ASU Department of English
Arizona State University

Master of Teaching English to Speakers of Other Languages
Graduate Student Handbook
2024-2025

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Overview of the Department of English

With a degree in English from ASU, you can do just about anything. Students in our diverse programs learn how to express themselves through traditional disciplines--creative writing, education, film, linguistics, literature, and rhetorics and writing--while exploring themes of contemporary relevance, including environmental concerns, medical writing, human rights philosophies, digital humanities, cultural as well as critical enquiries, and performance. A degree from the Department of English at ASU is applicable to just about any career and is a great springboard into further graduate school, law school, medical school, and more.

At ASU, we have one of the largest English departments in the nation, offering doctoral, master's and certificate programs, which enables us to provide students with a greater diversity of offerings than most universities. Our goal is to educate citizens who can think, read, write and act in robust and significant ways to meet new challenges. The critical thinking, reading comprehension and analytic expression skills that are cultivated while earning a degree in English are transferable into any endeavor. Earning a graduate English degree from ASU will serve you in any art form, any discipline, and any profession.

Graduate students in the Department of English frequently present at national, international and local conferences and have received many prestigious awards. Approximately 600 graduate students are enrolled each semester. The program awards excellence by offering outstanding financial packages, including travel funds for professional development and teaching assistantships on a competitive basis. Class sizes are small, giving students the opportunity to work closely with professors in a variety of fields. Reading groups, guest lectures, workshops and other events help bring students and faculty together. Opportunities for professional development and mentoring, such as Preparing Future Faculty and Scholars and Knowledge Mobilization, prepare graduate students for successful careers within and beyond academia. In addition, there are several internship opportunities for English graduate students as well as study abroad opportunities.

Purpose of the Handbook and Student Responsibility

Each Graduate Handbook provides necessary information for students in one of the Department of English's graduate degree programs. It includes outlines of specific degree requirements and resources for helping students to have the most beneficial experience as they work toward fulfilling these requirements. It also provides information on policies and procedures established by Arizona State University, the Graduate College, The College of Liberal Arts and Sciences, and the Department of English. Key resources for policies beyond the Department of English are the ASU Graduate College website, the ASU Academic Catalog, and the Graduate College Policy Manual.

It is the responsibility of each student to be familiar with and abide by all pertinent policies and regulations. This handbook will help students fulfill that obligation and also prepare them to thrive in their chosen degree program. The handbook is updated annually, and past handbooks are archived on the Graduate Handbook website.

If students have questions about any of the information covered in this handbook – or about any aspect of their graduate student experience – they are encouraged to

contact their graduate advisor.

Additionally, time-sensitive information about deadlines, scholarships, jobs, workshops, and events will be sent to current students via an email. All ASU students are required to have an active ASU email. Students may forward their ASU email to another preferred account. **It is important to check your ASU email, at a minimum, twice per week so that you do not miss important notices.** Arizona State University and the Department of English conduct their business via ASU email only. Graduate students will be added to an email distribution list upon admission. Graduate students not receiving emails should contact enggrad@asu.edu to ensure that they are on the email list. Additionally, students should check their MyASU account regularly.

ASU Charter

ASU is a comprehensive public research university, measured not by whom it excludes, but by whom it includes and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.

ASU is guided by nine design aspirations:
1. Leverage Our Place
2. Enable Student Success
3. Transform Society
4. Fuse Intellectual Disciplines
5. Value Entrepreneurship
6. Be Socially Embedded
7. Conduct Use-Inspired Research
8. Engage Globally
9. Practice Principled Innovation

Culture of Respect

ASU is a community and a professional work environment. Graduate students are expected to treat their peers and all students, faculty, staff, administrators and members of the ASU community with respect and work with them in a professional manner. English graduate students are representatives of the Department of English and the University; we have every expectation that our students will be good representatives who recognize that poor behavior on the part of one student impacts all by creating negative experiences and a negative perception of our program.

Students are valued members of a highly professional research university. You can expect to be treated with courtesy, kindness, and professionalism at all times and the same is expected of you. In particular it is very important to note that University staff members do not work for the students. They work to support the students in their goals and endeavors within the university structure. It is never acceptable to treat staff with anything less than respect, courtesy, kindness, and professionalism. Any type of disrespectful or abusive behavior on the part of our students toward any member of the ASU community will not be tolerated. This includes ignoring responsibilities as a student, such as failure to adhere to program deadlines, failure to respond to communication, and failure to fully perform teaching duties. Likewise, if you feel that you are not being properly treated, you should report your concern to your Graduate Advisor or to a departmental administrator, such as the Director of Graduate Studies.

Academic Integrity

Graduate students are expected to be ethical in their multiple roles as students, researchers, teachers or supervisors of undergraduate students and representatives of the Department, College and University. **When in doubt about appropriate conduct, students should consult the program manager or faculty advisor to seek clarification. Students may also check the Office of the University Provost [Academic Integrity](#), Dean of Students [Student Code of Conduct](#) and The College [Discussing Policy Violations](#).** Breaches of academic integrity include, but are not limited to, the following:

- Engaging in any form of academic deceit, e.g., referring to materials, sources or devices (camera phones, text messages, crib sheets, solution manuals, materials from previous classes or commercial research services) not authorized by the instructor for use during an evaluation or assignment;

- Providing inappropriate aid to another student in connection with any evaluation or assignment;

- Engaging in plagiarism by using the ideas, words or data of another person or persons without full and appropriate attribution;

- Engaging in plagiarism by claiming credit for the ideas, words or data of another;

- Failing to follow ethical procedures for research involving human subjects, such as violating participants' confidentiality, or failing to maintain confidential or sensitive research data in a secure location;

- Knowingly using data that do not meet appropriate standards for reliability and validity;

- Failing to meet responsibilities to undergraduate students, such as failing to provide assistance during designated office hours;

- Engaging in a romantic relationship with an undergraduate student whom the student supervises or evaluates in a classroom or research setting;

- Falsifying or misrepresenting hours or activities in relationship to an internship, externship, research assistantship, field experience, workshop or service learning experience;

- Repeatedly failing to meet commitments and responsibilities, such as chronically missing deadlines, or failing to provide work promised to colleagues; and

- Behaving in a way that reflects poorly on the Department, College and University while conducting research or participating in community activities as a representative of the Department.

Newly admitted students will receive a "priority task" on their MyASU directing them to complete a Canvas module on academic integrity. The module consists of a PowerPoint that outlines academic integrity and students must take a quiz and pass with an 80% or higher. Penalties for unethical behavior range from being placed on academic probation to dismissal from the program. Additional information about academic integrity policies of the University is available on the Student Rights and Responsibilities website.

Sexual Harassment

The University prohibits sexual harassment by employees and students and will not tolerate any behaviors that interfere with an individual's work or educational performance or creates an intimidating, hostile or offensive working, learning or residential environment. Additional information about sexual harassment and how to report it is available at https://sexualviolenceprevention.asu.edu/

Campus Safety

To report an emergency on campus, students can simply dial 911 or use one of the emergency call boxes found on campus. Non-emergency ASU Police or campus-safety matters should be directed to 480-965-3456. ASU offers a LiveSafe Mobile app that includes a variety of safety features and benefits. For additional safety resources and contacts, such as Counseling Services, Police and Safety Escort Services, visit the Safety Resources website.

Overview of the MTESOL Program

The MTESOL program is for individuals who desire to build a career in the international field of teaching English as a second or additional language. Students develop scholarly and professional knowledge and skills in four main areas that are central to Teaching English to Speakers of Other Languages: language, learning, teaching and research.

Students have opportunities to study a variety of key topics, including second language acquisition, computer-assisted language learning, critical pedagogy, curriculum design, World Englishes, English as an international language, English for specific purposes, English grammar, grammar for TESOL, intercultural rhetoric, discourse analysis, interlanguage pragmatics, language and identity, language testing and assessment, learning transfer, materials development, nonnative English speakers in TESOL, second language phonology and second language writing.

The MTESOL degree is designed to be completed in two years of full-time enrollment. Graduates of the MTESOL program have been successful in finding employment in a variety of TESOL-related positions locally, nationally, and internationally.

The MTESOL program does not offer certification to teach in US K-12 public schools. For more information on certification to teach in the Arizona public school system, current students may contact the Mary Lou Fulton Teachers College at GradEdPrep@asu.edu. For other licensure requirements, please contact your state's Department of Education.

When students list their degree and other credentials on a CV or other documents, it is important that they use the official degree name: MTESOL, Master of TESOL, Master of Teaching English to Speakers of Other Languages. Using a similar but incorrect name such as "MA in TESOL" or "MA in ESL" creates not only confusion but may be interpreted as falsely representing credentials.

Prospective applicants interested in supporting bilingual and multilingual students in PreK-12 contexts in the US may wish to explore the online Master of Arts in Education (educating multilingual learners) through Mary Lou Fulton Teachers

College.

Application Process and Admission Requirements

Who Should Apply?

The Department of English encourages applications from individuals with a range of educational backgrounds and experiences. Skills at language learning (ESL/EFL), education, and linguistics are particularly useful to students in the MTESOL program, and graduates with Bachelor's degrees in fields such as anthropology, applied linguistics, cognitive science, communication, comparative languages and literatures, education, English literature, history and law might be particularly well-qualified to apply.

If you have questions about how your interests and qualifications might align with the program, please contact the MTESOL's Academic Advisor for the Tempe-campus program, Samantha Franze, or the MTESOL's Academic Advisor for the fully online program, Lilly Downs.

Application Deadlines

The *Tempe-campus MTESOL program* considers applications on a rolling basis. The deadlines for consideration are July 22 for Fall admission and December 14 for Spring admission.

The *online MTESOL program* considers applications on a rolling basis. The deadlines for consideration are:
- Fall 2024 Admission: July 25, 2024 session A, September 18, 2024 session B (in the application, select "Fall (Aug)")
- Spring 2025 Admission: December 16, 2024 session A, February 17, 2025 session B (in the application, select "Spring (Jan)"
- Summer 2025 Admission: April 21, 2025 session A, June 4, 2025 session B (in the application, select "Summer (May)")

Complete applications will be reviewed within 14 days of receipt. The application must be complete with all supporting documents before review. This is the applicant's responsibility. Please plan accordingly when submitting an application.

The *accelerated BA English (linguistics) to MTESOL program* requires the accelerated pre-application form to be submitted by May 1 for fall and December 1 for spring. The Graduate Application for the MTESOL program must be submitted by October 1 for fall and March 1 for spring.

Admission Requirements

Applicants must fulfill the requirements of both the Graduate College and The College of Liberal Arts and Sciences.

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree from a regionally accredited institution. Applicants may have undergraduate majors in the following fields, but are not limited to these: anthropology, applied linguistics, cognitive science, communication, comparative

languages and literatures, education, English literature, history and law.

Applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00= "A") in the last 60 hours of their first bachelor's degree program, or applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00= "A") in an applicable master's degree program.

Applicants must submit:
- graduate admission application and application fee
- official transcripts
- statement of purpose
- resume
- two letters of recommendation
- proof of English proficiency

Additional Application Information
An applicant whose native language is not English and has not graduated from an institution of higher learning in the United States must provide proof of English proficiency regardless of their current residency. Applications will not be processed without valid proof of English proficiency; official scores must be sent to ASU in order for the application to be processed.

Applicants must submit a one-page, single-spaced, well-considered statement of purpose in which they explain how their experience and training have prepared them for the program, their aims and purposes in pursuing the MTESOL degree, and their plans for the future.

Two letters of recommendation are required. A third letter is optional. The letters should provide a clear picture of the applicant's potential for successfully completing a master's degree, so at least one of the letters should be from a university professor who is familiar with the applicant's academic work and with master's level academic programs.

Note to Accelerated Applicants
The Accelerated Program Pre-Application form requires the following steps (junior year - second semester):
1. Students meet with their undergraduate academic advisor to express interest and verify that they meet the following criteria: Be a BA English (linguistics) major, with 75 credit hours*, a 3.5 GPA in the major, and a 3.0 GPA overall.
2. Fill out the Accelerated Program Pre-Application form found on the Department Forms webpage and email it to the Accelerated Program Coordinator. The undergraduate student will need their undergraduate advisor's signature on the form.
3. The student will be notified when they have been marked in the system as a "Candidate" to the accelerated program.
4. Complete and return the signed 4+1 Agreement Form to the Accelerated Program Coordinator before courses begin.

Graduate Applications require the following steps (senior year - first semester):

- In the first semester taking shared courses for the accelerated program, students will complete a graduate application to the Masters in Teaching

English to Speakers of Other Languages program. Accelerated applicants must submit the following:
- graduate admission application and application fee
- statement of purpose
- resume
- one letter of recommendation
- proof of English proficiency
- Note: accelerated students apply for the semester they plan to begin the graduate program (the semester after their proposed undergraduate graduation semester).
- The TESOL admissions committee will review the applicant's file and let students know whether they have been admitted to the accelerated program shortly after the submission deadline.

Note: The graduate application for the MTESOL program must be submitted by October 1 for fall (the graduate applications for the following fall opens on September 1) and March 1 for spring (the graduate applications for the following spring opens on February 1).

*90 credits MUST be completed by the beginning of the accelerated program (first semester of senior year).

International Students for the accelerated program:

Proof of English Proficiency is required for our Master's programs and can be satisfied in one of two ways:

- At least 90 semester hours of undergraduate coursework with a cumulative GPA of 3.0 or higher on a 4.0 scale.
- One of the following results on a standardized English proficiency test: (a) 100 (iBT) or 600 (PBT) or higher on the TOEFL; (b) 7.0 or higher on the IELTS. The MTESOL program will also accept a 68 or higher on the Pearson Test of English Academic (PTEA).

I-20

It is important to remember that once you graduate from the undergraduate program and begin the graduate program, you will have to receive a new I-20. Please stay in close contact with the International Students and Scholars Center: 480-727-4776 or issc@asu.edu

Graderships

A limited number of Gradership positions are available to motivated students who are not funded as Teaching or Research Assistants. Graders are assigned to a class for up to 20 hours per week to grade a variety of assignments, ranging from quizzes or exams to short informal writing or longer formal writing assignments. Most assignments are to online classes in the Fall and Spring semesters, though some in-person and summer opportunities are also available. There is a possibility to renew the Gradership each year that the Grader remains enrolled in the program. For more information, including the current hourly wage and application process, visit the Gradership webpage.

International Students

The Department of English welcomes applications from international students. International students who are from countries whose native language is not English (regardless of where they may now reside) must meet English proficiency requirements for the Department of English and ASU. International Teaching Assistants must also meet specific requirements to serve as TAs.

Pre-admission Credits

Pre-admission credits are classes applied toward degree completion but were taken prior to admission to the graduate program. These classes can be transfer courses from another institution or classes taken at ASU as a non-degree seeking student or as an admitted graduate student of another program.

Pre-admission credits cannot have been used toward another awarded degree. Students can use up to 12 credit hours of pre-admission credits with the program director or faculty advisor's approval. Pre-admission credits must meet the following requirements:

- taken at an accredited college or university
- graduate-level
- must have obtained a grade of "B" or better (or the equivalent) in the course(s)
- completed within three years of being admitted to this graduate program
- cannot have been applied to another degree

Taking courses for graduate credit as an undergraduate or non-degree student does not ensure admission to the program or acceptance of the acquired graduate credits as part of the Plan of Study (iPOS).

In order to apply these to the plan of study, ASU must have official transcripts from the accredited transfer institution.

The Graduate College is the final approvers of transfer courses on the iPOS. They have extensive rules regarding pre-admission credits. For complete details, consult the ASU Graduate College Policy Manual.

Deferring Your Start Date

Graduate students in their first semester who need to defer their start date to a future semester may request to do so through the Request a Change link found on their MyASU. The deadline to defer for immersion students is the drop/add deadline for session C and the deadline to defer for online students is the drop/add deadline for session B. Please discuss with your advisor before requesting a deferral.

Curriculum Requirements

Master of Teaching English to Speakers of Other Languages (MTESOL)

30 credit hours including the required capstone course (LIN 597) and a foreign language exam

Required Core (12 credit hours)
LIN 501 Approaches to Research (3)
LIN 510 Linguistics (3)
LIN 520 Second-Language Acquisition Theories (3)
LIN 521 Methods of Teaching English as a Second Language (3)

Other Requirement (3 credit hours)
LIN 584 Internship (3)

Electives or Research (12 credit hours)
6 credit hours of graduate credit in the English department (LIN/APL courses); 6 credit hours of graduate credit can consist of other LIN/APL courses, or with prior approval, ENG courses or courses outside the English department (e.g., education, school of international letters and cultures, speech and hearing science, psychology).

Culminating Experience (3 credit hours)
LIN 597 Capstone (3)

Additional Curriculum Information
The foreign language requirement must be completed during the program prior to the master's degree being awarded.

The capstone is overseen by a director chosen from the Department of English linguistics and TESOL faculty.

Language Requirement

Students in the MTESOL program must demonstrate reading level proficiency in a natural language other than modern English.

The language requirement may be met by:

- The School of International Letters and Cultures offers online courses (iCourse for in-person students and oCourse for fully online students) in GER 550 German for Reading Knowledge, FRE 550 French for Reading Knowledge, SPA 550 Spanish for Reading Knowledge, and ITA 550 Italian for Reading Knowledge that can satisfy the requirement with a grade of B or better and count as elective credit in the program.
- Demonstrating comparable proficiency by taking a translation language exam. All students taking the Graduate Foreign Language Exam through the School of International Letters and Cultures will be charged a $100 fee. For more information about the exam, see the webpage.
- In-person students in Linguistics/TESOL: Earning a "B" (3.00) or higher in both ENG 530 Old English and ENG 531 Old English Literature or their equivalent. Literature and WRL students: Earning a "B" (3.00) or higher in ENG 530 Old English or an equivalent, such as Old Norse. Note: these courses are currently not available online.
- Earning a "B" (3.00) or higher in a 400- or 500-level course in an appropriate (approved) language. Any course in which all class meetings are conducted in the approved language will satisfy this requirement; courses conducted in English will not. The class must have been completed within six years of the semester for which the student has been admitted to the program.

- Holding a bachelor's degree in an approved foreign language.
- Having fulfilled a foreign language requirement towards a previously awarded master's degree that has been completed within six years of the semester for which the student has been admitted to the program.
- For languages which the School of International Letters and Cultures does not offer or does not offer above the 200 level, two years (4 semesters) of successfully completed college level coursework at least at the 100 and 200 level with a C or better would fulfill the requirement. The coursework must have been successfully completed no more than six years prior to admission to the degree program.
- For questions on alternate ways to fulfill the language requirement, contact enggrad@asu.edu

U.S students who are bilingual must still demonstrate a reading knowledge in the second language. To waive the language requirement, documentation or proof in the form of a certificate, a class or indication of bilingual work in a job will be required.

International students whose native language is not English will have this requirement waived once the Plan of Study (iPOS) has been approved with a full committee.

Please note: Students should fulfill their language requirement early in the program so it does not delay graduation.

*Students who fail the exam may petition the Graduate College to retake the exam. The petition should include why the student failed, what the student will do to prepare for the next exam (i.e., new book, dictionary, tutoring, etc.), and why the exam is needed. Note: Only two petitions to retake the exam are allowed. Normally, the student should allow three months to study for the next exam. In order to be eligible for the second or third examination, the student must submit a petition electronically via their iPOS. The academic unit and Graduate College must approve this prior to the reexamination.

Internship Requirement

The LIN 584 MTESOL Practicum Internship is a required, supervised independent-study (self-driven) academic course for 3 credit hours. Students in the course are expected to complete 150 hours of TESOL practicum internship work in order to earn the required credit hours.

LIN 584 is a course in which students are expected to apply their MTESOL academic knowledge and training and technical TESOL skills, so the course should be taken later in the program.

As an experiential-learning MTESOL Practicum Internship, LIN 584 provides a real-world context (both within and outside of the US) for English language teaching, observation, tutoring, curriculum design, and/or materials development. Along with completing 150 hours of TESOL practicum internship work, MTESOL students in LIN 584 are expected to complete graded and supervised academic coursework through (a) a required course textbook, (b) weekly group reflection work, (c) a professional TESOL e-portfolio, and (d) a final academic paper. There are also mandatory virtual meetings with the course instructor throughout the semester.

Please see the [Internship](#) section below for further information.

Culminating Experience

The culminating experience of the MTESOL program is a capstone course.

Capstone Seminar

In LIN 597 MTESOL Capstone (3 credit hours), students will complete a final project encompassing knowledge and skills obtained throughout the program. Flexibility in topic and format will be available depending on the student's academic and professional goals.

Plan of Study (iPOS) Faculty Committee:
When submitting the iPOS, students in the MTESOL program must name the Linguistics, Applied Linguistics and TESOL Program Director Matthew Prior as the Committee Chair and the previous director Aya Matsuda as the second committee member.

Timeline for Degree Completion

The MTESOL degree is designed to be completed in two years of full-time enrollment.

The Graduate College sets a time limit of 6 years from the semester and year of admission to the Masters program for completing all program requirements.

Yearly Progress
The ***Tempe-campus MTESOL program*** is designed to be completed in 3 semesters of full-time study plus a summer course. For example, as the following table shows, a student who starts the program in Fall 2024 could finish the program in Fall 2025, a student who starts the program in Spring 2025 could finish the program in Spring 2026, and so on:

Fall 2024	Spring 2025	Summer 2025	Fall 2025	Spring 2026
LIN501 LIN520 Elective	LIN510 LIN521 Elective	Elective	LIN 584 LIN597 Elective	
---	LIN520 LIN521 Elective	Elective	LIN501 LIN510 LIN597	LIN584 Elective Elective

This is only an example. The courses can be taken in any order except for LIN 584 Internship and LIN 597 Capstone. LIN 584 Internship cannot be taken in the first semester and is encouraged to be taken later in the program. LIN 597 Capstone should be taken in the final semester or as close to the end of the program. Note that LIN 597

MTESOL Capstone will be offered only in fall. Students planning to graduate in spring or summer should take the capstone in the previous fall.

The **fully online MTESOL program** through ASU Online offers courses in 7.5 week sessions (session A and session B) within each 15 week long semester (session C). To complete the fully online MTESOL program in the designed two years, students will generally progress as follows:

1st semester session A	1st semester session B	2nd semester session A	2nd semester session B	3rd semester session A	3rd semester session B	4th semester session A	4th semester session B
LIN510	LIN520	elective	LIN501 elective	LIN521 elective	elective	LIN584	LIN597

This is only an example. The courses can be taken in any order except for LIN 584 Internship and LIN 597 Capstone. LIN 584 Internship cannot be taken in the first two semesters. LIN 597 Capstone should be taken in the final semester session B. See the typical MTESOL Online Course Rotation for planning purposes. Please note that the courses are subject to change. For a description of the LIN 591 topics, please see LIN 591 Topic Descriptions.

For both online and Tempe-campus, courses taken for the program must be graduate level (500 or above). Graduate students may have up to two 400 level electives on their graduate Plan of Study (iPOS), but they must be approved first. Courses taken at the 100-300 level cannot be used on the graduate iPOS.

To complete the **accelerated BA English (linguistics) to MTESOL program** in the designed structure of an accelerated program, students will progress as follows:

Senior year -- First semester
Apply by the deadline for the graduate program by submitting a graduate application.

Take the following courses:
1. **LIN 510 Linguistics (3cr.)** - students must receive an override from their undergraduate advisor
2. **ENG 404 Studies in Second Language Acquisition, ENG 414 Studies in Linguistics, ENG 484 Internship, or an approved ENG 400 level Linguistics Upper Division Elective (3cr.)**
3. Cultural Diversity in the U.S. (C) - Undergraduate (3cr.)
4. Undergraduate Upper Division Elective (3cr.)
5. Undergraduate Upper Division Elective (3cr.)

Meet with an undergraduate advisor and the Accelerated Program Coordinator.

The shared ENG 400 level linguistics elective must be approved by the Accelerated

Program Coordinator. Note: The courses in bold are credit hours that will be shared between the bachelor's and master's programs.

<u>Senior year -- Second semester</u>
If admitted to the graduate program, continue to take the shared courses for the accelerated program.

Take the following courses:

1. **LIN 520 Second-Language Acquisition Theories (3cr.)** - students must receive an override from their undergraduate advisor
2. **ENG 404 Studies in Second Language Acquisition, ENG 414 Studies in Linguistics, ENG 484 Internship, or an approved ENG 400 level Linguistics Upper Division Elective (3cr.)**
3. ENG Undergraduate Upper Division Elective (3cr.)
4. ENG Undergraduate Upper Division Elective (3cr.)
5. Undergraduate Upper Division Elective (3cr.)

Meet with an <u>undergraduate advisor</u> and the <u>Accelerated Program Coordinator</u>.

The shared ENG 400 level linguistics elective must be approved by the Accelerated Program Coordinator. Note: The courses in bold are credit hours that will be shared between the bachelor's and master's programs.

<u>MTESOL -- First semester</u>
Take the following courses:

1. LIN 501 Approaches to Research (3cr.)
2. LIN 521 Methods of Teaching English as a Second Language (3cr.)
3. MTESOL elective* (3cr.)

Meet with the <u>Accelerated Program Coordinator</u>.

<u>MTESOL -- Second semester</u>
Take the following courses:

1. LIN 584 Internship (3cr.)^
2. ENG 597 Graduate Capstone Seminar (3cr.)
3. MTESOL elective* (3cr.)

Meet with the <u>Accelerated Program Coordinator</u>.

*These two electives may consist of other LIN or APL courses, or with the director's approval, ENG/FMS courses, or courses outside the English department (e.g., education, school of international letters and cultures, speech and hearing science, psychology). MTESOL students must also demonstrate or provide evidence of competent knowledge of a natural language other than modern English to satisfy the Language Requirement. Please note that since accelerated students are on a compressed time schedule, we do not recommend taking ENG 530/531 to satisfy the foreign language requirement.

^Students must take LIN 584 Internship even if they took ENG 484 Internship as an undergraduate. Note: One course in which students can get practical teaching

experience is LIN 584 MTESOL practicum internship. This is a required course, so all students must take it once; but, students also have the option of taking it more than once, in which case the additional time(s) it is taken could count as an elective(s). Questions about LIN 484/LIN584 can be directed to the English department's internship director (Ruby.Macksoud@asu.edu).

To begin taking coursework for the accelerated program, students must have completed a minimum of 90 credit hours towards their BA. Please note that only six credit hours of 400-level coursework can be applied to the Master's degree program.

Important Notice to Current International Students: In order for international students to maintain good standing for their VISAs, they must take a minimum of 9 credit hours per semester (i.e., 3 classes), 6 of which should be face-to-face classes.

Advising

Role of the Director of Graduate Studies

The Director of Graduate Studies maintains the overall academic integrity of the graduate degree program, and acts as liaison among the faculty and the college administration, staff, and students. The DGS works with the Associate Chair of Curriculum to oversee the administration of the Department's graduate degree programs and certificates. The DGS also coordinates recruitment, retention, funding, and placement of graduate students; implements new initiatives and policies and manages academic conduct issues in graduate-level courses. The DGS facilitates professional development for graduate students and works with graduate students on programs and initiatives to build community among students and serves as liaison between Department leadership, the Graduate College and The College of Liberal Arts and Sciences.

Role of the Graduate Advisors

Graduate advisors help students interpret departmental and university policies and procedures, as well as navigate university systems and program requirements. Questions regarding coursework applicable to their degree should be addressed with the student's assigned academic advisor (listed on the iPOS). Graduate advisors are the main source of information for students as they move through the program. Students should reach out to their advisors when they have questions. They provide advising in many areas, including but not limited to:
· Admissions
· New Student Orientation
· General Advising
· Degree Requirements
· iPOS (Plan of Study)
· Degree milestones (exams, defenses, etc.)
· Department of English Policies
· Graduate College Policies
· Funding (including TA opportunities)
· Graduation

Meet Your Advisor

The Graduate Advisor for the Tempe-campus MTESOL program is Samantha Franze and the Graduate Advisor for the fully online MTESOL program is Lilly Downs. Students should meet with their Graduate Advisor at least once per year to plan their coursework and track their progress toward satisfying degree requirements. Please make appointments by email and contact the advisor in advance if you need to cancel.

Continuous Enrollment and Leave of Absence (LOA)

Once admitted to a graduate degree program, students must be registered for a minimum of one graduate credit hour (not audit) during all phases of their graduate education. This includes periods when they are engaged in research; working on or defending their thesis, applied project or dissertation; or in any other way using university facilities or faculty time including the term in which they graduate.

Registration for every fall and spring semester is required. Summer registration is required for students who have been admitted for summer, are completing culminating experiences or incomplete grade work, taking an exam, or graduating from their degree program.

Grades of "W'' (withdrawal) or "X" (audit) are not considered valid registration for continuous enrollment purposes. "W'' grades are received when students officially withdraw from a course after the course drop deadline. "X" grades are received for audit courses. Additionally, students completing work for a course in which they received a grade of "I" (incomplete) must maintain continuous enrollment as defined previously. Graduate students have one year to complete work for an incomplete grade. If the work is not completed and the grade changed within one year, the "I" grade becomes permanent.

Students planning to discontinue enrollment for a semester or more must submit a Leave of Absence (LOA) via their iPOS prior to the semester that the student plans to take the leave. Students do not need an approved iPOS on file to submit a LOA petition, but students will need to read and accept the first page to move on to the petition section. Students will select "Leave of Absence" under the Petition type, and then select the semester they want to begin the LOA. A petition for an LOA must be approved by the department and the Graduate College. Students may request a leave without course registration for a maximum of two semesters during their entire program.

A student on leave is not required to pay fees, but in turn is not permitted to place any demands on university faculty and staff, or use any university resources. Students who do not enroll for a fall or spring semester without an approved leave of absence by Graduate College are considered withdrawn from the university under the assumption that they have decided to discontinue their program. **Students discontinued for failure to enroll without an approved Leave of Absence may reapply for admission to resume their degree program. The application will be considered along with all other new applications to the degree program. There is no guarantee of admission and not all prior credits may count.**

Students who experience distress or crisis that inhibits their academic studies during a semester should contact their academic advisor, the Director of Graduate Studies,

and/or Student Services to discuss medical or compassionate withdrawal or other accommodations.

Types of Withdrawals

Students may drop or withdraw from a class up until the appropriate deadline: https://students.asu.edu/drop-add

A student can withdraw from the session called a "complete session withdrawal". This will withdraw the student from the university. It will not count towards continuous enrollment if a student wants to resume their studies. The student would need to reapply to the program, and any courses taken prior to this semester will be "preadmission."

A student can make a medical/compassionate withdrawal if they qualify. They would need to have documentation. This type of withdrawal will not affect continuous enrollment. The College medical/compassionate withdrawal site can be used as a great resource for step-by-step instructions.

Voluntary Withdrawal from a Graduate Degree Program: This form must be completed if a student wishes to entirely withdraw from a graduate program (i.e., not just for a limited time).

Other than dropping/withdrawing from a class, students should make the graduate advisor aware of plans to withdraw.

International Student Enrollment Requirements

In order for international students who are not TAs to maintain good standing for their VISAs, they must take a minimum of **9 credit hours** per semester (i.e., 3 classes), 6 credits of which should be face-to-face classes.

Resources Available to International Students:

International Students and Scholars Center 480-727-4776, located on the first floor of the Student Services Building, issc@asu.edu

The International Student and Scholar Center provides a variety of services including orientation, immigration advising, referrals and programming. Their programming includes activities that assist international students in meeting people and adjusting to their new lives at ASU.

Global Launch: Global Launch is an intensive English as a second language program, which prepares students for academic work at the university level. Students may enter the appropriate level classes several times during the year. Fees are separate from ASU tuition. Please contact their department for more information 480-965-2376.

Plan of Study

The interactive plan of study (iPOS) is the official record of a graduate student's program plans: a list of what a student has already taken, is presently taking, and

will take to complete the degree requirements. Completing the iPOS in a timely manner is a requirement of the program.

Deadlines: It is recommended that students complete the iPOS in the first semester of the program. Master's students must submit their iPOS before they have completed 50 percent of their program. Failure to do so may result in a hold on registration.

Procedure for Filing: Before accessing the iPOS, students should consult the Graduate College [webpage](#) for instructions and tutorials on how to complete the iPOS. The iPOS is filed online via [MyASU](#) by clicking on the iPOS link, selecting "Graduate Interactive Plan of Study (iPOS)," and selecting the appropriate degree program. Students experiencing technical difficulty with submission should contact [ipos-q@asu.edu](#).

To receive departmental to approval of an iPOS, students must follow these instructions:

1. **Consult with your Graduate Advisor** to plan how you will fulfill degree requirements.
2. **Complete and submit your iPOS** via MyASU. You will need to select the appropriate requirements for your degree (i.e., foreign language, thesis, applied project, capstone, written exam, etc.). Students should list the Director of Linguistics and Applied Linguistics, Matthew Prior, as the chair and Aya Matsuda as the additional committee member.
3. **MTESOL Tempe-campus students email [Samantha Franze](#) for department approval and MTESOL online students email [Lilly Downs](#) for department approval.** If there are any issues, the iPOS will be sent back to you and you will be notified of what needs to be changed.
4. **Once the proposed courses have been approved, the iPOS will be sent to the Graduate College for final approval.**

Submitting Changes and Updates: Once a Plan of Study is approved, students who take a course other than what was initially planned must submit a **course change request** through the MyASU iPOS link. Likewise, to add or delete committee members or change the committee chair, students must file a **committee change request** through the MyASU iPOS link.

Class Registration

ASU Registration Procedures
Once you have cleared any registration holds and your registration date has arrived, you are ready to [register for classes](#). You can also [search for available classes online](#). Consult the [Academic Calendar](#) for more information on important dates/deadlines.

Note: Graduate advisors cannot enroll or drop courses on student's behalf. These actions must be completed by the student through their MyASU.

Department of English Registration Procedures
Some classes require special clearances.

To register for research/dissertation/thesis/continuing registration:

Download the [Independent Study form](#). Complete the top portion and obtain the

required signature. Be sure to include the line number of the course, your ASU ID, and your email address. For thesis, research, dissertation, or applied project obtain committee chair's signature on "instructor" line. For reading and conference, obtain the signature of the professor with whom you will be working. Email the completed and signed form to englishadvising@asu.edu for clearance to register. This procedure is used to grant clearance only. Students must still register for the class. Make sure to indicate the correct number of credits, as the default is one credit.

Override Authorization is required for classes that are full, have a time conflict, or unmet prerequisites. Follow Course Override procedures and use the online form.

Satisfactory Academic Progress

To ensure that students complete their degrees in a timely manner, get the most out of their experience at ASU, and meet requirements of the degree and department, graduate advisors will review student progress annually.

For satisfactory academic progress, students must maintain continuous enrollment with a GPA at or above the 3.0 minimum required for graduation and no more than three incompletes on their transcripts. Additionally, students must satisfy program requirements, including coursework, exams, and culminating experiences in a timely manner.

Master's students will be notified through email only if there is an issue of unsatisfactory progress in their program.

Students who are not making satisfactory progress may be recommended for dismissal from the program, according to university regulations. Students who are being recommended for dismissal from the program due to unsatisfactory progress will be sent a letter in the mail as well as an email and will have the opportunity to appeal.

Minimum GPA: All English graduate students must maintain a minimum 3.00 grade point average (GPA) every semester to maintain satisfactory academic progress. In order to graduate, the minimum 3.00 GPA must be maintained on all GPA's calculated for the following: Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA. **Students on academic probation must maintain a 3.0 GPA or higher for the grades in each of their next two semesters.**

1. The iPOS GPA is calculated on all courses that appear on the student's approved iPOS (with the exception of LAW and Transfer credits)
2. The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor's/master's program.
3. Cumulative ASU GPA represents all courses completed at ASU during the graduate career.
4. Courses with grades of "D" (1.00) and "E" (0.00) cannot appear on the iPOS but will be included when calculating the Graduate GPA.
5. Courses with an Incomplete "I" grade cannot appear on the iPOS.

Program Change Request

The Request a Change system is available for graduate students through their MyASU to *defer their start date* to a future semester, request a *program change* within the same department (if applicable), or request a *campus change* (online to Tempe or vice versa if applicable).

While the system does not have a cap on how many change requests can be made, the Department of English will only allow a master's student to request **one program change** during their graduate program. A strong justification for requesting the program change and supporting documents for the new graduate program will be required. Please note that even with a justification, the request may still be denied.

PhD students cannot use the Request a Change system to change their PhD program and must apply to the program they are interested in by submitting a new application.

Grades

The final passing grade for Research (ENG/LIN 592, 792), Thesis (ENG/LIN 599), and Dissertation (ENG/LIN 799) is a Y. Letter grades are awarded at faculty discretion. Continuing registration (ENG/LIN 595, 795) remains a Z. For ENG/LIN 592, grade options are A, B, C, D, or E. Y/Z is NOT an option. The final passing grade for Dissertation (ENG/LIN/APL 799) is Y. A Z is in progress.

Students doing Applied Project (ENG/LIN 593) or Capstone (ENG/LIN 597) must earn a B or better to graduate.

Incomplete (I) Grades

Incompletes are given at the discretion of the instructor of a course. Per the University Registrar, a mark of "I" (incomplete) may be given by the instructor when a student is otherwise doing acceptable work but is unable to complete the course because of illness or other conditions beyond their control. Students must arrange with the instructor for the completion of the course requirements. The arrangement is recorded on the Request for Grade of Incomplete form, which outlines other stipulations. The completion date is determined by the instructor but may not exceed one calendar year from the date the mark of "I" is recorded. An "I" in a graduate course (500-level or above) will become a permanent part of the student's transcript if not completed within one year.

Per Graduate College policy, graduate students must be enrolled in at least one graduate credit in the semester(s) during which they are working with the instructor to finish work for the incomplete.

Receiving an incomplete may have implications for a student's financial aid. It is the responsibility of the student to confirm with the Financial Aid Office whether an incomplete grade may affect their current or future aid.

The Department of English permits no more than three incompletes on a student's transcript at any time. Students who experience serious and unavoidable difficulties may consider options for compassionate or medical withdrawal.

Internal Process for Complaints and Concerns

Grades: Complaints about individual assignments are to be discussed with the class instructor, not with the department. Complaints about a final course grade should be discussed with the instructor in at least one conference soon as possible after the grade is awarded. University policy for student appeal procedures on grades | Academic Catalog

Non-Grade Issues: If a student has a concern, problem, or complaint that does not fit within the duties or abilities of the student's advisor, dissertation or thesis chair, or applied project director, they should seek counsel from the Graduate Program Manager or Director of Graduate Studies. The Program Manager and Director are often able to work toward a positive resolution of problems and can provide university wide resources in order to do so. The Dean of Students Office can be an additional resource where concern, problem, or complaints are not of a departmental nature—such as mental or physical health, financial aid, and items related to the ASU student code of conduct. Dean of Students | Educational Outreach and Student Services

Application for Graduation

Students should apply for graduation during the semester of planned graduation and no later than the date specified in the most current version of the Graduate College's Graduation Deadlines and Procedures. **Students are responsible for knowing the University deadlines**. The Graduate Application for Graduation is through MyASU. Additional instructions on applying for graduation are online.

Internships

Graduate internships offer students the opportunity to work in a variety of fields that promote positive learning transfer from academic spaces to professional spaces. Students can explore career pathways and develop and articulate their humanist values within and beyond academia. Internships can be completed in person or remote through local, national, or global contexts and can be paid or unpaid. Academic credit for internship work is available for both immersion and online students through courses that build career readiness using a strong model of reflective professional practice, supervised academic work, and professional mentoring, networking, and development.

MTESOL students should email the Director of Internships and Careers directly to discuss potential internship opportunities.

Students wishing to explore internship options can get started in five easy steps:

Step 1: Consider your skills, interests, and career goals. Sign up for helpful career exploration and planning tools like ImaginePhD. It's not just for PhD students!

Step 2: Explore internship opportunities posted on the Department of English Internship and Career Exploration Facebook page and other general resources such as ASU Handshake or LinkedIn Jobs.

Step 3: Reach out to the Director of Internships and Careers Ruby Macksoud for a personalized meeting.

Step 4: Apply and interview for an internship(s). Secure and accept an internship offer.

Step 5: Work with the Director of Internships and Careers to complete the required internship registration paperwork and to enroll in an academic internship course (i.e., ENG/LIN 584 or 784).

*Please note that the internship registration paperwork must be completed at least 2-3 months in advance of starting an internship, and graduate course override permission will only be given after all registration paperwork has been processed.

Resources

Financial Support

The Department of English grants fellowships/scholarships and teaching assistantships on a competitive basis. For information on how to apply for an assistantship, visit the website. A 50 percent teaching assistantship (20 hours/week) comes with full waiver of tuition, health insurance, and a stipend. Admission into and continuation within the program is not a guarantee of this funding. Teaching assistantships are reserved for PhD and MFA students only. MA and MTESOL students are not funded.

Continuing students may apply for internal and external awards, scholarships, travel awards and dissertation fellowships. The Department of English will send emails to students about scholarships and travel funding opportunities, including Graduate College Travel Awards when they become available. Students should keep an eye on their email for announcements and deadlines.

The Graduate and Professional Student Association (GPSA) has travel and research funding opportunities that students may apply for, including a JumpStart Research Grant. Students may also participate in the process by serving as award reviewers.

Students should also visit the Graduate College's website and other links for student funding resources:

- Graduate College at ASU
- Federal Student Aid (Student Loans)
- Working at ASU
- Financial Aid Resources
- Financial Aid for International Students
- Scholarships

Student Health Insurance

Students who wish to enroll in Student Health Insurance through ASU must do so within the first two weeks of the semester. Students should sign in to their MyASU, under Campus Services, click on Health & Wellness Resources, and then click Health Insurance and Enroll/Cancel. Students are automatically re-enrolled. To confirm enrollment, check your student account for Health Insurance Charge. Cancellation is

the same steps as enrolling listed above and must be done during the open enrollment period. International students are automatically enrolled. Visit ASU Health Services for more information on student health insurance enrollment deadlines, premium charges, and coverage.

Professional Development

The Department of English strives to assist students in all aspects of their professional development to ensure they will be poised for the job market. Information about succeeding in graduate programs, conferences, job market resources and graduate studies videos can be found on the Department's Professional Development webpage.

Graduate Writing Centers

ASU's Writing Centers, through the University Academic Success Program, provide writing centers for ASU graduate students from all disciplines where you can:
- Get feedback on writing projects at any stage.
- Get help organizing a writing group.
- Attend workshops about writing.
- Receive coaching on navigating graduate school life.

The ASU Graduate Writing Centers currently serve students at these locations:
1. Downtown Phoenix: University Center Building (UCENT), Room 101
2. Tempe: 711 E Lemon St #38; 480-965-9072
3. West: Fletcher Library (FLHLB), LL2; 602-543-6151
4. Polytechnic campus: 5988 S Backus Mall; 480-727-1452

For more information or to schedule an appointment, please visit the Graduate Academic Support or call (480) 965-9072.

Student Well-Being

Our students' health and well-being are our top priority. Please don't hesitate to contact us with questions and concerns.

GPSA's Graduate Wellness Resources is a one-page resource guide to financial, social, emotional, and physical health and wellness for ASU graduate students. The 10 Best Practices in Graduate Student Wellbeing include proven ways to assist graduate students in bettering their health under the increasing demands of graduate school. There are also multiple services offered by ASU to further help students:

- Counseling Services
- Health Services
- Student Accessibility and Inclusive Learning Services (SAILS)

The Arizona State University Victim Advocate ensures crime victims on any ASU campus, witnesses and family members receive free, confidential support. You do not need to file a police report or be a patient or Health or Counseling Services to meet with ASU Victim Advocates. If you have questions, contact Victim Advocates or call 480-965-0107.

ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU's policy please see https://www.asu.edu/aad/manuals/acd/acd401.html.

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact titleixcoordinator@asu.edu or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to www.asu.edu/reportit/.

Veterans should visit the Pat Tillman Veterans Center website for more information on benefits and services: https://veterans.asu.edu

Faculty

A list of Department of English faculty can be found online. A list of graduate faculty can be found on the Graduate College website.

Facilities

Computing Resources for Graduate Students

Graduate students have access to the Media Learning Lab in RBHL 115 with ISAAC access. Students requiring ISAAC access should fill in the form at the bottom of this webpage to add access via their sun card. There is also a computing pod in the common area around the TA neighborhoods on the first floor of RBHL. For more information about the technological features in Ross-Blakley Hall, see this webpage.

Contact Bruce Matsunaga for questions. Information on printing can be found here.

Tuition and Fees

Students can find information on tuition and fees online. A Tuition Calculator and schedule are both available for students' use. Note: Tuition is waived for students who hold teaching assistantships. All students, including TAs, are responsible for paying fees each semester.

Frequently Asked Questions

Graduate students may check the FAQs webpage for general information.

University Contacts

Department	Phone
ASU Switchboard	(480) 965-9011
Bookstore	(480) 965-3191
ASU Health Services	(480) 965-3349
Career and Professional Development Services	(480) 965-2350
ASU Counseling Services	(480) 965-6146
Graduate Admissions	(480) 965-6113
Graduate College	(480) 965-3521
Graduate and Professional Student Association (GPSA)	(480) 727-9870
Graduation Office (Registrar)	(480) 965-3256
Handshake	
International Students and Scholars Center	(480) 727-4776
Meal Plans	(480) 965-3463
Parking and Transit Services	(480) 965-6124
Public Events (Gammage)	(480) 965-5062
Records (Academic)	(480) 965-3124
Residency	(480) 965-7712
Residential Life	(480) 965-3515
Scholarship Office	(480) 965-4845
Student Accessibility and Inclusive Learning Services (SAILS)	(480) 965-1234
Student Business Services	(855) 278-5080
Student Employment	(480) 965-5186
Student Financial Assistance	(855) 278-5080
Student Recreation Complex	(480) 965-8900
Sun Card Office	(480) 965-2273
Sun Devil Ticket Office	(480) 727-0000
Testing Services, University	(480) 965-9291
University Technology Office	(480) 965-6500
ASU Veterans Resources	(480) 965-7723