Experience (6 hours)

Option A: Thesis

semester & year

- _____ 5994 Research and Thesis
_____ 5994 Research and Thesis

Option B: Independent Study (3 hours)

semester & year

- _____ 5974 Independent Study

III. Major courses (minimum 18 hours for GTAs and 21 hours for non-GTAs; add one course if you will choose the Independent Study for your capstone experience.

Semester/year	VT Department	Grade	Credit hours	Course number, title, and subtitle

Courses from Other VT Departments

With the permission of your advisor and the MA Program Director, students may count up to 6 graduate credit hours from other departments toward degree requirements I-V.

Semester/year	VT Department	Grade	Credit hours	Course number, title, and subtitle

Are you completing a graduate certificate? (Yes/No) _____

If so, in what department/program? _____

***Rhetoric and Writing Certificate**—For GTAs who wish to pursue the RW track in the MA program, 6 hours in RW beyond ENGL 5004 are required. These 6 hours can come from any of the 5000-level RW courses or from 6000-level RW courses with permission from the instructor. Appropriate 4000- level courses are also suitable with permission of the instructor and MA Director. For non-GTA students who wish to pursue the RW track, 12 hours of RW courses are required. These hours can come from 5000-level RW courses, 6000-level RW courses with permission of the instructor, and 4000-level courses with permission of instructor and MA Program Director.

IV. Compliance with the Commission on Graduate Studies and Policies Resolution 2012-13B

Scholarly Ethics

a.	Attended the Graduate School Orientation Session and workshops
b.	Attended English Department Orientation for incoming graduate students in August: Attended the panel/workshop on plagiarism and fair use
c.	Student has read and understands the Research Integrity Office’s brochure on “Research Misconduct – What it is and How to Avoid It”
d.	Completed ENGL 5014: Introduction to Literary Research.

V. Compliance with the Commission on Graduate Studies and Policies Resolution 2017-18A
Diversity and Inclusion

a.	Attended the Graduate School Orientation Session and workshops
b.	Attended English Department Orientation for incoming graduate students in August:
	I. Attended the panel/workshop on Unconscious Bias, Privilege, Power and Reflection
	II. Attended the panel/workshop on Principles of Community, Human Diversity and Inclusion
c..	Completed the DiversityEdu online program: https://onecampus.vt.edu/task/all/diversityedu
d.	Completed ENGL 5024 Critical Theory; ENGL 5164 Black American Literature, ENGL 5334 Comparative Studies in Literature; <i>or an equivalent course approved by the director</i> which directly addresses issues of “privilege, power, discrimination, and bias,” and “concepts of multiple personal, social, and cultural identities.”

Alternate Course submitted for meeting requirement “d”:

Semester/year	University	Grade	Credit Hours	Course number, title, and subtitle

Undergraduate Courses

Students may enroll in up to 6 hours of 4000-level courses. Requests to enroll must be approved by the instructor. Students must complete a “Request to Enroll in a 4000-Level Course” form, secure a signature of the course instructor, and submit the completed form to the Graduate Coordinator, Sally Shupe and the MA Director for approval.

Semester/year	University	Grade	Credit hours	Course number, title, and subtitle

Graduate Transfer Courses

With the permission of the MA Program Director, students may transfer up to 6 graduate credit hours from other universities that may apply to requirements I-III. To count toward degree requirements, transferred courses must match (content, level) those of the required courses. Only courses in which you received a grade of B or higher may be considered for transfer. *Courses that you took more than 5 years ago are not eligible for transfer. **Please be sure that the course number, title, and subtitle MATCH the wording found on your official transcript.**

Semester/year	University	Grade	Credit hours	Course number, title, and subtitle

Student has satisfied the requirements for the Scholarly Ethics and Integrity Component:

_____ Student _____ Date _____ Advisor _____ Date _____

_____ Director of MA _____ Date _____

Student has satisfied the requirements for the Diversity and Inclusion Component:

_____ Student _____ Date _____ Advisor _____ Date _____

_____ Director of MA _____ Date _____

Thesis or Independent Study Committee Members (List Names)

Committee Member	Faculty Name	Signature
Director		
Reader #1		
Reader #2		

Approval Signatures

_____ Student _____ Date _____ Advisor _____ Date _____

_____ Director of MA _____ Date _____