



Department of English

MA/MFA Handbook

2019-2020





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The information within this handbook is accurate as of the time of publication. Students are responsible for informing themselves of and satisfactorily meeting all requirements pertinent to their relationship with the University. Students and others who use this handbook should be aware that the information changes from time to time at the sole discretion of Chapman University and that these changes may alter information contained in this handbook. More current and complete information may be obtained in the appropriate department, school, or administrative offices. The University reserves the right, at any time and without notice, to make any changes to all rules, policies, procedures, and any other information that pertains to students or to the institution including, but not limited to, admission, registration, tuition and fees, attendance, curriculum requirements, conduct, academic standing, candidacy, and graduation. This handbook does not constitute a contract or terms or conditions of a contract between the student and Chapman University.

The Graduate Catalog is considered the official representation of program requirements for all graduate programs at Chapman University. If a conflict between the information in this handbook and the Graduate Catalog arises, the information in the Graduate Catalog prevails.

If you have questions or need information that is not addressed in this handbook, you can seek guidance from the following individuals:

Department Chair

Dr. Joanna Levin

(714) 997-6754

Smith Hall 204B

jlevin@chapman.edu

MA Director

Dr. Mark Axelrod

axelrod@chapman.edu

MFA Director

Dr. Anna Leahy

leahy@chapman.edu

Graduate Faculty

PROFESSORS

Mark Axelrod (BA, MA, *Indiana University, Bloomington*; PhD, *University of Minnesota, Twin Cities*) Fiction writing, screenwriting, 19th-century French literature, 20th-century Latin American literature

Ian Barnard (BA, *University of Witwatersrand, South Africa*; MA, *San Diego State University*; PhD, *University of California, San Diego*) Rhetoric and composition, queer theory

Richard Bausch (BA, *George Mason University*; MFA, *Iowa Writers Workshop, University of Iowa*) Fiction writing

James Blaylock (MA, *California State University, Fullerton*) Fiction writing, creative nonfiction writing

Patrick Fuery (BA, *Murdoch University*; MA, *Murdoch University*; Ph.D., *Murdoch University*) Literary and cultural theory, film and visual studies, creative and cultural industries

Alicia Kozameh (*Universidad Nacional de Rosario UNR; Universidad de Buenos Aires UBA*) Fiction writing, nonfiction writing, writing in Spanish

Anna Leahy (BA, *Knox College*; MA, *Iowa State University*; MFA, *University of Maryland*; PhD, *Ohio University*) Poetry writing, creative nonfiction writing, creative writing pedagogy, gender studies

Kent Lehnhof (BA, *Brigham Young University*; PhD, *Duke University*) Early modern literature, Shakespeare, Milton, feminist theory

Martin Nakell (BA, *Cal State University, Northridge*; MA, *San Francisco State*; DA, *SUNY Albany*) Poetry writing, fiction writing, experimental literature and film, jazz

Richard Ruppel (BA, *University of Michigan*; MA, *Duke University*; PhD, *University of North Carolina*) Early modernism, especially the work of Joseph Conrad; British colonial literature; queer theory

Myron Yeager (BA, *Grace College*; MA, PhD, *Purdue University*) 18th-century British literature, especially Samuel Johnson and Earl of Chesterfield

Tom Zoellner (BA, *Lawrence University*; MA, *Dartmouth College*) Journalism, creative nonfiction writing

ASSOCIATE PROFESSORS

Brian Glaser (BA, *University of California, Berkeley*; PhD, *University of California, Berkeley*) Environmental writing, lyric poetry, psychoanalytic theory

Lynda A. Hall (BA, MA, *Chapman University*; PhD, *Claremont Graduate University*) 18th- and 19th-century British literature, 19th-century American literature

Joanna Levin (BA, *Yale University*; PhD, *Stanford University*) American literature and culture, literary theory and criticism, feminism and gender studies

Rei Magosaki (BA, *Amherst College*; PhD, *University of Virginia*) 20th-century U.S. literature and culture, U.S. multicultural literatures, Asian-American literature, contemporary women's writing, theories of modernity and globalization

Jan Osborn (BA, *Spring Arbor College*; MA, *University of Michigan*, PhD, *University of California, Riverside*) Rhetoric and composition, sociolinguistics, critical literacies

ASSISTANT PROFESSORS

Mildred Lewis (BA, *Oberlin College*, MA, *University of California, Los Angeles*, MFA, *University of California, Los Angeles*) Screenwriting, Caribbean literature, playwriting

Morgan Read-Davidson (MA, MFA, *Chapman University*) Rhetorical theory, new media theory, composition pedagogy

Justine Van Meter (BA, *University of California, San Diego*; MA, *Cal State University, Dominguez Hills*; PhD, *Vanderbilt University*) Comparative literature, modern/contemporary Irish literature, postcolonial theory and literature, cultural theory

LECTURERS

Sarah Robblee (BA, *California State Polytechnic University, Pomona, MA, Gordon College*, PhD *Texas Tech University*) Technical communication and rhetoric

Chapman University 2019–2020 Graduate Catalog Requirements

Current requirements for the MA, MFA, and Dual degrees as well as courses offered are included in the Graduate Catalog; this information is not duplicated here in this handbook. The student's individual Program Evaluation in the Learning Management System is designed to help the student understand degree requirements and track progress toward the degree.

See the graduate catalog at <http://www.catalog.chapman.edu>

See the department's webpage at
<https://www.chapman.edu/wilkinson/english/index.aspx>.

MFA Thesis Guidelines Department of English, Chapman University

SAMPLE TIMELINE FOR MFA THESIS WORK

First Semester (Fall): Enroll in ENG 587: Aspects of a Writer, which includes an overview of the Thesis process and an introduction to graduate faculty who can direct a Thesis.

Second Semester (Spring): Before completing 18 credits toward the MFA, submit Thesis Proposal to the English Department Administrative Assistant, Kristen Laakso (laakso@chapman.edu). On the proposal, students should list five potential thesis advisors, in order of their preference. The English Department will assign students to a particular Thesis Director based upon instructor time commitments, expertise, and the consent of the Department Chair. (If desired, students have the option to postpone ENG 597A and to reapply to work with a different Thesis Director during another semester.)

Third Semester (Fall): Changes to the Thesis Proposal (genre, project, potential director, etc.) can be made as the student drafts the Thesis.

Fourth Semester (Spring): Enroll in ENG 597A with the Thesis Director; complete the Thesis, including the Thesis Defense.

This sample timeline is based on a typical student who matriculates in the Fall semester and maintains full-time status, usually 9 credits per semester for four semesters. The MA and MFA programs welcome students who start in the Spring semester as well as students who work toward the degree part time. Limited course offerings during Interterm and Summer sessions also allow students to adjust their workload and pace toward degree completion.

THESIS PROPOSAL

Due Date Fall: November 20 / **Spring:** April 20

By the due date in the semester when the student is scheduled to complete 18 credits (toward the end of the first year of coursework), the Thesis Proposal must be submitted to the English Department Administrative Assistant, Kristen Laakso (laakso@chapman.edu). On the proposal, students should list five potential thesis advisors, in order of their preference. Thesis advisors must be full-time creative writing professors.

Statement of Purpose

The proposal must include a 1-page statement of purpose that outlines the thesis project.

Sample of Work

The proposal must include a complete short story, first chapter of a novel, a complete essay, a first chapter of a nonfiction book, first 30 pages of a screenplay, or ten pages of poetry. This sample must be intended to be part of the thesis.

Proposal Approval

The English Department will notify students when the proposal has been approved and regarding which faculty member will serve as the Thesis Director.

Thesis Reading List

At the discretion of the Thesis Director, during the semester after the Thesis Proposal is submitted and approved, a formal Reading List or informal reading suggestions will be given to the student. When a reading is assigned or suggested, those texts can be used as reference during ENG 597A and the defense.

THESIS REQUIREMENTS

Thesis Course Enrollment

During the semester in which the student intends to complete and defend the Thesis (usually the last semester of study), the student must enroll in ENG 597A with their individual Thesis Director. Students should contact Kristen Laakso, English Administrative Assistant, via email during the class registration in order to enroll in ENG 597A.

Thesis Committee Form

The Thesis Committee form must be submitted to the Department of English within the first two weeks of the semester during which the student is enrolled in ENG 597A. In consultation with the Thesis Director, MFA Director, or Department Chair, the student should request two additional faculty members to serve on the thesis committee. All three committee members must sign the form agreeing to serve on the Thesis Committee.

The Thesis Director should come from the full-time creative writing faculty (Axelrod, Bausch, Blaylock, Kozameh, Leahy, Lewis, Nakell, Zoellner). The second and third member of the committee may be any member of the full-time English faculty or, with permission of the Thesis Director and the Chair of English, a full-time faculty member of another department or a creative writing adjunct in English. No faculty member should serve as a member on more than six committees in a single semester.

Thesis Contents & Page Limits

Fiction: A collection of short stories, novella(s), or a novel-in-progress of 150-250 pages.

Nonfiction: A collection of essays or a nonfiction book-in-progress of 150-250 pages.

Poetry: A collection of poems no fewer than 48 pages and no more than 80 pages.

Screenplay: A screenplay of 90-120 pages.

If the Thesis is a novel or nonfiction book for which the total pages represent a partial draft, the Thesis should include an outline for the remaining portion of the project. Collections of stories, poems, or essays should be complete.

In addition, each Thesis must include a Critical Statement of 7-10 pages at the end of the document. This statement should contextualize the work, examine the aesthetic approach, and/or discuss thematic or formal aspects of the work. Assigned or suggested reading may inform this statement.

Thesis Format

The thesis formatting guidelines are available at Leatherby Libraries as the Dissertation/Thesis Checklist (<http://chapman.libguides.com/dissertations>). Check with the individual Thesis Director and the library's Thesis Administrator with any specific questions about formatting.

Thesis Defense Deadline

Fall: November 20 / **Spring:** April 20

After the student has confirmed three committee members and submitted the Thesis Committee Form to the Department of English, the student should email all members of the committee to set an agreed-upon date and time. Once that date and time is agreed upon, the student should ask the Administrative Assistant in the Department of English to reserve a room for two hours for the defense. Ideally, these arrangements should be confirmed at least four weeks before the defense.

Thesis Submission to Committee

The complete thesis must be submitted to all members of the committee at least two weeks prior the defense, unless all committee members negotiate a different timeframe. Faculty on multiple committees may need additional time to prepare for closely scheduled defenses.

Thesis Defense

Each committee member is expected to prepare no fewer than three questions related to the work, plus a written commentary or marginal notes about the work that the candidate can retain. The Thesis Director may request that the student begin the defense by reading a short excerpt of the Thesis aloud.

At the conclusion of the defense while the entire committee is still in the room, the committee must complete the required assessment rubric together. A link to the electronic rubric will be sent via email by the Administrative Assistant to all thesis directors before the first defense of the semester occurs.

Unless changes are required to the Thesis before final submission, the Thesis Director may complete the Dissertation/Thesis checklist required by the library. The student should bring a copy to the defense for this purpose.

The Thesis Director must send an email to the Chair of English indicating the name and ID number for the student who completes the defense successfully, as well as the date on which the Thesis Defense occurred. If the committee has required changes after the Defense, the Thesis Director must also inform the Chair when the final copy of the thesis has been approved.

As time allows, the student may make changes to the defended thesis based on the committee's suggestions.

Thesis Submission for Graduation

Within five days of the successful defense, the student must submit the defended thesis, along with the signed Thesis Approval Form, as a pdf to the Department of English.

Within five days of the successful defense, the student must also submit the defended thesis, along with the signed Thesis Approval Form, to Leatherby Libraries. No fee is charged.

Refer to the library's website for the Submission Guidelines (for submission procedures and contact info) and for the Dissertation/Thesis Checklist (for formatting), along with templates and FAQs (<http://chapman.libguides.com/dissertations>). Contact the library's Thesis Administrator with any questions. Review by the library of the thesis is a multi-step process that can take up to two weeks; the library may request quick corrections if any formatting errors are found. If the student has not heard from the library's Thesis Administrator within two weeks, the student should contact that person to confirm the thesis met the library's requirements.

The Department Chair will notify the Registrar that the student has passed the Thesis Defense after the successfully defended thesis has been submitted to the Department and Leatherby Libraries.

ADDITIONAL UNIVERSITY POLICIES

If a student does not defend the Thesis during the semester in which they are enrolled, that student must register for one credit of continuing enrollment to work with the Thesis Director, use other university resources, and defend the Thesis in a subsequent semester.

Refer to the Graduate Catalog and to the Registrar's Office for additional university policies that apply to graduate students.. For example, the university sets deadlines for the Application for Degree Conferral; these deadlines often fall before the semester in which the student intends to graduate.

NOTES

Do not submit the only copy of any document. A student should retain a copy of the Thesis Proposal, Thesis Committee Form, Thesis Approval, Thesis (defense copy & final copy), and so on.

Questions about the Thesis guidelines should be addressed to the Chair of English (Dr. Joanna Levin) or the MFA Director (Dr. Anna Leahy). Questions about an individual Thesis should be addressed to the Thesis Director.

MA Thesis Guidelines

Department of English, Chapman University

SAMPLE TIMELINE FOR MA THESIS WORK

First Semester (Fall): Enroll in ENG 556: Introduction to Critical Theory, which includes an overview of the Thesis process and an introduction to faculty who can direct a Thesis.

Second Semester (Spring): A student who wishes to write a thesis on a topic that is not addressed in the student's regular coursework must enroll in ENG 599: Independent Study with an appropriate faculty member. Such a preparatory course should be taken before and not concurrently with ENG 597B: MA Thesis. Summers and Interterms are also good times for engaging in the reading and research that will culminate in the MA Thesis.

Third Semester (Fall): Submit Thesis Proposal to the requested Thesis Director.

Fourth Semester (Spring): Enroll in ENG 597B: MA Thesis with the Thesis Director; complete the Thesis, including the Thesis Defense.

THESIS PROPOSAL

Due Date Fall: November 20 / **Spring:** April 20

The Thesis Proposal must be submitted to the potential Thesis Director and to Kristen Laakso (laakso@chapman.edu) in the English Department. The Thesis Proposal is due the semester before the student plans to enroll in ENG 597B: MA Thesis.

Statement of Purpose

The proposal must include a 250-500 word statement of purpose that outlines the thesis project and provides a working bibliography.

Proposal Approval

Within three weeks of receiving the Thesis Proposal, the Thesis Director should indicate to the student in writing that the Thesis Proposal is approved or indicate what revisions are needed before resubmitting. If the Thesis Director is unable to take on the student, that faculty member should suggest an alternative member of the literature or rhetoric faculty to which the student should submit the Thesis Proposal.

Thesis Reading List

At the discretion of the Thesis Director, during the semester after the Thesis Proposal is submitted and approved, a required reading list may be given to the student. When readings are assigned, those texts can be used as reference during ENG 597B and the defense.

THESIS REQUIREMENTS

Thesis Course Enrollment

During the semester in which the student intends to complete and defend the Thesis (usually the last semester of study), the student must enroll in ENG 597B with their individual Thesis Director. During registration period, students should email English Administrative Assistant Kristen Laakso (*laakso@chapman.edu*) in order to enroll in ENG 597B.

Thesis Committee Form

The Thesis Committee form must be submitted to the Department of English within the first two weeks of the semester during which the student is enrolled in ENG 597B. In consultation with the Thesis Director, Department Chair, and/or MA Director, the student should request two additional faculty members to serve on their thesis committee. All three committee members must sign the form agreeing to serve on the Thesis Committee. The committee will consist of the Thesis Director, the Second Reader, and the Third Reader.

The Thesis Director must come from the full-time literature and rhetoric faculty. The Second and Third Reader may be any member of the full-time English faculty or, with permission of the Thesis Director and the Chair of English, a full-time faculty member of another department or an adjunct instructor in English. No faculty member should serve as a member on more than six committees in a single semester.

Thesis Contents & Page Limits

The thesis should be between 6,000 and 14,000 words. The appropriate length will be determined in consultation with the Thesis Director (and the word count does not include the endnotes and bibliography). The Thesis must demonstrate the following MA Program Learning Outcomes:

- Students will demonstrate the ability to situate their projects within broader historical, critical, social, cultural and/or philosophical contexts.
- Students will demonstrate a polished writing style (free of major mechanical errors) that enables them to present ideas and evidence at a high scholarly level.
- Students will demonstrate in-depth knowledge of key critical/theoretical debates relevant to their topic.
- Students writing about literary texts will attend to relevant literary movements and genres.

With the permission of the Chair of English or the MA Director, students can develop alternative Thesis Projects, including Digital Humanities Projects.

The MA Thesis Assessment Rubric will be used to evaluate all thesis projects.

Thesis Format

The thesis formatting guidelines are available at Leatherby Libraries as the Dissertation/Thesis Checklist. For an MA Thesis, some guidelines are optional; check with the individual Thesis Director and the library's Thesis Administrator with any specific questions about formatting.

Deadline for Scheduling the Thesis Defense

Fall: November 20 / **Spring:** April 20

After the student has confirmed three committee members and submitted the Thesis Committee Form to the Department of English, the student should email all members of the committee to set an agreed-upon date and time. That date and time must be finalized by the dates listed above (though the defense itself can take place later in the semester); the student should then ask the Administrative Assistant in the Department of English to reserve a room for two hours for the defense.

If the Thesis Director, committee members and/or student determine that the thesis is not yet ready for the defense, the student can enroll in a one-unit continuous enrollment class, ENG 598B: MA Thesis II, and defend the thesis during another semester.

Thesis Submission to Committee

All readers should receive a copy of the thesis draft by the deadline for scheduling the defense (Fall: Nov. 20/Spring: April 20). The complete thesis must be submitted to all members of the committee at least two weeks prior the defense, unless all committee members negotiate a different timeframe. Faculty on multiple committees may need additional time to prepare for closely scheduled defenses.

Thesis Defense

The Thesis Defense provides an opportunity for an in-depth discussion of the thesis, the research that went into the thesis, and how the thesis relates to the larger field(s) in which it is situated. The Thesis Director and committee members are expected to prepare no fewer than three questions related to the work (the questions will not be given to the student in advance of the defense), plus a written commentary or marginal notes about the work that the candidate can retain. One of the primary purposes of the defense is to provide students with detailed feedback on the thesis.

The Thesis Director and committee members must complete the required assessment rubrics.

As time allows, the student may make changes to the defended thesis based on the committee's suggestions. Some committees might require changes after the defense before approving the final thesis.

The Thesis Director must send an email to the Chair of English indicating the name and ID number for the student who completes the defense successfully, as well as the date on which the Thesis Defense occurred. If the committee has required changes after the Defense, the Thesis Director must also inform the Chair when the final copy of the thesis has been approved.

Thesis Submission for Graduation

Within five days of the successful defense and/or submission of the final copy of the thesis, the student must submit the thesis, along with the signed Thesis Approval Form, as a pdf to the Department of English.

Within five days of the successful defense, the student must also submit the defended thesis, along with the signed Thesis Approval Form, to Leatherby Libraries. Unless the student orders additional copies, no fee is charged.

Refer to the library's website for the Submission Guidelines (for submission procedures and contact info) and for the Dissertation/Thesis Checklist (for formatting), along with templates and FAQs (<http://chapman.libguides.com/dissertations>). Contact the library's Thesis Administrator with any questions. Review by the library of the thesis is a multi-step process that can take up to two weeks; the library may request quick corrections if any formatting errors are found. If the student has not heard from the library's Thesis Administrator within two weeks, the student should contact that person to confirm the thesis met the library's requirements.

The Department Chair will notify the Registrar that the student has passed the Thesis Defense after the successfully defended thesis has been submitted to the Department and Leatherby Libraries.

ADDITIONAL UNIVERSITY POLICIES

If a student does not defend the thesis during the semester in which the student is enrolled, that student must register for one credit of continuing enrollment to work with the Thesis Director, use other university resources, and defend the thesis in a subsequent semester.

Refer to the Graduate Catalog and to the Registrar's Office for additional university policies that apply to graduate students. For example, the university sets deadlines for the Application for Degree Conferral; these deadlines often fall before the semester in which you intend to graduate.

NOTES

Do not submit the only copy of any document. A student should retain a copy of the Thesis Proposal, Thesis Committee Form, Thesis Approval, Thesis (defense copy & final copy), and so on.

Questions about the Thesis guidelines should be addressed to the Chair of English (Dr. Joanna Levin) or the MA Director (Dr. Mark Axelrod). Questions about an individual thesis should be addressed to the Thesis Director.

MA Thesis Rubric

	D-F	C	B	A
1 – Overall Argument	Lacks an argument	Argument is vague or obvious	Argument is contestable and moves beyond the commonplace	Argument is clear, substantive, contestable, and original
2 - Terms, concepts, and theoretical approaches	Does not define or incorrectly applies key terms, concepts, and theories	Begins to define key terms, concepts, and theories but does so vaguely and/or imprecisely	Key terms, concepts, and theoretical approaches are usually defined and used to good effect	Key terms, concepts, and theoretical approaches are well-chosen, well-defined, and effectively utilized
3 - Critical debates	Does not refer to historical and contemporary critical debates	Alludes to critical debates but only in general terms, without specificity	Situates argument and analysis within relevant historical and contemporary critical debates	Engages with recent and emergent critical debates
4- Evidence	Makes assertions without offering supporting evidence	Evidence offered tends to be vague, inconsistent, or inadequate to the claims made	Provides credible evidence for most claims	Supports all claims with specific, detailed, and effective evidence
5- Analysis	Merely paraphrases or makes inaccurate statements about the text	Analysis tends to be simplistic, superficial, or implausible	Analysis is plausible and begins to account for ambiguity or contradictory evidence	Analysis is clear, nuanced, and sophisticated
6 - Primary and secondary texts	Does not quote sources and/or quotes irrelevant passages	Quotes are simply dropped in and/or improperly cited	Quotes are relevant and are usually integrated and correctly cited	All quotations are correctly cited, properly contextualized, and effectively utilized
7 - Organization	No discernible organization; minimal or faulty transitions	Occasional lapses in organization with some faulty transitions	Logical organization with effective transitions between sections	Engaging organization and artful transitions
8 - Tone and mechanics	Inappropriate tone; frequent or major grammatical/usage errors	Rudimentary sentence structure; minor grammatical/usage errors	Appropriate tone; no distracting errors	Persuasive tone, fluid syntax, correct usage
9 – Thesis Defense	Responses fail to answer questions and reveal an inaccurate understanding of the thesis subject	Responses are incomplete and reveal minimal--and occasionally faulty--knowledge of the thesis subject	Responses are complete and exhibit sufficient knowledge of the thesis subject	Responses are thorough, articulate and exhibit in-depth knowledge of the thesis subject

John Fowles Center for Creative Writing

The John Fowles Center for Creative Writing is the brain child of Dr. Mark Axelrod, who serves as its director. The John Fowles Center brings to campus distinguished writers from around the world to read their work and promote student writing. Some of the writers who have been brought to campus include Claudio Magris, Giorgio Pressburger, Salman Rushdie, Luisa Valenzuela, Lawrence Ferlinghetti, John Ashbery, Gioconda Belli, Alicia Partnoy, Hiber Conteris, Zulfikar Ghose, Karen Yamashita, Steve Katz, Raúl Zurita, Elizabeth George, Charles Bernstein, Larry McCaffery, Willis Barnstone, Dacia Maraini, Francesca Duranti, and Giuseppe Conte. Well into its second decade, the John Fowles Center for Creative Writing has not only become a Chapman University institution but has also gained regional, national, and international notoriety and has become a draw for students and community alike. The Fowles Center also collaborates with the Institute for Italian Culture, Los Angeles, to bring prominent Italian authors to Chapman on an annual basis.

More information on the John Fowles Center can be found at www.chapman.edu/fowles/index.html.

Mantissa: The Journal of the John Fowles Center for Creative Writing

Mantissa: The Journal of the John Fowles Center is a multidisciplinary academic journal devoted to Fowles studies which includes, but is not limited to, fiction, creative nonfiction, and film. The primary goal of the journal is to bridge various branches of Fowles studies in a dynamic and intellectually creative environment. The editorial board hopes to stimulate dialogue among international schools of thought as well as to coordinate initiatives related to the field of Fowles studies.

Issues are available at www.chapman.edu/fowles/index.html.

John Fowles Center Literary Arts Award

Each year the John Fowles Center for Creative Writing gives awards to distinguished work by Chapman University MFA students. Any MFA student is eligible for consideration. Students may submit one of the following:

- A completed chapter(s) from a novel (no more than 25 pages)
- A short story (no more than 25 pages)
- A selection of poems (no more than 15)

Manuscripts should contain only the title of the work and should not contain your name anywhere on the manuscript. The manuscript should be preceded by a cover sheet containing the following information:

- Name
- Address
- Phone
- Email
- Title of Work
- Page Length

FICTION manuscripts should be submitted to Jim Blaylock.

POETRY manuscripts should be submitted to Martin Nakell.

To be considered, students must submit their work by April 1.

The Center reserves the right not to give the award if there are no manuscripts worthy of the award. Winners will be announced in May at the Wilkinson College Award ceremony.

Tabula Poetica: The Center for Poetry

Established in 2009, Tabula Poetica: The Center for Poetry at Chapman University is dedicated to creating an environment to celebrate poetry in a variety of forms and venues. Here, we foster a culture of poetry appreciation by engaging and supporting the veteran writer, the novice poet, the student, and the general reader in an effort to share poems and conversation about this art form.

Tabula Poetica encompasses an array of activities. The fall reading series has featured poets such as Rae Armantrout, Victoria Chang, Carolyn Forché, Allison Joseph, Ilya Kaminsky, Alan Shapiro, and C. K. Williams, among others. Other projects have included Poetry Week in April 2011, a Chapman University student book review contest in conjunction with Leatherby Libraries, and the mid-level judging of the California Coastal Commission K-12 Poetry Contest. The visiting poets also participate in the podcast series hosted by *Anastamos*. Tabula Poetica is an evolving endeavor built on the interests and involvement of faculty, students, and the wider poetry community.

For more information, contact Dr. Anna Leahy or visit Tabula Poetica at www.chapman.edu/poetry.

TAB: The Journal of Poetry & Poetics

TAB: A Journal of Poetry & Poetics is a national and international journal of creative and critical writing. This literary journal's mission is to discover, support, and publish the contemporary poetry and writing about poetry; to provide a forum in which the poetic tradition is practiced, extended, challenged, and discussed by emerging and established voices; and to encourage wide appreciation of poetry and expand the audience for poems and writing about poetry. This journal actively explores textuality and the reading experience across print and digital media. In addition, *TAB* is now exploring collaboration with *Anastamos*.

TAB launched in January 2013 with a print issue featuring Tabula Poetica visiting writers. Innovatively designed print issues appear annually in January. If you'd like a copy of the most recent print issue, please stop by the department office to pick one up. Electronic issues have appeared every other month through the rest of the year. The two formats allow us to experiment with design and materiality in this age in which print and electronic dissemination coexist. The electronic issues often include audio of poets reading their work. Dr. Anna Leahy serves as Editor, Prof. Claudine Jaenichen from the Department of Art serves as Creative Director, and Dr. Brian Glaser is Criticism Editor.

MFA students who have completed a poetry-writing course have had opportunities to serve as book reviewers and/or initial readers of submissions. MFA students cannot submit work other than assigned book reviews. Alums or former faculty or staff are welcome to submit three years after completing their degree or any other affiliation with the university. *TAB* welcomes submissions of poems from established and emerging poets as well as critical essays, creative nonfiction, interviews, and reviews. Recent contributors include Sandra Alcosser, Karen An-hwei Lee, Traci Brimhall, Lauren Camp, Oliver de la Paz, Allison Joseph, Shika Malaviya, and Cecilia Woloch. *TAB* reaches an audience of poets, poetry readers and appreciators, poetry scholars and critics, and students of poetry.

For more information about *TAB*, visit www.chapman.edu/TAB-Journal.

Anastamos

Anastamos is the international, interdisciplinary journal run by graduate students in Wilkinson College. Each issue focuses on a single topic with diverse perspectives on the human experience, weaving together creative, scientific, philosophical, historical, and social perspectives on common shifting themes. Through innovative, online publication, this journal sets a defining example for scholars, writers and other professionals crossing the traditional boundaries of their fields.

The Editorial Board is composed entirely of graduate students at Chapman University, drawing especially from the MA, MFA, and Dual-Degree programs in English as well as the MA in War and Society and the MA in International Studies. The hands-on, professional, interdisciplinary experience is a distinctive aspect of Wilkinson College's graduate programs, something that exists in no other programs.

Staff members of *Anastamos* are encouraged to enroll in HUM 500: *Anastamos* Interdisciplinary Graduate Student Journal. The course can be taken for zero credits and no cost or for 1.5 credits, in which case completing two semesters of HUM 500 can be used toward degree requirements.

Contact anastamos.cu@gmail.com to get involved.
See more at <https://anastamos.chapman.edu>.

Calliope

The student literary magazine of Chapman University welcomes submissions from graduate students and participation in the editorial selection process. The magazine is published twice each year under the sponsorship of the English Department and is an entirely student-run publication. Applications for the editorial board are typically processed in April for the upcoming academic year. An open call for submissions is typically held in September and October for the fall issue and in February and March for the spring issue. *Calliope* publishes poetry, short fiction, and nonfiction exclusively from enrolled Chapman undergraduate and graduate students. If you're interested in working on *Calliope*, contact Prof. Tom Zoellner (zoellner@chapman.edu).

Sigma Tau Delta

Graduate students with a GPA of 3.0 or higher are eligible to become members of Alpha Zeta Iota, Chapman's chapter of Sigma Tau Delta, the international English honor society. Recent chapter activities have included creative writing workshops, meet-and-greet gatherings with the faculty, sponsorship of a campus visit by the screenwriter Andrew Davies, and a regional conference. Members are eligible to apply for university funding to attend the society's annual convention, and they may submit to the organization's critical journal (*Sigma Tau Delta Review*) and creative magazine (*The Rectangle*).

As noted on the national Sigma Tau Delta webpage, the Society strives to:

- Confer distinction for high achievement in English language and literature in undergraduate, graduate, and professional studies
- Provide, through its local chapters, cultural stimulation on college campuses and promote interest in literature and the English language in surrounding communities
- Foster all aspects of the discipline of English, including literature, language, and writing
- Promote exemplary character and good fellowship among its members
- Exhibit high standards of academic excellence
- Serve society by fostering literacy

More information about the honor society can be found at www.english.org/sigmatd/

There is an induction dinner for new members each semester.

For information about membership in Chapman's chapter, write to Prof. Mildred Lewis (milewis@chapman.edu).

Iluminación Writing Program

The *Iluminación* Writing Program builds collaborative partnerships between Chapman University students and the community, including local area high school students. Through ongoing writing workshops, the program works to address the gap between high school and college writing, demystify the college experience, and connect Chapman University participants to our vibrant local communities through collaboration. Graduate students are given opportunities to design and teach writing workshops within the community. For more information, please contact the director of *Iluminación*, Prof. Morgan Read-Davidson (readdavi@chapman.edu).

Orange High School Literacies Program

MA and MFA students are encouraged to work as writing mentors in the Chapman University-Orange High School Literacies Partnership. This collaboration, created by Dr. Jan Osborn, is an opportunity to work with high school students to develop their creative writing while also developing teaching skills that may be helpful after finishing a graduate degree. The program culminates with a celebratory reading in which the high school students read the work they've generated. Interested students should contact Dr. Jan Osborn (josborn@chapman.edu).

Conference Travel and Scholarly/Creative Grants

Wilkinson College of Arts, Humanities, and Social Sciences offers two internal grants to support student research: conference travel grants and scholarly/creative grants.

Conference travel grant awards are intended to provide support for graduate students' travel to give accepted presentations at conferences. Conference travel grant award funds may be used for:

- Conference registration fee
- Travel to and from the conference location (airfare, bus fare, mileage reimbursement, etc.)
- Lodging for the duration of the conference

Scholarly/creative grant awards are intended to provide support for a variety of clearly defined scholarly or creative projects that support work toward the thesis. Scholarly/creative grant award funds may be used for a number of expenses, including (but not limited to):

- The purchase of equipment, materials, or supplies directly related to the project.
- Expenses directly related to the project such as test subject remuneration, transcription services, software, or license fees.
- Travel expenses directly related to the project such as working in an archive or collecting field data.
- Expenses related to acquisition of documents from archives, such as the Presidential Libraries.

Please visit the “Graduate Student Grants” section of our student research webpage (<http://www.chapman.edu/wilkinson/crassh-burn/burn.aspx>) to learn more about these grants and to access the documents necessary to apply. Please contact Allison DeVries (devries@chapman.edu or (714) 997-6752) with any questions.

Students seeking additional funding for conferences and research travel should consult with the Department Chair, Dr. Joanna Levin (jlevin@chapman.edu).

Writing Center Tutors

Each semester, Chapman’s Writing Center hires graduate students to assist Chapman students with all aspects of the writing process. Writing Center tutors are paid at an hourly rate; inquire at the department office for the current rate. Graduate students who have successfully completed ENG 581: The Theory and Practice of Writing Tutoring and Conferencing have priority in the application process. For more information, please contact Dr. Sarah Robblee, Director of the Writing Center (sasmith@chapman.edu).

Graduate Teaching Associates

All graduate students (MA and MFA) in the English Department at Chapman University are eligible to apply to participate in the Department’s popular and competitive Graduate Teaching Associate (GTA) program. Selected graduate students develop valuable experience teaching composition in a theoretically informed and supportive environment, especially useful for those who wish to pursue teaching careers at community colleges or four-year universities and/or who wish to continue on to PhD programs.

GTAs commit to teaching one section of ENG 103: Seminar in Rhetoric and Writing for the fall semester and are paid instructors of record, developing their own curriculum, teaching the class on their own, and providing feedback and final grades to their students. All ENG 103 instructors have considerable latitude to develop a course based on their talents and interests.

To be eligible for the GTA program, must have completed ENG 580: Teaching Composition (offered Spring semester), apply at the end of Spring semester in response to the GTA job posting, and be students in the English MA, MFA or Dual Degree programs during the Fall semester in which they teach. Selected GTAs must enroll in ENG 582: Composition Pedagogy and Research Practicum concurrently with teaching; this seminar provides support for classroom instruction and shows GTAs how to engage in continued professional development as composition teachers.

For more information about the GTA program, contact Dr. Joanna Levin, Chair of English (jlevin@chapman.edu), Prof. Morgan Read-Davidson, Director of Undergraduate Writing (readdavi@chapman.edu), or Dr. Ian Barnard, Professor of Rhetoric and Composition (barnard@chapman.edu).

More information about Graduate Assistantships can be obtained in the Graduate Assistantship (“GShip”) Policies and Procedures Handbook: https://docs.google.com/document/d/1113M_klRfvL34wJ6v62GDh77xt0dmY3xoms6_CwJ2h8.

Graduate Writing Assistantships

All graduate students (MA and MFA) in the English Department at Chapman University are eligible to apply for the Graduate Writing Assistantship (GWA) program. GWAs commit to supporting graduate students across the university through individual and small-group tutoring sessions, both in person and virtually. Tutoring focuses on both the rhetorical and technical conventions of scholarly and creative writing in specific disciplines, from the physical and health sciences to screenwriting; individual tutors will work within one or more disciplines based on their skills and additional training. Particular emphasis is on the conventions of form and genre in thesis- and dissertation-level writing. Tutors are required to participate in training workshops and are supervised by the Director of the Writing Center and the Vice Provost for Graduate Education.

GWAs are scheduled for 9–10 hours/week either for spring/summer/fall trimesters at the Rinker campus or for fall/spring semesters at the Orange campus. These appointments are on stipend for one semester, with possibility of reappointment based on available funding and performance; inquire at the department office for the current stipend rate. GWAs work in conjunction with the Writing Center and must complete training in writing coaching, which may include coursework.

For more information about the GWA program, contact Dr. Sarah Robblee, Director of the Writing Center and faculty supervisor for the GWA program (sasmith@chapman.edu).

More information about Graduate Assistantships can be obtained in the Graduate Assistantship (“GShip”) Policies and Procedures Handbook: https://docs.google.com/document/d/1113M_klRfvL34wJ6v62GDh77xt0dmY3xoms6_CwJ2h8.

Graduate Program & Project Assistants

Each semester, a limited number of Graduate Program or Project Assistants are available. These positions are assigned to the MFA/MA program and to specific faculty members to support research projects, course administration, event series, or other work. Graduate Program and Project Assistants typically work 8-10 hours per week and are paid an hourly rate; inquire at the department office for the current rate.

To be considered for these positions, students must complete an application. These positions are usually available at the start of the semester, but positions sometimes become available at other times. If interested, check for available positions at the department office at least two weeks before the start of the semester.

GUS 530: Graduate Student Workshop

GUS 530: Graduate Student Workshop is a unique, zero-credit (free) option for supplementing regular coursework; the course appears on the transcript. Offered by Wilkinson College, each three-hour session covers a niche topic, an aspect of professional development, or a useful career skill. Graduate students can enroll in as many or as few as they want. For more information, contact Graduate Programs Coordinator Allison DeVries (devries@chapman.edu).

FAQs

Where is the department office, and when is it open?

Smith Hall 204. The office is typically open M-F from 8:00-5:00.

Where are the faculty boxes?

In the English Department office: Smith Hall 204.

What should I do to make sure I'm on course to graduate?

Use the Program Evaluation on MyChapman.edu to plan your enrollment. Review your Program Evaluation on a regular basis. Prior to the semester in which you will complete your degree requirements, you need to fill out and submit an Application for Degree or Certificate Conferral.

Who is my advisor?

The department chair and graduate program directors are the official advisors for graduate students. All other members of the graduate faculty can provide additional mentoring. The Thesis Director also provides individualized guidance.

The course requirements have changed since I arrived. Which requirements do I need to fulfill?

The set of requirements you need to fulfill is determined by the Graduate Catalog of the year you enrolled. Your MyChapman.edu Program Evaluation will indicate (near the top) which catalog year you are on. The graduate catalogs can be accessed online at <https://www.catalog.chapman.edu>

May I switch to the requirements of a newer catalog?

You may switch to a newer catalog by filling out a Graduate Program Change Form, available in the forms section of the Registrar's Office website, and submitting it to the Registrar.

Why won't MyChapman.edu allow me to enroll in a course?

MyChapman.edu blocks registration when a class has reached its enrollment limit, when prerequisites have not been met, and when a business hold is in place. Business holds need to be resolved with the Registrar's Office. Enrollment limits and prerequisites may be waived in specific situations; contact the professor of the course for more information. In cases when the professor waives limits or prerequisites, you need to complete a Registration Form (available in the forms section of the Registrar's Office website), secure the professor's signature, and submit the form to the Registrar.

How do I add a course that has been closed in MyChapman.edu?

Once the semester begins, MyChapman.edu blocks enrollment in all courses that have reached their enrollment caps, even if seats are subsequently freed up. To add a course that has been closed and in which a seat is available, you need to fill out an Add/Drop form, secure the professor's signature, and submit it to the Registrar.

How do I develop and register for an Individual Study or Reading and Conference course?

An Individual Study course counts toward the MA, MFA, or Dual Degree if it includes a substantial reading component and either covers material need to prepare for the thesis project or covers material related to the degree program by not covered regularly in course offerings. Students are limited to one Individual Study if enrolled in the MA or MFA program; Dual Degree students may take up to two Individual Study courses.

A Reading and Conference course is used only when absolutely necessary to complete graduation requirements.

If you are interested in an Individual Study course (or a Reading and Conference course), you should discuss the possibility with the professor in that area. Once you and the professor agree on the course content, you will need to complete the Individual Study form and enroll in ENG 599. The Chair of English must approve the Individual Study and may require that a course plan, including a grading rubric, be provided.

The Individual study form is available at https://www.chapman.edu/students/academic-resources/registrar/_files/forms/individual-study-and-research-form.pdf.

Is it possible to substitute another course for a required course?

Substitutions are generally allowed only when there is a compelling reason why the required course cannot be taken or why the substituted course would be of substantially greater benefit to the student. Substituted courses must be comparable in rigor and content to the required course. The Chair may request a written rationale or an in-person meeting as part of the request. To substitute one course for another, you will need to fill out a Revision to Program Requirements form in the department office, secure the signature of your advisor and the department chair, and submit the form to the Registrar.

Where can I get forms, such as an MFA Thesis Defense form or a Revision of Program form?

Most forms are available in the department office. The few forms that are not available there can be found online or at the Registrar's Office. The Administrative Assistant is the best place to start if you need a form.

How do I get a room for my thesis defense?

The Administrative Assistant will reserve one for you, after you have submitted your Thesis Committee Form and sent an email request including the Thesis Defense date and time. The Thesis Defense is scheduled for two hours.

How can I work in the Writing Center?

Contact Dr. Sarah Robblee, Director of the Writing Center, at sasmith@chapman.edu.

How can I apply for a Graduate Assistantship (“GShip”)?

Graduate students apply for paid positions as Graduate Teaching Associates and Graduate Writing Assistants. You can get more information about each type of position, including current rate of pay, at the department office. Note that the Student Employment office does not handle these positions.

What is the policy for receiving an incomplete?

According to university policy, incompletes can be given only if extenuating circumstances prevent a student from completing a small portion of the assigned coursework. Incompletes may not be given unless a student has completed the majority of the assigned coursework. To request an incomplete, you must contact the professor, discuss the options, and agree to a date by which to complete the remaining work. The maximum amount of time to complete an incomplete is one year from the time the course began (not the time it ended).

What if I want to switch from a single degree to a dual degree?

Before completing 27 credits, seek approval from the department chair or the graduate program directors. The Graduate Program Change form is available online from the Registrar’s Office.

What if I need to take a leave of absence?

If, for acceptable reasons, you need to interrupt progress toward your degree for more than one semester, a leave of absence may be granted. A leave of absence permits you to resume your studies with the degree requirements in effect at the time of your leave, or to adopt the requirements in effect at the time of your reenrollment. Leaves of absence are granted for one year, with a possible renewal of one additional year. Failure to reenroll by the specified time is considered withdrawal from Chapman University. Students who break enrollment for more than one semester are required to apply for re-admission through the Office of Admissions. Please note that graduate students must complete their degree requirements within seven years of their first matriculating. Leaves of absence do not suspend or extend this seven-year clock. For more information, see www.chapman.edu/RegOffice/leaveAbsence.asp

Can I receive transfer credit for coursework taken during a leave of absence?

In some cases, transfer credit may be awarded. To receive transfer credit, you must provide transcripts to the Registrar’s Office prior to reenrollment.

What if I need extra time to complete my thesis after finishing my coursework?

Students who need extra time to finish their theses may register for a one-unit continuous enrollment class, either ENG 598A: MFA Thesis II or 598B: MA Thesis II. The continuous enrollment fee allows students to remain in active status and retain access to university resources. Students electing not to pay the continuous enrollment fee will lose active status, library resources, and other university support unless they make special arrangements. Students may not defend their thesis unless enrolled in ENG 598A or 598B. This policy includes interterm and summer. Whether active or inactive, however, no student may take longer than seven years from the time of first enrollment to complete all the requirements for their degree.

How do I apply to graduate?

Information about applying for degree conferral is available from the Registrar's Office: <https://www.chapman.edu/students/academic-resources/registrar/student-services/graduation/index.aspx>.

What if I file an Application for Degree Conferral but become unable to finish in time?

If you have applied for your degree and will not be able to complete some aspect of your program (e.g., coursework, thesis), you need to send an email to conferral@chapman.edu and request that your graduation date be moved to a later time.

When are graduation exercises?

The date, time, and location of Commencement are indicated on the university calendar. See <https://www.chapman.edu/academics/academic-calendar.aspx>. Students must have completed all the thesis requirements, including the defense, to be allowed to participate in commencement ceremonies.

How do I buy academic regalia for graduation?

Once you submit your Application for Degree or Certificate Conferral (via MyChapman.edu), you will be added to an email notification list that will advise you of the deadlines for walking in the graduation ceremony and the process for buying robes and hoods.

Where else can I find useful information about graduate programs at Chapman University?

If in doubt about any university policies, consult the Chapman University Graduate Catalog related to the year you started your coursework. The Graduate Catalog can be found at <https://catalog.chapman.edu>

The Chair and Administrative Assistant in the department office can answer your questions and point you toward additional resources of information.

Also, the Graduate Programs Director in Wilkinson College is a terrific resource for our graduate students.

You can find additional information on the university's website. These include but are not limited to campus maps (including gender-neutral restrooms), the academic calendar, the Student Code of Conduct, Student Disability Services, Student Business Services, the Harassment and Discrimination and Title IX policies, federal guidelines on the privacy of academic records. You also can access the Learning Management System for your courses via the university's website.

Although we hope this handbook is of help, you should know that the governing document of the MA, MFA, and dual-degree program is the Chapman University Graduate Catalog. Should you find any discrepancies between the handbook and the catalog, the catalog is authoritative.

If you have questions or need information that is not addressed in this handbook, you can seek guidance from the following individuals:

MA Director

Dr. Mark Axelrod
axelrod@chapman.edu

MFA Director

Dr. Anna Leahy
leahy@chapman.edu

Department Chair

Dr. Joanna Levin
(714) 997-6754
jlevin@chapman.edu



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**Wilkinson College of
Arts, Humanities, and Social Sciences**
Department of English

