



Indiana University of Pennsylvania

Graduate Studies in Composition and Applied Linguistics

Department of English



Handbook Updated 2019-2020
As of March 1st, 2019

Graduate Studies in Composition and Applied Linguistics

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The Policies and Information in This Program Handbook **Are Subject To Change**

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WELCOME

Welcome to the Graduate Program in Composition and Applied Linguistics. As a student in our program, you are a member of a large family of educators working in the United States, Canada, Africa, Asia, Central and Latin America, Europe, and the Middle East. Since you have chosen our program, chances are you share characteristics with the other members of this professional family. We hope you are deeply committed to students and the teaching of writing and language, and you are dedicated to becoming a better teacher. We also hope that you are deeply dedicated to scholarship and recognize that research is a vital part of being and becoming a teacher-scholar. Welcome into our community of teacher scholars!

Indiana University of Pennsylvania

With its original 1875 building still standing at the heart of campus, Indiana University of Pennsylvania has a long tradition of academic excellence. IUP has been recognized by numerous publications for its high academic standards and competitive costs. The university is consistently chosen by the Princeton Review for inclusion in its Best Universities publications. IUP was one of only five universities in Pennsylvania chosen for the 2007 Kiplinger's Personal Finance magazine's "Best Values in Public Colleges". IUP's Robert E. Cook Honors College is featured in Donald Asher's Cool Colleges for the Hyper-Intelligent. The University's mission, values, and vision further illustrate our commitment to high-quality education.

In 2006 the Middle States Commission on Higher Education awarded re-accreditation to IUP for the next 20 years, along with accolades for the University's "exemplary comprehensive self-study" and for its "outstanding faculty, student services and information technology." The Middle States Commission, based in Philadelphia, is the primary accrediting body for all colleges and universities in Pennsylvania and the Middle Atlantic region of the US.

The University provides an intellectually challenging experience to close to 15,000 students at three campuses, all easily accessible from Pittsburgh and the Middle Atlantic region. IUP is the largest member institution of the Pennsylvania State System of Higher Education (PASSHE) and the only member authorized to confer Ph.D. degrees. IUP is classified by the Carnegie Commission on Higher Education as a Doctoral/Research University.

Academic offerings include 130 undergraduate majors with a variety of internship and study abroad programs, more than sixty graduate degree programs. The variety and quality of instruction are characteristic of a big university, yet at IUP, close, one-to-one relationships develop within the teaching framework, and a strong sense of community prevails.

Indiana University of Pennsylvania Library Resources

Most directly important to our graduate students are the resources for research. IUP's Stapleton Library holds more than 850,000 volumes, 1.5 million titles in microform, and a large collection of scholarly journals. Stapleton Library holdings are strong in composition, TESOL, Applied Linguistics, and American literature, strengths enhanced by its status as a select U.S. government and Pennsylvania state government depository. The library is also very strong in media and film study materials. Stapleton library allows doctoral students to check out books for ninety days, with two renewals. For graduate students, there are private Graduate Study Rooms and individual study carrels available. Stapleton Library participates as an associate member in the Chicago-based Center for Research Libraries, which makes available for indefinite loan any item from its vast resources that may be needed by scholars. In addition, IUP is within commuting distance of the University of Pittsburgh's Hillman Library, Carnegie Mellon University's Hunt Library, and the Carnegie Public Library, one of the largest public libraries in the US. The Folger Library and the Library of Congress are also only a few hours away in Washington, DC.

IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for Academic Success, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

To foster an environment for personal growth, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

To contribute to the future, I will strive for the betterment of the community; myself, my university, the nation, and the world.

Composition and Applied Linguistics Program

Our doctoral program in Composition and Applied Linguistics is one of the oldest in the United States. The first class of students enrolled in the program (then called English Education, later Rhetoric and Linguistics, and most recently Composition and TESOL) in the summer of 1976, making our program one of the first doctoral programs of its kind in the United States. You can see the titles of recent dissertations later in this handbook. The program was revised in 1986-- when it acquired its name of Composition and TESOL (C&T). In 2000, the faculty began working on revising the curriculum to include more state of the art research and content courses to meet the changing demands in the fields, and the new curriculum proposal was approved in summer of 2018 with the most recent program name of Composition and Applied Linguistics (CAL).

Few graduate programs in the U.S. offer the rich blend of composition and Applied Linguistics from the perspective of the teacher-scholar. Our program is designed to help educators develop plans of study suited to their teaching and scholarly interests. In addition, graduate students have opportunities to work in the American Language Institute (ALI), which offers intensive programs in English for international students and visitors, the University's Writing Center, and in the English Department as teaching associates or part-time faculty members.

A survey by the Modern Language Association found that IUP's doctoral programs are among the most successful in terms of secure employment. In 1996-97 IUP granted 35 new graduates the doctorate in English from its two doctoral programs. Of these graduates, ninety-four percent obtained full-time employment in teaching, three percent in other fields. This rate compares with a national average of 62 percent finding employment in teaching out of other graduate programs. In addition, 65 percent of the 1996-97 graduates were hired for permanent, tenure-track jobs, compared with a national average of only 33 percent. A short survey in 2016 found that our students are still being hired at similar rates.

Mission Statement

Indiana University of Pennsylvania's doctoral program in Composition and Applied Linguistics provides students with a comprehensive, interdisciplinary, and research-based understanding of first and second language literacy instruction.

With accomplished, international faculty in the fields of Composition, TESOL, Rhetoric, and Applied Linguistics, our program offers the unique experience of working across disciplinary lines and integrating research on language, literacy, culture, and writing.

Our curriculum is built on the concept of the teacher-scholar. We help doctoral students conduct innovative research and we promote teaching practices that are informed by research. Our students become accomplished teacher-scholars known for their enthusiasm, research, teaching, and publications. They enjoy careers as faculty members, literacy researchers, writing program directors, academic administrators, and expert consultants.

The CAL program is one of the few programs in the world designed to give students the option of exploring first and second language literacy in English. We welcome students who wish to explore the ever-widening contexts of literacy and language around the world and who recognize the importance, value, and beauty of literacy research and instruction.

CAL Program Goals

Our program is designed to meet the needs of English and Applied Linguistics instructors at both two- and four-year colleges and universities. The program's core courses provide a foundational coursework for students in composition and Applied Linguistics. This foundation is flexible enough to increase the professional qualifications and teaching effectiveness of instructors now in teaching positions or to meet students' individual needs in the ever-changing academic marketplace.

The CAL Program recognizes the changing structure of education and the interdisciplinary nature of research. The curriculum enables students to connect theory with practice. It provides central courses in research methods, composition theory and second language literacy. Students have 15 elective hours in the program, with courses offered in writing assessment, writing centers, technology, cross-cultural communication, rhetoric, applied linguistics, and literacy theory.

Diversity and Inclusivity

Since 1975, the Composition and Applied Linguistics English Ph.D. Program has focused on celebrating diversity and maintaining an inclusive environment that promotes intercultural understanding among our students and faculty. We affirm this commitment through our coursework and scholarship, which encourages us to consider both local and global perspectives on language and literacy policies, practices, and learning. Our diverse family of students, faculty, and alumni come from all over the world including Africa, Asia, Central and Latin America, Europe, the Middle East, and North America.

Given our program's inherently multicultural and multilingual values, we affirm our program's commitment to creating an inclusive environment for all students, regardless of race, ethnicity, religion, gender, sexual identity, ability, migration status, national origin, or other forms of identity. We welcome and honor the perspectives, cultures, and traditions that each of our students, faculty, and alumni bring to our program.

Faculty and Staff

Our program's faculty members are teacher-scholars. They teach undergraduate as well as doctoral courses. They have written books used in graduate programs and published by scholarly presses: Boynton/Cook-Heinemann, Cambridge University Press, Continuum Press, Hampton Press, Multilingual Matters, National Council of Teachers of English, TESOL Publications, University of Michigan Press.

You will find their names in journals such as *College Composition and Communication*, *Computers and Composition*, *English Journal*, *English Teaching Forum*, *Journal of Adolescent and Adult Literacy*, *Journal of Language, Identity, and Education*, *Journal of Reading*, *The Language Teacher*, *PRE/TEXT*, *Research in the Teaching of English*, *System*, *Teacher Development*, *TESOL Journal*, *TESOL Quarterly*, and *The Writing Instructor*.

And you will see them at conferences such as the American Association of Applied Linguistics, the annual convention of the National Council of Teachers of English, the College Language Association, the Conference on College Composition and communication, the International Society for Language Studies, the Linguistics Society of America, and the annual TESOL convention.

Gloria Park, Ph.D.

Director, Graduate Studies in Composition and Applied Linguistics

<http://www.iup.edu/english/faculty/program-directors/gloria-park/>
gloria.park@iup.edu

Areas of Specialty: Language Teacher Identity, Critical Pedagogy, English Language Teaching and Teacher Education, Qualitative Research, Narrative Inquiry, Teachers' Narratives

Methods & Theoretical Approaches: Qualitative Methods, Narrative Inquiry, Phenomenology, Portraiture, (Auto)Ethnographic Poetic Inquiry, Critical and Feminist Research Approaches

- Author of *Narratives of East Asian women teachers of English: Where privilege meets marginalization*, released in September 2017 published by Multilingual Matters, LTD. in Cambridge, UK
- Editor of Volume entitled, *TESOL Encyclopedia of English Language Teaching: Teacher Training & Professional Development*. TESOL & Wiley, Inc., published in early 2018
- Co-editor of Language teacher identity in (multi)lingual educational contexts. Special Themed Issue for *TESOL Quarterly* (2016, September)
- Co-author of "Exploring the interplay of cultural capital, habitus, and field in the life histories of two West African teacher candidates". *Teacher Development: An International Journal of Teachers' Professional Development*, 20(5), (2016) with Carol Rinke & Lynnette Mawhinney.
- Recipient of Faculty Teaching Excellence Award (2014-2015) for Content Pedagogy
- Recipient of College of Humanities & Social Sciences Special Project Grants of over \$12,000.00 since 2013.

Dr. Dana Lynn Driscoll, Ph. D.

www.danadriscoll.com

ddriscol@iup.edu

Areas of specialty: Writing Centers, writing transfer, writing development, writing dispositions, metacognition, writing program administration, writing assessment, writing process, composition pedagogy, research methodology,

Methods and theoretical approaches: mixed methods research, qualitative research (interviews, observations, materials analysis), quantitative research (surveys, quasi-experimental classroom research, content analysis, computational analysis), longitudinal research, multi-institutional research, classroom research, writing assessment methods (qualitative and quantitative)

- Keynote Speaker, East Central Writing Centers Association and Middle East North African Writing Centers Association Conferences
- Article of the Year Award from International Writing Center Association (2012, with Sherry Wynn-Perdue)
- Co-Editor of *Writing Spaces*, an open-source textbook series for college composition courses
- Author of over 25 articles on research methods, learning transfer, writing development, and writing centers in journals such as *Writing Center Journal*, *Writing Program Administration*, *Composition Forum*, *Across the Disciplines*, *Assessing Writing*, *Computers and Composition* and various edited collections
- Co-Editor of Special Issue on writing transfer for *Writing Lab Newsletter* and editor of digital edited collection on *Writing Transfer* through WLN

David Hanauer, Ph.D.

<http://www.iup.edu/english/faculty/permanent-faculty/hanauer-david/hanauer@iup.edu>

Areas of specialty: assessment, poetic ethnography, autoethnography, scientific studies of literature, creative writing, science education, graffiti, linguistic landscape research, research methodology and inquiry teaching.

Methods & Theoretical Approaches: Quantitative and qualitative research methods; Autoethnography; Poetic ethnography; Linguistic landscape research

- Recipient of multiple grants from the Howard Hughes Medical Institute and the National Science Foundation for research into research experiences, literacy and science in the field of STEM education
- Article Publications in *Science*, *Written Communication*, *CBE-Life Science Education*, *TESOL Quarterly*, *Journal of Applied Linguistics*, *Discourse Analysis*, *Research in the Teaching of English*, *Poetics*, *Poetics Today*, *Language Awareness*, *Canadian Modern Language Review*, *Cognitive Linguistics*, *Teaching and Teacher Education* and the *Journal of Literary Semantics*.
- Author of 8 books including: *Poetry as Research*, John Benjamins, 2009, *Scientific Writing in a Second Language*. Parlor Press, 2013; *Scientific Discourse: Multiliteracy In The Classroom*, Continuum Press, 2006 and *Poetry and the Meaning of Life*, Pippin Press, 2004.
- Lead Assessment Coordinator and Educational Researcher, SEA-PHAGES Program, Hatfull Laboratory, Pittsburgh Bacteriophage Institute
- Journal Editor: *Scientific Study of Literature*
- Book Series Editor: *Language Studies in Science and Engineering*, John Benjamins Publishing Group 2016 recipient of the *John Hayes Award for Excellence in Writing Research*. Awarded for the manuscript titled "Measuring Voice in Poetry Written by Second Language Learners."

Gian Pagnucci, Ph.D.

<http://www.people.iup.edu/pagnucci/pagnucci@iup.edu>

Areas of Specialty: Composition, Narrative Inquiry, Comics Studies, Academic Leadership, Technology, Time Management, Technical Writing

Methods & Theoretical Approaches: Qualitative and quantitative research; Narrative inquiry; Superhero ethnomethodology

- IUP Distinguished University Professor and Chair of IUP English
- Co-Editor of Works and Days, Issues 63/64, "The Comics Studies Multiverse: Graphic Transformations in Education and Culture," 2015
- Co-Author of *Enter the Superheroes: American Values, Culture, and the Canon of Superhero Literature*, Rowman and Littlefield Publishing, 2013
- Co-Editor, *Re-Mapping Narrative: Technology's Impact on the Way We Write*, Hampton Press, 2008.
- Author of *Living the Narrative Life: Stories as a Tool for Meaning Making*, Heinemann, 2004.

Curt Porter, Ph.D.

<http://www.iup.edu/english/faculty/permanent-faculty/porter,-curt/curtis.porter@iup.edu>

Areas of Specialty: Language & Literacy Pedagogy, Language Teacher Education, Curriculum Theory, Arts-based Inquiry

Methods & Theoretical Approaches:

- Author of articles in *TESOL Quarterly*, *English Teaching: Practice and Critique*, *TESOL Journal*, and other academic journals and book chapters
- Co-editor of in-press book, *New Materialisms in the Research and Teaching of Languages and Literacies*
- Speaker at national and international conferences including *American Association of Applied Linguistics*, *American Educational Research Association*, *Curriculum & Pedagogy Group*, *Conference on Curriculum Theory and Classroom Practice*, *Currere Exchange*
- Editorial advisory board member for *Multimedia Assisted Language Learning* and *The Society for Teaching English through Media*
- Peer Reviewer for multiple disciplinary journals including *TESOL Quarterly*; *Teacher Education*; *TESOL Journal*

Lilia Savova, Ph.D.

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lsavova@iup.edu

Areas of Specialty: linguistics; second language education, assessment, literacies, course & materials design; teacher education; cross-cultural communication

Methods & Theoretical Approaches: Linguistic research (lexis, syntax, morphology; discourse analysis, sociolinguistic analysis, conversation analysis); Qualitative and quantitative methods; Classroom research (interview, survey, observation)

- Author and Co-Author of 15 EFL textbooks and their accompanying supplementary materials, professional articles
- Editor and Co-Editor of *Effective Use of Textbooks*; *The Lincom Guide to Materials Design in ELT*
- Series Co-Editor for *TESOL Classroom Practice Series* (15 volumes)
- Speaker at Professional Events for more than 100 presentations (international – 85%, local and national - 15%, invited/keynote - 10%)
- Past Chair for TESOL Teacher Education Interest Section; Past President; Three Rivers TESOL; as well as Past IUP MATESOL Program Coordinator

Cristina Sanchez Martin, Ph.D.

Areas of Specialty: language and mobility, linguistic diversity in composition, translingual and transnational writing, uptake and transfer, pedagogical Cultural Historical Activity Theory, writing programs, writing teacher education.

Methods & Theoretical Approaches: qualitative methods; constructivist grounded theory, case studies, ethnographic and autoethnographic research

- Co-author of “Transdisciplinary becoming as a gendered activity: A reflexive study of dissertation mentoring.” in *Journal of Second Language Writing*, Sanchez-Martin, C. & Seloni, L. (In press).
- Co-author of “Pedagogies of Digital Composing through a Translingual Approach.” in *Computers and Composition*, Sanchez-Martin, C.; Alvarez, P. Sara; Hirsu, Lavinia; Gonzales, Laura. (In press).
- Author of “The Transcoding of ‘Women’s Empowerment’ as ‘Empoderamiento de la Mujer’: a Post-colonial Translation Theory for Transnational Feminist Rhetorics.” *Poroi. 13.1*. May, 2017.
- Recipient of the *Impact Award* in 2018 by the Office of the Provost and University College, Illinois State University.
- Recipient of the 2016 *Excellence in ESL Teaching Award*, English Department, Illinois State University.

Mary Stewart, Ph.D.

<http://www.iup.edu/english/faculty/permanent-faculty/stewart-mary/>
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Areas of Specialty: Collaborative and interactive learning, composition theory and pedagogy, online writing instruction, hybrid and online education, teaching with technology, digital and multiliteracies.

Methods & Theoretical Approaches: Qualitative and quantitative methods; Classroom research (esp. interview, survey, observation); Programmatic research (esp. curriculum design, assessment)

- Recipient of 2018 Conference on College Composition and Communication Emergent Researcher Award
- Recipient of 2017 Global Society of Online Literacy Educators Research Grant
- Author or Co-Author of articles in *Computers and Composition*, *Composition Forum*, *The Internet and Higher Education*, *Journal of Response to Writing*, *Transformative Dialogues: Teaching and Learning Journal*, *International Journal of Game-Based Learning*, *IEEE Transactions on Learning Technologies*, and *Journal of Faculty Development*. For more details, see www.marykstewart.com/research
- Regular presenter at national conferences, such as *Computers and Writing* and *Conference on College Composition and Communication*
- Webinar Co-Chair for the Global Society of Online Literacy Educators
- Chair of Research Methods in Online Writing Instructor Working Group, a sub-set of the CCCC OWI Standing Group
- Assessment Coordinator for IUP English Department

Matthew Vetter, Ph.D.

<http://www.iup.edu/english/faculty/permanent-faculty/vetter,-matthew/mathew.vetter@iup.edu>

Areas of Specialty: Digital Rhetoric, Critical Literacy and Theory, Composition Theory and Pedagogy, Digital Humanities, Multimodal Composition, Creative Writing

Methods & Theoretical Approaches: Rhetorical and qualitative methods; Participatory action research; Classroom research; Multimodal research; Critical and feminist research approaches

- Recipient of 2019 Conference on College Composition and Communication Research Initiative Award
- Recipient of 2018 and 2019 grants from the Wikimedia Foundation
- Author or co-author of articles and essays in *Computers and Composition Online*, *Computers and Composition: An International Journal*, *Research Library Issues*, *Composition Studies*, *Harlot*, the *Digital Rhetoric Collaborative*, *College English*, *Pedagogy*, *Hybrid Pedagogy*, *Technoculture*, and publications sponsored by *Wikimedia* and the *Wiki Education Foundation*.
- Scholarship Recipient, WikiConference North America 2015 & 2018
- Associate Editor at *Kairos: A Journal of Rhetoric, Technology, and Pedagogy*.
- Co-editor of *Writing Spaces: Readings on Writings*
- Participating Instructor with the Wiki Education Foundation since 2011.
- Creative writing (poetry) published in *Midwest Quarterly*, *American Life in Poetry*, the *Louisville Review*, and the *Journal of Kentucky Studies*.
- Author of *Kentucky Lullaby: Poems* (Finishing Line Press, 2018)

Students

Many of the students enrolled in our graduate programs, along with an equal number of alumni, hold teaching positions at academic institutions throughout the world. This diverse student population creates opportunities to learn about composition, language, and literacy in different educational settings and cultures. At the end of the degree program, many of our students return to their home institutions as tenure-track faculty. Others move to new teaching jobs or to positions in writing centers or language program administration. Our graduates go on to publish, speak at conferences, and lead workshops. Many become leaders of their profession. Beth Boquet, Brian Huot, James and Kathleen Strickland, and Wendy Bishop, to name just a few of our many outstanding graduates, have been nationally recognized as leaders in the field of composition. In TESOL, Lian Aik Wong (Singapore) and Thomas Farrell (Canada), Chutima Thamraksa (Thailand), and Ali Fattah (Egypt) are examples of our many graduates who have gone on to gain scholarly recognition and leadership positions in their field.

Environment for Student Life: Campus

Students work closely with faculty in undergraduate research and scholarly projects, as panel presenters at national and regional conferences, as assistants in rating placement tests, and as co-writers of professional literature. In addition, students often collaborate with each other on class projects and on professional publications or presentations. Students report forming life-long friendships with faculty and peers. In an article in the *Journal of Advanced Composition*, “Moving Out, Moving Up: Beyond the Basement and Ivory Tower,” two of our graduates, Janine Rider and Esther Broughton, wrote about the experience of returning to graduate study in our doctoral program, after having been employed as college teachers for several years:

Because the graduate English department’s teaching philosophy emphasized collaboration, we had new models for what English professors could be. We were treated as collaborators in the process, students and teachers alike. We were encouraged to think and write together. We read about Anne Ruggles Gere’s writing groups; we also formed them. We learned about sharing writing from Karen Spear and Nancy Atwell; we also shared the pain we suffered while reinventing ourselves as writers. At a recent conference, we learned how slippery the definition of collaboration can be as we tried with a whole group of people to define it. But without defining it, our summers in graduate school provided every possible configuration of it; collaboration became the paradigm under which we worked.

For the summer, the boundaries of our lives blurred: day, night, school, social life, exercise, meals (there was no rest). We all had a common goal, which at the minimum was survival and at the maximum was success. And the one aspect of academic life that seemed almost completely suppressed was competition—surprising, considering what we had heard about graduate school. . . . (*JAC*, 14.1, 244-247)

Environment for Student Life: The Indiana Community and Surrounding Areas

IUP is located in Indiana, Pennsylvania, 55 miles northeast of Pittsburgh, in the foothills of the beautiful Allegheny Mountains. Indiana offers much of the best of both small town and city life. With a population of about 35,000, Indiana and its neighboring small towns are quiet and picturesque, and several nearby natural areas and state parks provide opportunities for hiking, camping, boating, and fishing. The Indiana area is rich in culture from its history of mining and its most famous son, Hollywood film legend Jimmy Stewart. The local economy is based primarily on energy resources, health care, education, finance, and other service industries.

The IUP campus hosts more than 200 cultural and entertainment events each year. Frank Lloyd Wright's world-famous Fallingwater is a 90-minute car trip from IUP, near some of the best whitewater rafting in the region. Nearby Pittsburgh offers students opportunities to enjoy all that a large, rejuvenated American city has to offer. From the Strip District, with its bustling, open-air warehouse food markets; to the Bohemian coffee shops; to the fine and ethnic restaurants; to the internationally known art museums, including the Carnegie Museum and the Andy Warhol Museum; to the John Heinz Museum of Regional History; to the music of the Pittsburgh Symphony and the jazz and small rock and roll clubs; to the collegiate and national sports teams--the Pittsburgh Steelers, Pirates, and Penguins; Pittsburgh is a cosmopolitan city that has not lost its multicultural and working class, ethnic heritage.

Admissions

Students entering the program must have a master's degree with a GPA of at least 3.0 (3.5 to be competitive) in a language arts or education-related field such as composition, English, TESOL, applied linguistics, literature, or communication. A minimum of one year of teaching at the secondary, two-year, or four-year college/university level is also recommended. Students who do not meet these prerequisites may have to successfully complete (with a 3.5 GPA or better) one or more designated pre-courses in the spring or summer sessions before being fully admitted to the Ph.D. program.

All students must begin the program in either the fall semester or first summer session. Graduate assistantship information (there is no longer a separate application, it is part of the application process), and a graduate catalog are available from IUP's School of Graduate Studies and Research (SGSR) website at <http://www.iup.edu/graduatestudies/>. Applicants should send completed admissions material directly to graduate admissions <http://www.iup.edu/admissions/graduate/>. IUP's SGSR notifies applicants of the admissions decision based on the recommendation of the CAL Program Director and the Composition and Applied Linguistics Admission Committee. Once admitted, each student is responsible for registering for classes on a first-come, first-served basis; once all seats are full in the beginning classes, newly admitted student may be wait-listed or deferred to a later semester before they can begin the program. A graduate student is expected to assume full responsibility for knowing and fulfilling graduate program and university procedures and regulations.

Application to the doctoral program in Composition and Applied Linguistics also includes:

- An official transcript of all undergraduate coursework for which credit has been awarded;
- An official transcript of graduate level coursework for which a master's degree in English or a related area has been awarded with a minimum quality-point average of 3.0 on a 4.0 scale from an accredited institution of higher learning; a 3.5 is needed to be competitive with other applicants;
- Two detailed letters of recommendation (three preferred) from individuals qualified to assess the student's academic performance and potential for doctoral studies in the CAL program;
- A statement of goals. This should be well written and explain the applicant's research interests and how he or she hopes to pursue these interests through doctoral studies.

- TOEFL, Test of English as a Foreign Language, and IELTS, International English Language Testing System, scores are not required for students from countries where the first language is English (principally the United States, Canada, England and the British Isles, and Australia), or when an applicant has earned a master's degree from a college or university in the United States. All other international applicants or applicants who are speakers of English as a second language are required to submit TOEFL or IELTS taken *no more than one year prior to the expected date of enrollment*. IUP's SGSR will not process applications lacking TOEFL or IELTS scores.
 - We look for a minimum TOEFL score of 600 paper-based (PBT), 250 computer-based (CBT), or, 100 internet-based (iBT), and a minimum TWE (Test of Written English) score of 5.5. For the IELTS, we look for a score at least 6.5 to be considered and a 7.0 to be competitive.
 - The linguistic proficiency of international students who is assessed by examining all application materials: the TOEFL or IELTS scores, recommendation letters, goal statement, and the presence of content courses in English on the applicant's transcripts.
- GRE scores are not necessary for the application process.
- Transfer credits are not accepted.

Additional Information for International Applicants

In addition to the academic prerequisites and procedures for admission given above, international students must complete an international student preliminary application form and present evidence to IUP's SGSR of having financial resources sufficient to meet the cost of living in Indiana, Pennsylvania, the cost of travel to and from the student's native country, and the cost of graduate tuition and fees at IUP. Such evidence should be sent with the application packet directly to Graduate Admissions <http://www.iup.edu/admissions/graduate/>. IUP's SGSR gives notification to the university's foreign student advisor of international student admissions; the foreign student advisor mails general information about the university, issues certificates of eligibility such as I20s, IAP-66s and related documents to admitted students. For more information for international students, please visit IUP's Office of International Education (OIE) website at <http://www.iup.edu/international/>. For more information regarding Admission Classification and Provisional Admission for International

Financial Assistance

Graduate Assistantships

Each year the CAL program is allocated a limited number of graduate assistantships. At IUP, these graduate assistantships are selectively awarded to highly qualified graduate students who have been admitted to degree programs. Assistantships are awarded on the basis of academic excellence rather than financial need. Graduate Assistantships are under the supervision and CAL and other English Department faculty and may include work in the Kathleen Jones White Writing Center, the Punxsutawney Writing Center, or the American Language Institute. Assistantships may be renewable for a second year. Duties may include assisting on a research project, library research work, course assistance, and tutorial work.

SGSR issues assistantship contracts and the CAL Program Director makes assignments of graduate assistants to faculty members. Graduate Assistantships are not available for summer cohort students.

Twenty-hour full assistantships (awarded only to full-time regular year graduate students):

- Require approximately 20 hours of assigned duties per week during the Fall and Spring semesters (maximum of six hundred hours over the period of the assistantship)
- Pay a specific stipend amount
- Include a full tuition waiver for 9 graduate degree-required credits during both Fall and Spring semester.

Ten-hour full assistantships (awarded only to full-time regular year graduate students):

- Require approximately 10 hours of assigned duties per week during the Fall and Spring semesters (maximum of three hundred hours over the period of the assistantship)
- Pay a specific stipend amount
- Include a 50% tuition waiver for graduate degree-required credits during both Fall and Spring semester.

Stipends for assistantships may change from year to year. Potential applicants should check with the program director for current stipend levels.

The SGSR requires a minimum 3.5 GPA for all students holding a Graduate Assistantship. You can find out more about Graduate Assistantship Eligibility at <http://www.iup.edu/graduatestudies/resources-for-current-students/assistantships/>

International students are eligible to apply for graduate assistantships at IUP. The application process is identical to domestic students. As an international student, you can include the assistantship on your foreign financial statement; however, because not every applicant is guaranteed a GA, you also have to show other funding sources. See more at <http://www.iup.edu/graduatestudies/assistantships/>

Teaching Assistantships

Advanced doctoral students may apply for positions as Teaching Associates (TA) in the English Department. A TA may be given responsibility for teaching 6-12 credits of undergraduate courses per academic year. For these teaching duties, the TA receives a salary, which varies by year. TAs are appointed on a year-to-year basis and may not exceed two years. Applications are made through the Graduate English Office. Applicants are ranked by the Hiring Committee, and appointments are made by the English Department Chair. All TA-ships are contractual.

Additional Information about Financial Aid

For more information about financial aid see: <http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/> and visit the webpage of the Office of Financial Aid: www.iup.edu/financialaid/

Academic Advisement

During your time in the CAL program, the CAL Program Director will serve as your academic advisor. Typically, the CAL Program Director schedules required meetings each semester and each summer to answer questions and help students choose courses for their next semester or summer. As you work through each semester or summer of your coursework, make sure to attend the required meeting to ensure that you are completing all of the necessary coursework as defined by the Composition and Applied Linguistics Program.

The CAL Program Director remains your academic advisor until you graduate. However, once you begin your dissertation process, your dissertation advisor becomes your primary advisor for the dissertation project. In your last semester of course work, you will take ENGL 835: Research Design and the Craft of Writing. As part of this course, you will identify potential dissertation advisors. You should not invite faculty to be your advisor prior to this course. The CAL program timeline suggests that within six months of completing your coursework, you put together your dissertation committee. This means that you should be ready to file your Research Topic Approval Form (RTAF) at that time. Your dissertation advisor must be a CAL Program Committee faculty member or an English Department member. CAL faculty members are listed in this handbook. If you would like to have a director who is not on the CAL program committee, you must seek approval from the CAL Program Director. Seeking approval involves submitting a statement of why the proposed advisor's expertise is appropriate for your project goals and a copy of the person's CV to the Program Director. If you have a director who is not a CAL Program Committee member, then the two readers on your committee must be CAL Program Committee members. The dissertation advisor is sometimes also referred to as the "dissertation chair" or "dissertation director."

The dissertation advisor's role is that of the leading member of the dissertation committee. You will work closely with your dissertation advisor from the inception of your topic through all the stages of the dissertation. If you need help choosing and advisor please meet with the CAL director, who can advise you on possible chairs for your committee given your topic.

It is your responsibility to stay in contact with your advisor on this regular basis to support your continuing progress.

Check in with your dissertation advisor on a regular basis after you finish course work and until you graduate. You should contact your advisor once a semester *as a minimum* to report on your progress.

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/

Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Office of the Bursar: www.iup.edu/bursar/

Office of the Registrar: www.iup.edu/registrar/

Disability Support Services: www.iup.edu/disabilitysupport/

IUP Campus Library www.iup.edu/library/

MyIUP: www.iup.edu/myiup/

Applied Research Lab: www.iup.edu/arl/

IT Support Center: www.iup.edu/itsupportcenter/

Veterans and Service Members: www.iup.edu/itsupportcenter/

IUP Kathleen Jones White Writing Center: www.iup.edu/writingcenter/

IUP Career and Professional Development Center <http://www.iup.edu/career/>

IUP Parking Services and Visitor Center <http://www.iup.edu/parking/>

University Police <http://www.iup.edu/police/> | 724-357-2141

Crisis Intervention 24/7 Hotline: 1 - 877 - 333- 2470

IUP Email

IUP offers an email account to all active students. **Your IUP email address is the primary means by which the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit www.iup.edu/itsupportcenter/howTo.aspx?id=23401 to learn more about setting up this account.

For more information regarding University policy on email communication, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

Programs and Degrees

MA TESOL Master's Program

The English Department also houses a Master's degree in TESOL. You can find out more about the MATESOL degree at: <http://www.iup.edu/english/grad/tesol-ma/>

Graduate Certificate in TESOL

The Graduate Certificate in TESOL allows individuals who already have a bachelor's degree to become a teacher of English as an International Language in just two semesters (18 credits).

The TESOL Graduate Certificate of Recognition (GCoR) Program prepares you to teach English abroad. You'll take a set of core courses that situate teaching English as a social, cultural, historical, and political endeavor in a variety of educational institutions outside the United States. Learn more about the program <http://www.iup.edu/english/grad/tesol-certificate/>

Composition and Applied Linguistics Doctoral Program Requirements

The doctoral program in Composition and Applied Linguistics is designed for individuals who have a master's degree in English or a related area as well as teaching experience at the secondary or college level. Students admitted to the Graduate Studies in Composition and Applied Linguistics Program are responsible for meeting all program requirements to earn the Ph.D. degree.

Minimum Requirements for the Degree:

- 36 credit hours of course work with a GPA, and a minimum of 12 dissertation credits.
- Steady progress each semester toward the degree. Students must maintain continuous registration in line with their cohort residency requirements during coursework and then maintain continuous registration for their dissertation work (fall/spring).
- Qualifying Portfolio: to be eligible to turn in a qualifying portfolio, students must be enrolled full-time during course work. Thus, at the end of the first summer, Summer Cohort students should have 12 credits; at the end of the first semester, Academic-year Cohort students should have nine credits. All students must submit the portfolio the following Spring Semester. Students must have passed their coursework with a 3.5 GPA in their courses, submit the portfolio when it is due, and pass the evaluation in order to continue in the program.
- Submission of a Research Topic Approval Form (RTAF) within 6 months of coursework completion.
- Culminating Evaluation/3-chapter Meeting following course work. Typically this should be completed within one year of finishing coursework.
- Submission of and IRB protocol for research that involves human participants.
- Completion of 12 credit hours of ENGL 995 Dissertation by maintaining continuous enrollment of at least two dissertation credits (ENGL 995) each Fall and Spring semester (you do not need to register for dissertation hours during summer sessions) starting the semester after completing regular coursework. If the total of 12 credits is reached before a dissertation defense takes place, continuous enrollment must be maintained with the enrollment in one Extended Credit each Fall and Spring semester until the dissertation is completed. A student must be enrolled in the semester in which he/she uploads the final version of the dissertation to the School of Graduate Studies and Research (SGSR).
- Please be aware that missing one semester of enrollment is a violation of the continuous enrollment policy. If the student is not successfully enrolled by the official add/drop date of the next semester, the student will be inactivated in the program. Students inactivated from the program will not be considered for re-admission.
- Submission of the approved dissertation to the dissertation committee and the SGSR, (following the requirements of the Thesis/Dissertation Manual, available from SGSR website)
- Graduation no later than seven years from the date of the student's first course in the doctoral program.

Residency Requirements

For Summer Cohort Students,

In the first year, summer, cohort students will take two courses in Summer I and two courses in Summer II. During the following two years of their program, students will take two courses in Summer I and two courses in Summer II, with the option of taking a pre-session course with a total of no more than five courses in a summer. The exception to this is the final Summer II, in which students may take only the number of courses required to complete the required 36 hours. Summer cohort students may only take one academic year course during their program and two with the permission of the program director. Leaves of absence are not permitted as noted in the "Leaves of Absence" policy.

For Academic-year Cohort Students

Academic-year Cohort students will take three courses in each of the fall and spring terms and may take one course each summer, two with the approval of the doctoral coordinator. The exception to the three courses each semester requirement relates to students' final spring semester when they may take the number of courses required to complete the required 36 hours. Leaves of absence are not permitted as noted in the "Leaves of Absence" policy.

Course Descriptions

ENGL 800: Research Methods in Composition and Applied Linguistics

Interdisciplinary dimensions of the transmission of literacy and its position as a domain for scientific inquiry, including research methodology, the evaluation of research, and the bibliographical resources for the study of rhetoric and linguistics.

ENGL 803: Language and Cognition

Examines areas where language, thought, and cognitive process interact. Studies the essential nature of meaning and mental concepts, the core characteristics of language, and the complex relations between the two domains. Focuses on the brain/mind dichotomy, brain functions relating to language, mental modules and the mental lexicon, the role of memory in language usage, first language acquisition, the cognitive strategies involved in processing, in formation and using language, parsing and speech production, language disabilities, comprehension of spoken and written texts, and rhetorical and practical aspects of both texts and spoken language.

ENGL 805: Language and Social Context

Introduces the study of language as a social phenomenon, including such topics as language varieties, stereotypes and social identity; language planning and language policy; standard and nonstandard usage; censorship; discourse analysis; language attitudes; language, culture and thought; communicative competence; small group communication; and classroom interactions.

ENGL 808: Technology and Literacy

Presents an overview of the interrelationship between literacy and technology. Demonstrates approaches to teaching English using computer technology.

ENGL 815: Qualitative Research

Involves both reading about and training in qualitative research methods such as participant observation, interviewing, coding, and analysis. Topics include: Ethics of using human subjects, epistemological foundations, research design, collection, and analysis. The course also covers dissemination of research findings. This course is for second- and third-year students, not first-year students.

ENGL 820: Quantitative Research in Composition and Applied Linguistics

Presents students with the conceptual aspects of designing, constructing and analyzing quantitative research in Composition and Applied Linguistics. Also provides students with practical experience designing a quantitative study, constructing appropriate research instruments, acquiring IRB approval, collecting data, analyzing data, and reporting results.

ENGL 823: Second Language Teaching

Considers trends, issues, research, and exploration in second language teaching, as well as language learner assessment and testing.

ENGL 824: Second Language Acquisition

Introduces current research in second language acquisition, especially in English. Focuses on prominent research trends in the study of the language learner, the process of acquisition, and the interaction of learner, language, and context.

ENGL 825 Second Language Literacy

Studies theory, research, and pedagogy associated with the development of literacy in two languages, either simultaneously or successively. Focuses on how individuals and groups become literate in English as an additional or second language. Includes explorations of political, cultural, social, contextual, as well as cognitive, textual, and educational issues that arise in acquiring and using a second literacy. Open to MA TESOL and Ph.D. students in Composition and TESOL.

ENGL 830: Research and Practice in the Teaching of College Composition

Studies characteristics of the writing process and of the basic writer, methods for the evaluation of writing, and approaches to the teaching of writing in schools and colleges.

ENGL 831: Rhetorical Traditions

Studies how rhetorical traditions influence the teaching of composition. Examines how cultural factors such as history, politics, ideology, gender, race and ethnicity affect the composing process. Encourages students to think of composition as an open, multicultural event of imagination and social innovation.

ENGL 833: Theories of Composition

Reviews the major theories of composition especially those of the modern and postmodern eras. Examines how cultural factors such as education, history, politics, ideology, gender, race and ethnicity affect theorizing about composition. Encourages students to construct their own theories of composition by entering into a collaborative cultural and intellectual process.

ENGL 835: Research Design and the Craft of Writing

Presents students with the conceptual aspects of designing and conducting a research study. Addresses making critical choices concerning research questions, data collection, methods of measurements, and analysis. Focuses on professional-level, academic writing including writing for a dissertation and writing for publication. Includes a discussion of dissemination of research results and navigating the professional publication process. A practical application is attention to dissertation proposal development and addressing the processes, skills, knowledge, and general dispositions of the professional academic writer.

ENGL 845: Theories of Literacy

Engages students in readings and discussions related to three main areas of inquiry: 1) Conceptualizations of literacy, viewed cross-culturally and historically; 2) Theories of the nature of literacy and its transmission (where, when, why, how, and by whom to whom); and 3) Perspectives on writing systems, traditions of learning, and the implications of technological change.

ENGL 842: Cross-Cultural Communication

Investigates cultural behaviors, assumptions, values, and conflicts surrounding communication across cultures in the context of teaching English as a second or foreign language at all levels.

ENGL 844: Reading Theory and the College English Teacher

Examines the psycholinguistic and ethnographic research on the fluent reading process of native and non-native college readers, relevant to the teaching of writing and reading for academic and literary purposes.

ENGL 846: Advanced Seminar in Literacy

Explores a single topic in depth in the fields of Composition and/or TESOL. Topics are announced in advance and have recently included writing centers, computers in composition, discourse analysis, foundational texts, and writing program administration. May be taken more than once.

ENGL 847: Identity, Power, and the Multilingual Writer

Addresses understandings of current theories on identity as they relate to multilingual writers and develops the ways these theories can be used to analyze processes of identity construction in relation to writers and writing. It considers how issues related to notions of power and ownership of language are part of the larger social constructions of multilingual writers' identities and considers how these identities are often indexed in both research about multilingual writing and in multilingual writing itself.

ENGL 848: Advanced Topics in Linguistics

Explores the study of language involving systematic research techniques. Focuses on a single topic. Topics, announced in advance, include such areas as discourse analysis, language and gender, language and social context, linguistic aspects of translation, the linguistics of written texts, and relation of oral and written communication.

ENGL 854: World Englishes in Composition and Applied Linguistics

Provides an interdisciplinary approach to understanding issues around World Englishes scholarship where teachers, researchers, teach educators, and administrators from a variety of contexts come together to understand, explore, and critique how English(es) is/are positioned around the globe, and how that positioning impacts learning and teaching.

ENGL 867: Research on Writing Centers and Writing Program Administration

Examines the history, theory, and every day practices that surround writing centers and writing programs, including advances in writing across the curriculum and writing in the disciplines. Students will read key books and articles and develop a research project suitable for publication and presentation.

Additional CAL Programs

The Mentoring Program

After completing coursework in the CAL program, doctoral students have an opportunity to apply to teach courses as part of the English Department's Liberal Studies English (LSE) program. The LSE program courses that CAL instructors most frequently teach are ENG 100: Developmental Writing, ENG 101: Composition I, and ENG 202: Composition II. Special sections include fully online and sections for multilingual writers. As part of the practice of teaching, CAL instructors participate in the year-long mentoring program, where they are paired with a full time faculty member from the English Department, receive one-on-one mentoring, and attend group mentoring sections.

The Job Placement Program

The Job Placement Program offers professionalization experiences for students at every stage of their doctoral studies. For new students, we offer workshops that help shape your scholarly identity and map your career trajectory. Many CAL students search for an academic position (administrative, tenure-track, or non-tenure track) their final year of their studies (and in limited cases, sooner). The Job Placement Program provides full support through workshops on developing your CV, Cover letter, and other application materials; how to successfully engage in initial interviews and campus visits; how to negotiate your salary; how to start off successfully in your new position; and much more. Additionally, our workshops cover other areas of professional development not covered by coursework: grant writing, making the most of your conference experience, alternative career paths for academics, community college positions, and more.

Evaluation of Students

This section presents a brief overview of each of the major requirements for the Composition and Applied Linguistics Ph.D. program. More in-depth information about each of these topics is covered in this handbook under each heading.

Completing Coursework

Students must have a 3.5 GPA to submit their qualifying portfolios, take their Culminating Evaluation/Three Chapter Meeting, and have their dissertation defense. For more information regarding School of Graduate Studies and Research Policy on grading, view the Graduate Catalog: <http://www.iup.edu/graduatestudies/catalog/>

Qualifying Portfolio (QP)

At the beginning of the first spring semester after you begin coursework, you will be required to submit a Qualifying Portfolio

Culminating Evaluation/Three Chapter Meeting (CE/3-chapter)

Approximately one year after completing your coursework, you should be ready to schedule your Culminating Evaluation/Three Chapter Meeting. In this meeting, your dissertation committee will evaluate both the first 3 chapters of your dissertation and your presentation of that work to decide whether you are ready to proceed with the dissertation process. In most cases involving participants, the IRB protocol will be submitted after this CE/3-chapter meeting due to potential protocol changes that may be required as a result of methodological changes to the study discussed in the meeting.

Dissertation Defense

Once you have passed your CE/3-chapter meeting, you move to collecting your data, with the approval of IUP's Institutional Review Board, and to analyzing your data and writing your final draft of your dissertation. The Dissertation Defense is your opportunity to present your dissertation and answer any questions your committee may still have about your work. It is truly the culminating event of your PhD work, and a time to be celebrated when you pass. This is the day you become a Doctor of Philosophy.

Qualifying Portfolio (QP)

After their first summer or fall semester in order to continue in the program CAL, students must pass a qualifying portfolio. To be eligible to turn in a portfolio, students must be enrolled full-time during course work. Thus, at the end of the first summer, Summer Cohort students should have 12 credits; at the end of the first semester, Academic-year Cohort students should have nine credits. All students must submit the portfolio the following Spring Semester. Students must have passed their courses with a 3.5 GPA, submit the portfolio when it is due, and pass the evaluation in order to continue in the program. Portfolios are due by 4:00 p.m. the Wednesday of the first week of Spring Semester classes.

The purpose of the portfolio is to provide faculty on the Qualifying Portfolio Evaluation Committee a means to evaluate your ability to successfully complete this program.

The CAL Program Director is responsible for leading the QP review and is therefore most familiar with the policies and procedures that apply to everyone. For this reason, faculty members and students should direct questions about the QP to the CAL Program Director.

Qualifying Portfolio (QP) Directions

1. Use the coversheet and checklist in Appendix A of this handbook.
2. Begin the process by reading the instructions and evaluation criteria listed here in your handbook. For questions, please contact the Graduate English Secretary or the CAL Program Director (gloria.park@iup.edu)
Summer Cohort and Academic-year Cohort students' portfolios are due by 4:00 p.m. on Wednesday, the first week of spring semester classes. If mailing the portfolio, *it must arrive by this date before 4:00 p.m.*
3. Please submit them to:
Director of Graduate Studies in Composition and Applied Linguistics

Humanities and Social Sciences Building, 506 U

981 Grant Street

Indiana, PA 15705 USA

You may bring the portfolio in person to the English Graduate Office, HSS 506U before 4 p.m. on the due date.

After the CAL office receives your portfolio, the office will add two additional items: instructor evaluations (one from each of the courses you have taken) and the grade report for your doctoral courses. These will complete your portfolio for review.

4. All work should be done independently. All materials in the portfolio, including course papers and the qualifying paper, should be written by you only. The CAL Program Director will go over the program's Qualifying Portfolio instructions in the first two weeks of ENGL 800 and answer any questions. Students are to work on the QP without assistance from others (other students, faculty, or anyone else). However, it is acceptable to have discussions among students and faculty about topics, ideas, journals, and general strategies for writing. Discussions with the instructor about selecting course papers for the QP are acceptable. What is not acceptable is the sharing of drafts with faculty, students, or anyone else. The sharing of drafts is prohibited. There are two exceptions to this prohibition. First, during the time a student is taking a class from an instructor, the instructor and student may discuss any papers written for the class and their potential for inclusion in the QP. The second exception is that students may seek editing assistance from one of the IUP Writing Center's graduate student tutors, approved by the CAL Program Director (contact the Writing Center Director for this assistance).
5. Unless indicated otherwise by the assignment, all writing should follow the conventions of academic, edited English and proper documentation of sources, as outlined in the current APA or MLA handbooks. IUP's Academic Integrity Policy covers various concerns related to plagiarism, cheating, and misrepresentation of work; this policy is spelled out in the current *IUP Graduate Catalog*. Academic integrity is a serious matter and violations will not be tolerated. For anyone unfamiliar with the terms of this policy, additional explanation may be found in the current edition of the *MLA Handbook* or the *Publication Manual of the American Psychological Association*. Feel free to discuss with the CAL Program Director any questions about using sources for the QP.
6. Portfolios are not returned to the student; they are stored safely in the department.

Portfolio Evaluation

The purpose of the portfolio is to provide faculty on the Qualifying Portfolio Evaluation Committee a means to evaluate your ability to successfully complete this program. In order to make this evaluation, members of the evaluation committee will examine samples of your academic writing contained in the portfolio, your grades, and your instructors' evaluations of you (from each course you have taken).

The Evaluation Process:

When your portfolio is received, the Graduate Secretary will assign the portfolio a random number. This number will be used to correlate your Qualifying Portfolio Manuscript (QP Manuscript) with your portfolio. Your QP Manuscript will then be removed from your portfolio and labeled with this number so that it can be evaluated separately in a blind review process. The rest of your portfolio consisting of your course papers, instructor evaluations, and grade reports will be kept in the portfolio and evaluated separately from the QP Manuscript.

Evaluation Criteria:

The documents that will be used to make this evaluation are listed in parentheses. On the instructor evaluations, these criteria are provided in the form of questions to each of the professors whose class you have taken.

- Demonstrates an ability to conceptualize, give insights, and use knowledge that is current in the field. (Grades, course papers, QP manuscript, instructor evaluations)
- Orally and in writing, demonstrates an ability to focus ideas and construct arguments. (Grades, course papers, QP manuscript, instructor evaluations)
- Uses feedback constructively, works independently, and handles problems or conflicts in a professional manner (Grades, instructor evaluations)
- Our evaluations of the QP manuscript will include considerations of whether the QP manuscript successfully:
 - Reflects current scholarship in the field on this issue. In this context, "reflects current scholarship" means current, academic peer-reviewed books and articles from the last 10 years in the field. It also includes seminal work in the field.
 - Is appropriately written for the paper of this type. APA/MLA/journal requirements, referencing etc.
 - Demonstrates the ability to focus ideas and construct arguments. Provides warranted arguments that are clear and appropriately referenced.
 - Represents a serious issue worth exploring in the field. The topic and research question/theme relates to a current issue in the field.

For example, the work:

- addresses a current social, educational, or other, (for instance classroom community, workplace, etc.) problem that is of interest to people currently in the field, and
- moves forward a theoretical position or concept that is of interest to people currently working in the field.
- Presents a unique, novel position that is beyond the material reviewed. The central argument of the paper goes beyond the summary of the materials in the paper and what is common knowledge within the field. Conceptualizes beyond what is currently known extending a line of research to the next logical step

The possible outcomes of the Qualifying Portfolio evaluation are as follows:

- **Pass:** You have met all of the criteria and may continue in the program.
- **Fail:** You have not met one or more criteria or have not submitted the QP by the deadline. If you fail the qualifying evaluation you will not be allowed to continue the program. You may appeal this decision in writing to the CAL Program Director within two weeks of the date that the decision was sent out. Your appeal must reach the CAL Program Director no later than 4:00 p.m. on the date two weeks from the date the decision is sent to you. Appeals must be based on the reasons for the committee's decision given to you by the CAL Program Director. Appeals will be reviewed by a committee of three faculty members consisting of the CAL Program Director, or his/her designee, one member of the relevant QP reader group, and one member not part of the relevant QP reader group. Their decision is final and will be conveyed to you in an e-mail message from the CAL Program Director. The appeals committee will meet within 30 days not including days when the university is not in session, and the student will be informed of this committee's decision via email.

The portfolio is not assigned a letter grade. The outcome of the QP review will be sent to your IUP e-mail account within a few days of the evaluation, including a statement about your QP's strengths and/or weaknesses.

What to Include in the Portfolio

Part 1: Course Papers

- Submit two (and no more than two) graded papers or projects that represent your best work in the initial doctoral courses at IUP. These two papers may not be from the same course. We are looking for the best work you are capable of, so you are expected to revise the paper before you include it in the portfolio.
- Submit a clean copy; please do not turn in the original graded paper with the professor's remarks.
- Include the instructor's instructions/requirements with each paper so that faculty readers on the Qualifying Portfolio committee can understand the context of the paper. This might include a copy of the relevant page of a syllabus. Please highlight the relevant section of the page.
- Include for each paper a cover sheet that describes in 250 words or less the revisions you made.

Part 2: Qualifying Manuscript

This paper must be an original work written for an academic journal related to the fields of Composition and/or Applied Linguistics and created especially for the qualifying portfolio. Previously published pieces cannot be accepted, nor can book reviews. Once you have selected a topic on which you would like to write, identify a journal that would be an appropriate place to publish your work. If you have seen a call for papers for an edited collection that interests you, you may also write with that in mind.

To prepare for this task, please do the following:

- Develop a logical argument with a clear thesis or stance supported by reasons and evidence based on current knowledge of the field.

- Read the most recent Information for Authors section of the journal to familiarize yourself with the expectations of the publication. (The Information for Authors section is usually found on the journal's website or in the hard copy.) Who is the audience? What topics are of interest to these readers? What is the writing style? Examine the last 10 years or so of the journal, focusing on articles that are in your area. Study the form and content of the articles, noting variation as well as similarities among them. Carefully consider how audience considerations affect the topic and style of each paper.
- The documentation style for the QP Manuscript should conform to the requirements of the particular journal you have selected; the QP manuscript should include about 15-20 sources in order to demonstrate your range and depth of knowledge.
- For the purposes of the qualifying manuscript, do NOT conduct research that involves human subjects and thus requires IRB approval because there is insufficient time for this approval, and you would need a mentor.

What to include in the portfolio related to the Qualifying Manuscript (QP Manuscript):

The review of the QP Manuscript will be a blind review. This means that you should not include your name on the QP Manuscript, the Annotated Bibliography, or the Cover Letter to the Editor. (Your name will not be on the Information for Authors since you are getting that from the publication you have selected).

Your name should not appear in any place in Part 2 of the QP portfolio. So remember that while you may put page numbers in the header, you will not include your name. If you reference your own work, make sure to black out—or replace your name with a series of Xxxxxx—in the in-text citation and in the reference list as well.)

- **The Qualifying Manuscript**
The paper should be 15-20 double-spaced pages (page count does not include the works cited). While the journal may accept shorter or longer pieces, we ask you to stay within this length guideline for consistency of the portfolio evaluation process. The paper should not be a report of an empirical study given the time that you have, the IRB requirements, and the fact that you would need a faculty supervisor. Instead it should be an article, it may take the form of an essay, that is appropriate for the readers of the journal.
- **Annotated Bibliography**
Annotate each of the sources in your Works Cited (4-6 lines long). By annotating the sources, you will achieve a better understanding of them, and you will help the committee to see your range and depth of knowledge. Create a separate list of annotations and attach it to the back of your manuscript.
- **Information for Authors**
Provide a copy of the Information for Authors to your qualifying manuscript for the publication you have selected. This will assist the committee in evaluating the quality of your paper.
- **Cover Letter to the Editor**
This should be a formal letter of 1-2 pages that is addressed to the editor of the journal you have selected. The letter should identify the audience, purpose, and significance of your paper. It should tell the editor why you believe your manuscript will appeal to the readers of the journal.

Design of the Portfolio

One part of the major requirements of a portfolio is that it displays a set of work in an organized, well-designed, manner. Please do not use 3-ring and other binders. They are bulky to handle and store, and they are environmentally unsound. A well-designed portfolio will have the following elements:

- **Cover sheet:** Use the cover page found in Appendix A of this Handbook as your coversheet and use the checklist to make sure you have included all necessary information.
- **A Table of Contents** that lists the elements collected within the portfolio. Page numbers are not needed for the TOC.
- **Provide each section--Part 1: Course Papers and Part 2: Qualifying Manuscript--of the portfolio with its own title page.** Each subsection can most easily be identified by readers if this page is a heavier weight of paper and/or a different color.
- **Each paper stapled in the upper left hand corner.** Use a small binder clip to secure each section of the QP and a large binder clip to secure the entire portfolio together.
- **Remember to make sure that you do not include your name in any way in your Part 2: QP Manuscript section.**

The QP and Emergency Situations

In the incredibly rare case that an emergency, such as a documented health or family emergency, should occur to a student within two weeks of the QP deadline, students may be allowed a short extension to their deadline. Students must meet the deadline given (the new deadline will depend on the nature of the emergency). In the evaluation, the student either passes or fails. The appeal process is the same as described above.

Degree Completion

This section presents a brief overview of each of the major requirements for the Composition and Applied Linguistics Ph.D. program. More in-depth information about each of these topics is covered in this handbook.

Coursework

Each student must take a minimum of 12 courses. These courses must meet with the program requirements as outlined in the Program of Study.

During your first semester or summer, you are required to take the three following courses:

ENGL 800: Research Methods in Composition and Applied Linguistics

ENGL 825 Second Language Literacy

ENGL 833: Theories of Composition

Beginning in your first semester, the Composition and Applied Linguistics director will hold an advising meeting for students to create a schedule that will work for each student and meet the CAL program requirements.

It is important for you to register for classes during the registration period. Late registration will result in fines that are imposed by IUP. You can find out about courses that will be offered by accessing the University-Wide Class Schedule: https://www.banner.iup.edu/dbServer_prod/szkschd.p_get_category_and_term/

Annual Report

Each student is responsible to submit an annual report on his/her progress through the CAL program. This report will take the form of a Qualtrics survey and has been designed to reduce annual repetition of information. At the beginning of each fall semester, you will be emailed the Qualtrics link to fill out your annual report. The purpose of this report is for you to evaluate your progress toward your degree, including dissertation progress, during the past academic year and get the opportunity to highlight any conferences you have presented at or publications you have had during that academic year. Filling out this annual report is one element of your “student in good standing” status. This status is part of the requirement for receiving travel funding. A student must, at the time of travel funding application, be current student in the program and up-to-date with all program policy requirements, including, but not limited to, completion of his/her annual report.

Qualifying Portfolio (QP)

At the beginning of the first spring semester after you begin coursework, you will be required to submit a Qualifying Portfolio. This portfolio replaces the Qualifying Examinations that many other PhD program use.

Assembling Your Dissertation Committee

Typically within six months of completing coursework, you will assemble your dissertation committee. Once your committee is assembled, you will fill out and file your Research Topic Approval Form (RTAF).

Culminating Evaluation/Three Chapter Meeting (CE/3-chapter)

Approximately one year after completing your coursework, you should be ready to schedule your Culminating Evaluation/Three Chapter Meeting. In this meeting, your dissertation committee will evaluate both the first 3 chapters of your dissertation and your presentation of that work to decide whether you are ready to proceed with the dissertation process. In most cases involving participants, the IRB protocol will be submitted after this CE/3-chapter meeting due to potential protocol changes that may be required as a result of methodological changes to the study discussed in the meeting

Dissertation Credits

In your last semester of course work, register for two Dissertation credits for the following semester (Fall), and continue to register for two Dissertation Credits each Fall and Spring thereafter until you reach your total 12 required dissertation hours. These credits will be registered with the CAL program director. If you reach the 12 required hours before you graduate, you must maintain continuous enrollment by registering for one hour of “Extended Credit—Dissertation” each Fall and Spring until you graduate.

It is the student’s responsibility to make sure that he/she maintains continuous enrollment. Please be aware that missing one semester of enrollment is a violation of the continuous enrollment policy. If the student is not successfully enrolled by the official add/drop date of the next semester, the student will be inactivated in the program. Students inactivated from the program will not be considered for re-admission.

It is important to your final GPA that you register only with Dissertation Credits for your first 12 credits and only with Extended Credits for any remaining credits. Contact the secretary in the English Graduate Office if you need assistance. While paying dissertation credits and extended credits, if needed, the student will be considered a full-time doctoral student. Until the dissertation is successfully defended, a grade of “R” will be assigned to each registered credit.

Effective fall 2017 for students admitted and students admitted after -- Dissertation and thesis credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a student’s CGPA.

Ongoing Dissertation students admitted “prior” to fall 2017 – Dissertation and thesis credits will be assigned a letter grade as the final evaluation outcome for the credits taken and carry quality points weighted towards a student’s CGPA for the number of dissertation credits required for the program. “Extended” dissertation credits are not calculated into a student’s CGPA.

Students must pay tuition and mandatory university fees (equal to the part-time mandatory fees) and may choose to pay Student Health and Activity Fees if the associated services will be used.

For more information, view the view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

The School of Graduate Studies and Research requires that you be registered for the semester in which you graduate. The exception to this is a summer graduation, which requires that you be registered in the previous spring semester, but does not require additional summer registration.

If it is the doctoral student’s intent to discontinue the program, he/she must schedule an appointment with the CAL Program Director as soon as possible to avoid any further registration and subsequent billing.

Dissertation Process

Once you have passed your CE/3-chapter meeting, you move to collecting your data, with the approval of IUP’s Institutional Review Board, and to analyzing your data and writing your final draft of your dissertation. The Dissertation Defense is your opportunity to present your dissertation and answer any questions your committee may still have about your work. It is truly the culminating event of your PhD work, and a time to be celebrated when you pass. This is the day you become a Doctor of Philosophy.

Graduation

Remember to work into your schedule time to attend the graduation ceremony. This is the time that your name will be called and your chair or other committee member will be given the privilege to “hood” you—to put on the cape section of your new academic attire which shows that you have achieved PhD status. You have worked hard; a graduation ceremony allows you to enjoy the achievement.

For more information, view the view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*:
<http://www.iup.edu/graduatestudies/>

Dissertation Process

You are eligible to begin the dissertation process if you have:

- Completed all necessary course work with a 3.5 GPA or higher
- Passed the Qualifying Portfolio Evaluation
- Developed a 20-page dissertation proposal through ENG 835: Research Design and the Craft of Writing
- Have completed your coursework and filed a Research Topic Approval Form (RTAF) form. This is the form that your file with the SGSR that stipulates your title, topic, and dissertation committee members.

Within six months of completing your coursework, you should put together your dissertation committee. This means that you will be ready to file an RTAF form.

If you are not sure who would be a good advisor for you, or who you would like to have as committee members, you should meet with the CAL director who can help you choose a committee. Choosing a chair is also discussed in ENG 835.

Submitted a Research Topic Approval Form to the English Graduate Office in HSS 506U (Do this within six months of completing coursework.)

- Submitted proposal to your dissertation advisor and readers—if they require one. The proposal you create in ENG 835 is typically submitted to your chair (and sometimes your readers); individual advisors may also have additional requirements for proposals.
- Sufficient time to complete and defend the dissertation before reaching the 7-year limit for completing the degree. Students must graduate no later than 7 years from the date of their first doctoral course or risk inactivation from the program.
- Once your Dissertation Advisor confirms that you are ready, you will schedule a defense date. Dissertations and Three Chapter Defense manuscripts must be submitted to readers a minimum of three weeks prior to your scheduled defense date. Please note that these are the deadlines for the final submission to your *readers*, and not to your chair. You and your chair should have set up deadlines for your draft that will allow the chair 3 working weeks of reading time to respond to your work, and time for you to engage in revision, before you send your work to your readers for a three chapter or dissertation defense. **You must leave at least three working weeks for your readers to read your final draft.**
- Remember when making planning decisions to schedule sufficient reading time for both your chair (for each of your drafts) and your committee members (for your final draft for the three chapter defense or dissertation defense). You must schedule at least three working weeks (working weeks are times in which school is in session; they do not include break weeks) of reading time each time you send a draft to your chair or to your readers. For your final dissertation draft, you must schedule three working weeks for your committee to read your work. The deadlines noted above will help you meet these scheduling needs. Please note that CAL members have agreed to read work within the (3 week limit), but they can only be held to these deadlines if you turn your work in according to schedule.
- Your Three Chapter and Dissertation manuscripts should be thoroughly proofread (we recommend you use the Writing Center's graduate editing service), should include a title page and table of contents, and should adhere to APA or MLA guidelines for both the general layout and the formatting of references. The manuscripts should also include a clear and detailed explanation of your methods and methodology, including a discussion of your analysis methods. Empirical studies should include appendices with full instrumentation.
- The Dissertation Advisor determines defense readiness, and the entire committee will agree on required revisions at the conclusion of the defenses.
- While your advisors will guide your research and writing process and make recommendations to help you revise, the scholarship you produce throughout the dissertation process is your intellectual property. Your advisor(s) are not co-owners of the dissertation data and should not be included as co-authors if you publish this data.

Assembling Your Dissertation Committee

A dissertation committee consists of three faculty members:

- a dissertation advisor
Your dissertation advisor must be either a CAL Program Committee faculty member or an English Department faculty member. If you would like to have an advisor who is not on the CAL program committee, you must seek approval from the CAL Program Director. Seeking approval involves submitting a statement of why the proposed advisor's expertise is appropriate for your project goals and a copy of the person's CV to the Program Director. The dissertation advisor is sometimes also referred to as the "dissertation chair" or "dissertation director". The dissertation advisor's role is that of leading member of the dissertation committee. You will work closely with your dissertation advisor from the inception of your topic through all the stages of the dissertation. If you need help choosing an advisor please meet with the CAL director, who can advise you on possible chairs for your committee given your topic. You will also discuss advisor selection in ENGL 835. You and your advisor will determine the details of your working relationship, but it is typical to meet with your advisor about once a month and to receive written feedback on drafts of chapters.
- two readers (minimum) (one of these is usually assigned by the CAL director).
 - one reader must be CAL program members or approved faculty member from English or a related discipline
 - one may be a non-CAL Program Committee member, for example a member of the English department, or other department at IUP, or a member of a PASSE school
 - in addition, there may be an outside reader (see Outsider Reader subsection for more information)
 - if your dissertation advisor is not a CAL Program Committee member, then the two readers must both be CAL Program Committee member

Readers may be consulted about questions that fall in their fields of expertise, but they normally respond only to the final draft of your first three chapters (at your three chapter defense) and dissertation (at your dissertation defense).

You are expected to maintain a professional relationship with each member of your committee, and you should expect committee members to do the same with you and with one another. The CAL Program Director remains your *academic* advisor until you graduate.

In the unlikely event that you need to request a committee change, you should submit this request in writing to the CAL director.

Outside Readers

If a student and dissertation advisor think it would be appropriate, it is possible to invite an outside scholar to be a reader on the committee. This outside reader should be involved in graduate education at his or her own institution and have publications in the field. The outside reader must be approved by the CAL Program Director, the Senate Graduate Committee, and the Graduate Dean; the official approval request is initiated by the CAL Program Director.

To invite an outside reader to join the dissertation committee, the student should send an e-mail request to the CAL Program Director. Include:

- a brief statement of the student's dissertation topic,
- a brief justification as to why the scholar is being invited to be an outside reader (e.g., "Dr. X has expertise in such-and-such and this expertise is important for the student's dissertation.")
- a copy of the potential outside reader's CV.

The program coordinator will then take the request through the approval process and the dissertation advisor and outside readers will receive a letter stating that the reader has been approved. IUP cannot compensate outside readers for their service.

Submitting the Research Topic Approval Form (RTAF)

In the six months following your final semester/summer session in which you complete your course work, you should

1. Develop a 2-page proposal of your intended dissertation research project including the topic, rationale, method of study, references and estimated timeline for the project. Please see the Thesis/Dissertation Handbook for an example of one of these proposals: <http://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-manual/>.
2. Obtain a Research Topic Approval Form from the Graduate Office or from the SGSR website: <http://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/all-forms/>
3. Circulate your 2-page proposal and the completed RTAF to your potential committee chair and discuss possible readers for your committee. Remember that the CAL director may assign your second reader. The signatures on the RTAF indicate that the readers are in agreement with your general topic as outlined in the proposal. Any member of the committee, including the student, may request a meeting of the committee prior to submitting the RTAF.
4. Turn in to the Graduate English Office, HSS 506U:
 - a. Research Topic Approval Form (including the required 1-2 page abstract for SGSR)
5. The CAL Program Director will sign the RTAF from and forward it to SGSR. Once the RTAF has been submitted, the student may not change advisors without first submitting a written request to the CAL Director.
6. Work diligently on your first three chapters. Review the Thesis and Dissertation information provided by the Graduate School at <http://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-manual/>.
7. Follow the most recent version of the IUP Thesis/ Dissertation Manual from SGSR (<http://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-manual/>) and the current edition of the APA or MLA manual. Plan to schedule the Three Chapter Defense within one year of completing your coursework.

Preparing Your First Three Chapters

Students are expected to complete the first three chapters and schedule the Three Chapter Defense approximately one year from the end of course work.

Making steady progress toward the degree means higher quality work overall, and greatly increases your ability to complete the program. Check your IUP e-mail account regularly throughout the year; we will use it to communicate with you. Check in with your dissertation advisor on a regular basis after you finish course work and until you graduate. You should contact your advisor once a month as a minimum to report on your progress. It is your responsibility to stay in contact with your advisor on this regular basis to support your continuing progress.

Once your topic has been approved by your committee, your committee has agreed to serve, and you have filed your RTAF; it is time to write the first three chapters of your dissertation. This document will be evaluated by your committee at the Culminating Evaluation/3-chapter (CE/3-chapter) meeting to determine your readiness and ability to complete a dissertation research project. The chapters must follow the guidelines in SGSR's Thesis/Dissertation Manual and the APA or MLA manual. Prior to the final defense of the dissertation, you should expect to revise all of these chapters in light of the remaining chapters of your dissertation. Nonetheless, the chapters for the Culminating Evaluation/3-Chapter meeting should represent your highest quality work. This manuscript should also be thoroughly proofread; we recommend you use the Writing Center's graduate editing service.

You will develop the three chapters under the guidance of your advisor. Your advisor may recommend that you consult your committee members on specific issues pertaining to their areas of expertise. Readers do not pre-approve chapters or duplicate the work of the advisor, however. Their responsibility is mainly to respond to and evaluate the three chapters at the CE/3-chapter meeting.

The specific nature of the three chapters to be presented to the committee will vary, depending on the type of research being conducted (a theoretical vs. an empirical study, for example). But in all cases, the three chapters must demonstrate an argument for the need for the study with respect to the existing literature. The student must demonstrate his/her breadth of knowledge. While there are many examples of excellent CAL dissertations that follow other formats, most students follow this format or a variation of it:

- Chapter 1: Introduction. Conceptualizes the topic and situates it broadly within the existing literature, outlines an argument based on the need for the study, and presents specific research questions.
- Chapter 2: Literature Review. Develops in-depth the argument introduced in Ch. 1 by critically analyzing and synthesizing the relevant literature in the field, explaining both the contributions and limitations of this research with respect to the student's own project, defining key terms, and providing transitions into the next chapter.
- Chapter 3: Methodology. Details the methods and methodology and describes the research design, site, participants, documents, materials, and data collection and analysis. Empirical studies should include appendices with full instrumentation.

The Culminating Evaluation/3-Chapter Meeting (CE/3-Chapter Meeting)

Chapters are due to readers three weeks in advance of the scheduled meeting. All students living within the contiguous United States are required to attend the CE/3-Chapter Meeting in person. Students not living in the contiguous United States can arrange for a virtual video defense.

Culminating Evaluation/3-Chapter Meetings are not public events and are closed to individuals other than the student and committee members.

CE/3-Chapter Meeting: Planning

When planning ahead for your CE/3-Chapter Meeting make sure that you include sufficient reading time for both your chair (for each of your drafts) and your committee members (for your final draft). You must schedule at least three working weeks of reading time each time you send a draft to your chair or to your readers and build in time to revise the chapters in response to your chair's feedback.

CE/3-Chapter Meeting: Eligibility

Students are eligible for the Culminating Evaluation, provided they have:

- Passed the Qualifying Evaluation (due in January)
- Completed all required courses with 3.5 GPA or higher
- Submitted the Research Topic Approval Form
- Have sufficient time to complete and defend the dissertation before the seven-year limit.

The Dissertation Advisor will determine when the student is ready for the defense.

During the Culminating Evaluation meeting the student will demonstrate a sound argument for the need for the study, breadth of knowledge of the field and relevant sub-fields, a clear focus and organization, and good writing quality. The committee will evaluate the student's oral and written performance.

CE/3-Chapter Meeting: Process

The 3-chapter defense will begin with a Committee Pre-Meeting. Your committee members will ask you to step out of the room for a few minutes (typically 10-15 minutes) while they discuss their perspectives on your work. When you return, you may or may not give a brief presentation (speak with your advisor to learn if this is recommended). Then, the committee members will take turns asking questions about your project. Typically, the dissertation advisor takes notes. You may request to record the conversation, as well. After the discussion, you will again be asked to leave the room while the committee determines the defense outcome. When you return, the committee will detail any required revisions.

CE/3-Chapter Meeting: Possible Outcomes

The committee will decide on one of these possible outcomes, and at the conclusion of the meeting, will submit the Culminating Evaluation Outcome form to the CAL Program Director:

- **Pass with revisions (advisor approval, no second meeting required).** This outcome applies when the student has demonstrated, through both the chapters submitted and performance during the meeting, that she or he has met the criteria listed above and is well-prepared to undertake the dissertation research. In such cases the three chapters will require only minor revisions, which will be approved by the advisor. The readers do not need to see or approve the revisions. At this point, the student continues the dissertation process and, if applicable, submits an application to the Institutional Review Board for the Protection of Human Subjects (IRB). In some cases IRB approval may need to be obtained earlier in the process. Consult with your advisor about the best time to submit the IRB application and whether or not IRB approval is required for your project.
- **Pass with revisions (committee approval, no second meeting required).** This outcome applies when the student has demonstrated, through both the chapters submitted and performance during the meeting, that she or he has met the criteria listed above and is well-prepared to undertake the dissertation research. However, the manuscript is in need of substantive revisions that the full committee needs to approve. The student should revise the chapters and submit them (electronically or in hard copy) to all committee members. The student cannot continue with the dissertation process until they receive written approval from all committee members.
- **Revise & Resubmit (second meeting required).** This outcome is to be used only once. It applies when one, two, or all three chapters require extensive revisions with regard to the evaluation criteria listed above. This option should be selected when, for example, the central problem to be addressed by the research is not clear or convincing, the literature review is inadequate, the proposed methodology contains serious flaws, the ideas are poorly organized or unclear, or the quality of writing is weak. This decision requires a new culminating evaluation/three-chapter defense within three (3) calendar months of the first defense. This three-month period must fall within the students' time-to-degree limit. A Revise & Resubmit decision does not constitute an extension to the time-to-degree limit. No appeal is permitted for an outcome of Revise & Resubmit. If during the resubmission process a substitution must be made due to the loss of a committee member, the program director will appoint a replacement. With a Revise & Resubmit, a second Culminating Evaluation/3-Chapter meeting will be held. The potential outcomes of the Revise & Resubmit Culminating Evaluation/3-Chapter meeting are Pass with Revisions (advisor approval), Pass with Revisions (committee approval), or fail. If the decision is a fail, the student may appeal the decision as defined below in the "Fail." policy below.

- **Fail.** A Fail means that the student has demonstrated that he or she is unlikely to produce a successful dissertation and thus is not permitted to complete the program; the advisor will provide the student with reasons for the decision based on the committee's evaluation of the student's work. The student may appeal this decision to the CAL Program Director within two weeks of the date of the Culminating Evaluation/3-chapter Meeting by addressing, in writing, the reasons given for the Fail outcome. The CAL Program Director will then form an appeals committee and the student will be informed of this committee's decision in writing. The decision of the appeals committee is final and no further appeals are permitted. If the CAL Director is the chair of the committee, a current professor who has formerly served as CAL Director will form the appeals committee. The appeals committee will meet within 30 days not including days when IUP is not in session and the student will be informed of this committee's decision in writing.

Submitting your IRB Protocol

Federal regulations, and general ethical considerations, require that all research involving human participants meet certain federal guidelines for the protection of participants. Those regulations also established the requirements that must be met by an Institutional Review Board (IRB) for the Protection of Human Subjects. You can find out more about IUP's IRB board at <http://www.iup.edu/irb/default.aspx>. IRB forms and applications (all online) instructions can be found at <http://www.iup.edu/page.aspx?id=6599>.

IUP's IRB board meets once a month to review cases that involve protected populations or unusually challenging research. Most other cases are eligible for expedited review and are reviewed on an ongoing basis without the wait for the monthly meetings. This makes the turn around time for most cases reviewed by IUP's IRB board considerably less than one month. Make sure that you work with your dissertation advisor, who will also serve as the official co-investigator for your research, as you work through your IRB protocol. You will also need your advisor's signature on the IRB form so plan time for both protocol development, obtaining your advisor's signature, and IRB turn around time when planning your research.

Communicating with your Dissertation Advisor

Once students identify a faculty member who agrees to direct their dissertation, they are required to communicate with their dissertation advisor regularly. At a *minimum*, students are required to contact their advisor once per semester. However, it is highly recommended that students contact their advisor once per month.

Grievances

Students are expected to work through problems that might arise during the dissertation process with their advisor. However, in the unlikely event that an issue cannot be resolved in consultation with the advisor, students should seek the guidance of the CAL program coordinator. Should the coordinator also be a member of the dissertation committee, the student should seek the guidance of the chair of the English department. Once the RTAF has been submitted, student may not change advisors without first submitting a written request to the CAL Director.

Dissertation Defense

The dissertation defense, all revisions, and uploading the final copy of the dissertation to ProQuest, must occur before a student reaches the 7-year limit. All students living within the contiguous United States are required to attend the Dissertation Defense in person.

Dissertation Defenses are public events.

When you give your copy of the dissertation to your committee for the defense, it should represent your best work and conform to the SGSR Thesis/Dissertation manual you began with. The dissertation defense will cover the entire dissertation and, at the conclusion of the meeting, the advisor will submit the Dissertation Defense Outcome form to the CAL Program Director.

Dissertation Defense: Criteria for Evaluation

During the dissertation defense meeting the student will again demonstrate a sound argument for the need for the study, breadth of knowledge of the field and relevant sub-fields, a clear focus and organization, and good writing quality. In addition, the student must follow the recommendations that emerged from the Three Chapter Defense and present a complete and carefully edited dissertation. The committee will evaluate the student's oral and written performance.

Dissertation Defense: Possible Outcomes

- **Pass.** This outcome applies when the student has demonstrated, through both the dissertation submitted and performance during the defense, outstanding work. It may be that the dissertation requires minor revisions; if so, those revisions will be approved by the advisor. The readers do not need to see or approve the revisions, and they will sign at the end of the defense.
- **Pass with Revisions.** This outcome applies when the student has demonstrated, through both the dissertation and performance during the defense, strong work. However, the manuscript is in need of some revisions that the full committee needs to approve. The student should revise the chapters and submit them (electronically or in hard copy) to all committee members. The committee members will sign after they have approved the revisions.
- **Revise & Resubmit (second meeting required).** This outcome is to be used only once. It applies when two or more chapters require extensive revisions, especially with respect to the evaluation criteria listed above but not limited to these criteria. This decision requires a new dissertation defense within six (6) calendar months of the first defense. This six-month period must fall within the students' time-to-degree limit. A Revise & Resubmit decision does not constitute an extension to the time-to-degree limit. The committee will then decide on either Pass or Fail. No appeal is permitted for an outcome of Revise & Resubmit. If during the resubmission process a substitution must be made due to the loss of a committee member, the program director will appoint a replacement.
- **Fail.** A Fail means that the student has demonstrated that he or she is unlikely to produce a successful dissertation and thus is not permitted to complete the program; the advisor will provide the student with reasons for the decision based on the committee's evaluation of the student's work at the defense meeting. The student may appeal this decision to the CAL Program Director within two weeks by addressing, in writing, the reasons given for the Fail outcome. The CAL Program Director will then form an appeals committee with 30 days not including days that IUP is not in session, and the student will be informed of this committee's decision in writing. The decision of the appeals committee is final and no further appeals are permitted.

Dissertation Defense Meeting Guidelines

Preparation for the Defense

The dissertation defense is a chance for you to have a conversation with your mentors about your scholarship. It is a chance for you to shine and have an intelligent conversation about your work. The best way to prepare for the defense is to reread your dissertation shortly beforehand and to get a good night's sleep.

Opening Remarks

Some advisors may ask you to speak for 5-10 minutes at the start of the meeting, but others may not. Check in with your advisor to determine whether or not opening remarks are recommended. If you do give opening remarks, please keep in mind that the readers have recently read and are familiar with the whole study, so there is no need to present everything. Instead, you might discuss:

1. What you learned from doing the research
2. What excites you about your study
3. Why you feel your study is important

Handout

Dissertation defenses are open to the public. For that reason, it can be helpful to have a 1-2 page handout summarizing your dissertation, but this is not required. Speak with your advisor to determine if a handout makes sense for your project. You could include on your handout this type of information:

- Your name
- Dissertation title
- Brief summary of the study design and research methodology
- Dissertation research questions
- Key findings
- A few important references
- Anything else you think might be important

Making 10-15 copies of your handout should be fine.

Ongoing Copy Editing

Be sure to bring a copy of the dissertation that matches the copy the committee got. While you should have provided the committee with a well-edited copy of your dissertation, there are times when you may have wanted to make some kind of a change to your work. Do not bother to bring changed pages.

Committee Format and Outcomes

The meetings usually last 1 1/2 to 2 hours and are generally a discussion of your work. Dissertation defenses are public events, so it is possible that a few people (usually graduate students) will sit in on the meetings. Your significant other, family, and friends are welcome to attend the defense in if they want to. At the beginning of the defense, the committee will ask you and your guests to step out of the room while they discuss their perceptions of your work. Then, you may or may not give a brief presentation. The bulk of the defense will consist of the readers asking questions. After discussion the committee will again ask everyone to step out of the room so they can discuss the outcome, and then bring only you back to hear the decision.

Please note that your job is to thoughtfully respond to the committee members' questions, clarifying your goals for and conclusions from the dissertation. It's important to stay respectful as you respond to committee members' questions and critiques. If they want things changed, even substantial changes, that's the committee's prerogative, given that making sure you have written a strong dissertation is their charge for the meeting. The committee's goal is to help you create the best dissertation they can. They want to help you, but students sometimes misinterpret this and get overly defensive. Take pride in your fine work, but also be ready to hear some criticism. At the same time, remember, this is your study and you are the expert. But be ready to learn from the reactions of your readers. Good readings of your work will help improve your study.

Almost always, the committee wants some minor revisions. Sometimes they want substantial revisions, which they may or may not wish to review before signing off. On very rare occasions, the committee may wish to hold another meeting.

If you can get your revisions done in time to graduate this semester, fantastic. If not, keep in mind the important thing, that you will be finished soon! Passing the defense meeting is your main goal, even if it takes you a few months to complete revisions. The meeting is what really counts.

Signature Pages

Check with the graduate school about signature page format. On the CAL web page we have information on faculty members' correct name spellings and titles: <http://www.iup.edu/page.aspx?id=96631>

Email your committee members and ask what format they want for their name and title. This is important since some committee members use a middle initial, for example, when signing important documents such as a dissertation. They may also have recently been promoted, so you will want to check their title with them as well. These signature pages have to be correct. People won't sign if you leave off their middle initial or get their title incorrect. Sometimes students get to the meeting and find out that they have not checked with a committee member and have a mistake leading to the fact that the pages have to be reprinted. So it is a good idea to bring an electronic copy of your dissertation and also some bond paper so you can reprint if needed.

Bring about 5 copies of the signature page for signing after the meeting. Ideally, the forms will be signed that day. But sometimes, depending on the outcome, they won't be. Signature pages no longer need to be printed on heavy stock paper unless you want that for your personal dissertation copies. A heavy stock signature page is not required for electronic archival of your dissertation (see below).

Celebrate Your Success—Plan to attend the Graduation Ceremonies

You will definitely want to plan to attend graduation ceremonies—both the one for the English department and the one for the university. In order to attend the university graduation you must make sure that fill out the appropriate forms.

You have done a great deal of work that you should celebrate! Being at a university graduation ceremony where your chair or another representative put your Ph.D. hood over your head for the first official time in front of an audience, can be very celebratory. Plan ahead for this once-in-a-lifetime (for most people) experience. Celebrate!

Submitting the Dissertation to the University

Be sure to consult the SGSR *Thesis/Dissertation Manual* early and often, as it contains information about specific requirements for formatting and submitting your dissertation. The final step in the process is to submit the dissertation, following the SGSR requirements for electronic submission (<https://staging.www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/finishing-your-degree/preparing-and-submitting-theses-and-dissertations/>). A bound copy is no longer required for the library in the English Graduate Office or the IUP library. You, your advisor, and committee members may request a bound copy.

Bound Copies

Because dissertations are available online once you submit them electronically, it is not necessary to give your advisor or committee members a bound copy of your dissertation. If someone on your committee does ask for a bound copy, though, you should of course provide the person with one; but with storage space being limited, most people don't require a bound copy.

We definitely recommend that you get at least two bound copies for yourself, (1 to keep and 1 for loaning out). Due to storage space limitations, the library and CAL office no longer take a bound copy of your dissertation since the electronic version is actually much more widely accessible. You can find out more about binding options on the following SGSR website: <https://staging.www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/finishing-your-degree/thesis-dissertation-printing-and-binding-options/>

Graduation

Students must have registered for a total of at least 12 credits of Dissertation (ENGL 995) by the time they graduate. In order to graduate, you must apply for graduation by the SGSR deadline. You can find out more about the graduation process at <http://www.iup.edu/commencement/graduate/how-to-apply-for-graduation/>

It is important to note that student who will finish their dissertation process for an August graduation, will be allowed to walk in the large, University-wide May ceremony, but not in the large, University-wide December ceremony.

Becoming an Alumni

Please update your address in URSA and stay in touch with us throughout your career. CAL students are very productive during their careers, and we would like to know about your accomplishments. You can start this process by making sure that you provide the graduate secretary your new email so that we can add you to our alumni list and to our alumni listserv.

Requests for Letters of Recommendation

As you move to the job market you will often be asked to provide letters of recommendation. Please follow these steps:

At least six weeks in advance of your deadline for submitting the letters, contact your professors in person or by e-mail to ask them if they are willing to write a letter. Provide the professor with specific information to help them recall you and your accomplishments. Include the following in your request:

- Your complete name (as listed in the IUP directory), plus current postal and e-mail addresses
- Date the letter of recommendation is due
- To whom the letter should be sent—name, title, and address. If you want it sent to you, then provide a self-addressed envelope.
- If the recommendation is to be completed on a form, be sure you have completely filled out your part of the form. Leave no blanks on your section of the form.
- Why you need this letter—what are you applying for?
- Specifics about the position—needed knowledge, skills, and experience
- List all classes you have taken from this professor—specify course numbers, titles, semester, year, brief descriptions of projects you developed, how they might relate to your current application, and final grade.
- List other kinds of work you may have done with this professor—thesis, portfolio, internship, independent study, etc.
- Your current status—semester, year, planned or actual date of graduation, and current job
- Include a copy of your vita or resume, and still include the information above in your request.
- Remember that it is unlikely that your recommender will be able to address accomplishments that he or she was not involved in with you, such as pre- or post-IUP activities, work done for other professors, or work done outside of the program.
- Do not assume that your professors will agree to write a letter for you. Ask politely for a response to your request. Allow one week for the response. If the answer is yes, write a brief thank-you note. If the answer is no, contact the next person on your list. If you do not receive a response, contact the professor again with a polite reminder.

University Policy and Procedure

University Policy is the Baseline Policy

Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact the CAL director or the School of Graduate Studies and Research.

Academic Calendar

View the IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

Academic Grade Appeal Policy

For Information regarding the Grade Appeal policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Academic Integrity

For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/
The Source: A Student Policy Guide: www.iup.edu/studentconduct/thefsource/

Academic Status and Satisfactory Academic Progress

For more information, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Affirmative Action

Indiana University of Pennsylvania is committed to providing leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regard to race, religion, national origin, ancestry, sex, physical handicap, or affectional or lifestyle orientation. This policy is placed in this document in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 as well as federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era. Please direct inquiries concerning equal opportunity to: Office of the Provost, 205 Sutton Hall, 1011 South Drive, IUP, Indiana, PA 15705-1046 U.S.A.

Bereavement-Related Class Absences

For Information regarding the Bereavement-Related Class Absences policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Graduate Fresh Start Policy

A graduate student who has been separated from the university as a result of academic dismissal, including time-to-degree dismissal, may only apply for readmission to the University if the student has been separated from the university, for a minimum of two calendar years (24 consecutive months) from the date of dismissal. The request to be considered for readmission to the University must be into a graduate program, and readmission to the program from which the student was dismissed may not be sought. A student dismissed as a result of an academic integrity violation is barred from utilizing the Graduate Fresh Start Policy to request readmission.

Conditions for a Graduate Fresh Start Application

A graduate student may apply for a Graduate Fresh Start only if he/she meets all of the following conditions:

- he/she was academically dismissed, including time-to-degree dismissal from an IUP graduate program;
- he/she has been separated from the university for a minimum of two calendar years (24 consecutive months);
- he/she applies for readmission consideration to a graduate program at IUP, excluding the program from which the student was academically dismissed.

The graduate student must apply to the desired program through the standard Admissions process. Having reviewed the prior and intervening factors for evidence of potential for improved academic success, the program coordinator, after departmental review, may recommend to the Dean of Graduate Studies and Research that the student be readmitted to the University and admitted to the program. The Dean's decision is final and is not subject to appeal.

Conditions for a Graduate Fresh Start Record

All credits and grades for IUP course work taken before readmission under this Graduate Fresh Start Policy shall remain on the transcript. Upon readmission, a new cumulative (GPA) is established based on credits and grades earned from the date of readmission. Individuals may seek readmission to the University through the provisions of this policy only once.

Prior Record

The student's graduate record will be identified as a Graduate Fresh Start. No graduate credits earned from the program in which the student was dismissed are permitted to be transferred to the Graduate Fresh Start sought degree. Any other transfer credits must meet the IUP Transfer Credit Policy.

Students seeking a degree under the Graduate Fresh Start are not permitted to repeat a previously taken course from the program in which the student was dismissed and have it count towards improving the previous CGPA that was prior to readmission. Any course repeat(s) will be counted as a course taken under the Graduate Fresh Start and applied solely to the new degree sought and new cumulative GPA.

Academic Standards

A student who is readmitted under the provisions of the Graduate Fresh Start Policy shall be required to meet current degree requirements. He/she shall be academically reviewed under the policies published in the academic catalog at the time of re-matriculation. Students readmitted to the University under this policy and who were dismissed initially by exceeded time-to-degree requirements may not be granted extensions of time-to-degree requirements.

Program Level Exams Appeal Policy

Appeals for Program Level Exams such as, candidacy, comprehensive, or qualifying examinations, are made to the Dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations; and not simply on the outcome of the examination. Procedural violations would be cases in which the program /department failed to follow program/department and/or University policies and/or procedures relating to the administration and/or evaluation of the exam.

The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR within **30** days of receipt of the outcome of the examination.

Upon receipt of the written appeal to the Dean of the SGSR, the Dean will conduct an investigation of the allegation, review the documentation and render a final decision **which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.**

If it is found that policy/and/or procedure has been violated, the Dean of the SGSR will instruct the program/department to allow the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be counted as one of the attempts permitted under the University or Department's Reexamination Policy.

Reexamination Policy: Candidacy/Comprehensive Examination

No student is permitted a "third" examination without a recommendation to that effect from the degree program's sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research Dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research.

Registration

<http://www.iup.edu/registrar/students/registration/>

For more information regarding registration and tuition billing, please contact the Office of the Bursar:
www.iup.edu/bursar/

Social Equity

The Office of Social Equity: www.iup.edu/socialequity/

For more information regarding University policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Student Conduct

Policies from the Office of Student Conduct: www.iup.edu/studentconduct/policies/

(*IUP Email Communication Policy, Student Behavior Regulations, The Source, Student Rights and Responsibilities, etc.*)

Time Limitations

Doctoral candidates must complete degree requirements no later than seven years after beginning IUP doctoral program course work. No time extensions are considered for doctoral students unless all degree requirements other than the dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit.

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog:
www.iup.edu/graduatestudies/catalog/

Seven-Year Timeline Extensions

The seven-year limit begins in the semester in which you take your first course in the doctoral program. As a basic rule, the seven-year timeline is not to be extended. Only under exceptional circumstances will the SGSR grant an extension. A student may contact the CAL Program Director prior to their seven-year time expiration limit if exceptional circumstances require the student to be considered for an extension.

Official documentation of the reason for the extension is required, and must be sent directly to the SGSR. In general, extension requests will be considered only under these conditions: (1) The request has been submitted before the seven-year deadline is reached, (2) the Research Topic Approval Form and IRB approval are on file, (3) there has been a successful Three-chapter defense, and (4) data has been collected (assuming data collection is part of the project). Extensions are discouraged, rare, and never automatically granted.

Leaves of Absence

Completing coursework, the dissertation, and all degree requirements necessitates steady and regular progress. The seven-year time limit for completing the program is designed to ensure that students finish the Ph.D. in a timely manner. Our history shows that students deviating from this time line and students not making steady progress are mostly unsuccessful in earning their degree. Therefore, leaves of absence or suspensions of work are not permitted. Students must maintain continuous enrollment. This means that during coursework, Academic-year Cohort students may not take a semester off and Summer Cohort students may not take a Summer Session off. During coursework, missing one semester or summer session means that the student has not maintained continuous enrollment. During dissertation work, a student must maintain fall and spring dissertation credits. During dissertation work, if a student has not registered for a particular semester and continues to remain unregistered until the end of the official drop-add period of the following semester (one week from the start of the semester), he/she will be inactivated from the program.

Time-to-Degree Doctoral Dismissal Appeal Policy

A student dismissed from a program because of time-to-degree expiration (see Time Limitations policy) can appeal the decision to the Dean of the School of Graduate Studies and Research (SGSR), based on policy and/or procedural violations. The appeal can be based only on policy/procedural violations.

The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR **within 30 days** of receipt of the dismissal letter.

Upon receipt of the written appeal to the Dean of the SGSR will conduct an investigation of the allegation, review the documentation and render a final decision **which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.**

If it is found that policy/and/or procedure has been violated, the Dean of the SGSR will rescind the dismissal.

- a. Doctoral candidate time limitation (see Time Limitations policy) may be extended through student petition. The program coordinator on behalf of the student, no later than the first day of the month of the student's time-to-degree expiration date, makes the request to the Dean (or designee) of the SGSR. The request must include justification for the extension. Official documentation will be required to justify the requests for the extension and amount of time by the Dean (or designee) of the SGSR to support the request.
- b. No time extensions are considered for doctoral students unless all degree requirements other than dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit (see Time Limitations policy).

Withdrawing from the Program

Our goal for the Graduate Studies in Composition and Applied Linguistics Program is to provide you with a high-quality education to help you successfully earn your Ph.D. in English. Unfortunately, despite everyone's best efforts, some students are unable to complete all of the degree requirements. While this is regrettable, we hope all students benefit from whatever time they spent in our program. Students at any stage wishing to withdraw from the CAL Program should send formal notification to the CAL Program Director. Students who withdraw will not be considered for re-admission.

In-activations

Regrettably, sometimes students must be inactivated from the CAL Program. Reasons may include, but are not limited to: academic misconduct, failing the QP, failing the Culminating Evaluation/3-chapter Meeting, failing the dissertation defense, not maintaining continuous enrollment, or not making sufficient progress toward their degree. Students inactivated from the program will not be considered for re-admission.

Title IX Reporting Requirement

For more information regarding Title IX Reporting Requirement policy, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Transfer of Credits (Effective fall 2017) Policy

For more information regarding School of Graduate Studies and Research policy on transfer credits, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: <http://www.iup.edu/graduatestudies/>

Composition and Applied Linguistics Transfer of Credits Policy

The CAL program does not accept transfer credits.

Student Responsibility

Students are ultimately responsible for their own progress through the Ph.D. program. All CAL students are required to follow the policies outlined in the Program Handbook. Students are also responsible for abiding by all other IUP policies that relate to Graduate Studies.

Research

Support for Research

Doctoral and Masters Student Travel to Present Papers

This fund supports graduate students currently enrolled in an IUP doctoral or masters program who are presenting papers at professional meetings. It is important to note that you must be a student in good standing in the program to receive travel money. A “student in good standing” is a student who, at the time of travel funding application, is current student in the program and up-to-date with all program policy requirements, including, but not limited to, completion of his/her annual report.

The maximum award for doctoral students is \$750 for a paper presented out-of-state and \$350 for a paper presented in state. Students who are co-presenting papers and seeking graduate school funding must evenly divide the award money. An application for funding must be submitted for each conference presentation and received in the English Graduate Office at least two weeks prior to the conference date. Most expenditures are refundable under the travel guidelines, but as of spring 2013, meals will not be refundable. You can find more information and a link to the application form here: <http://www.iup.edu/research/resources/funding-research/students/graduate/internal-iup-funding-for-graduate-student-research/>

Graduate Student Research Grants

This fund was created to encourage and support students as they undertake research and creative projects which will contribute new insights in the student’s chosen academic field. The amount of the grant that students may receive in support of their research project, creative project, thesis, or dissertation is \$1,000 per year. Applications for support must reflect excellent academic scholarship and must carefully follow the proposal guidelines for funding consideration. The student must be enrolled at IUP during the term of the award. Two grant competitions are held annually; proposals are due the first Monday in November and the first Monday in February. You can find more information at <http://www.iup.edu/page.aspx?id=65579>.

Graduate Student Professional Development Fund Outstanding Graduate Student Researchers

Graduate students can apply for up to \$300 to support their participation in scholarly and creative activities that add to their professional development in a significant way. Graduate students must provide a clear description of the proposed activity and explain how it adds to their scholarly development. As part of the application, a faculty member must describe the importance of the activity as it relates to the student's scholarly goals and educational progress. Examples of eligible activities include serving as a moderator, discussant, or proposer/organizer of a panel, roundtable, or focused session at a disciplinary conference; presenting research methodology for feedback at a roundtable discussion at a conference; or leadership activities related to professional or disciplinary associations. *Please note that this does not include the type of "moderator" or "chair" role that is sometime assigned in which you act as the introducer of speakers/timer of a session for which you were not the proposer of that session.* Support to individual students will not exceed \$300 per academic year. See <http://www.iup.edu/page.aspx?id=65579>.

Outstanding Graduate Student Researchers

This award recognizes graduate students who have completed what their academic departments believe to be outstanding research projects. Three to five \$100 awards are made to graduate students each spring. These awards are competitive and open to graduate students nominated by faculty advisors from departments that offer graduate programs. For guidelines see <http://www.iup.edu/page.aspx?id=102137>. If you think that your work could qualify for such an award, it is acceptable for you to talk to your chair about this possibility.

Other Research Related Information

Applied Research Lab: www.iup.edu/arlab/

For more information, visit the website of the School of Graduate Studies and Research, click on *Research*: www.iup.edu/graduatestudies/

Composition and Applied Linguistics/MA TESOL Program Awards

Awards at the MATESOL Level

Gebhard Family M.A. TESOL Program Award for Creative Excellence (\$500)

This award, established by Dr. Jerry Gebhard, is given to a current M.A. in TESOL student who consistently show creative excellence. During the Spring semester, the CAL faculty will nominate and a committee will select the recipient.

Innovative Thesis Award

This award is given to up to two students a year who have shown excellence and innovation in their completed theses. During Spring semester, the CAL faculty will nominate and a committee will select the recipient(s).

Awards at the Composition and Applied Linguistics Ph.D. level

Patrick M. Hartwell Memorial Scholarship (\$500)

This award, established in memory of Dr. Hartwell, is given to a doctoral student specializing in Composition Studies who demonstrates academic success and potential for research in Composition Studies. The criteria are as follows:

- Must be a graduate student majoring in Composition Studies in the TESOL/Composition Program, Department of English at IUP
- Must be in good academic standing with a minimum 3.0 GPA and demonstrate a promise for continued academic success
- Must demonstrate interest in and potential for research in Composition Studies

During the Spring semester, the CAL faculty will nominate, and the CAL Awards Committee will select the recipient.

Awards at the Three Chapter Stage

Award 1: Promising Future Research in Composition Award

Award 2: Promising Future Research in TESOL Award

Award 3: Promising Future Interdisciplinary Research in Literacy Award

These awards are given to students who have successfully completed the Three Chapter stage of their doctoral work. One award in each category is given to one student each academic year. Once a student has successfully completed the Three Chapter defense, he or she may apply to one of the three categories. A student may submit an abstract for only one award. The category of the award is selected by the student when applying and not the evaluating committee. A committee of three CAL faculty members will consider the proposal in each category and provide a ranking of the abstracts. The abstract with the highest collective ranking in each category will receive the award. The awarded abstracts with student names may be publicly displayed in HSS and on the web.

How to apply: Doctoral students may apply for this award by submitting a two- to three-page abstract (context, research aims and questions, method, and significance) of the research project to the CAL Program Director; include a cover sheet containing the name of the award category, full contact information, and dissertation committee members. Applications must be received by the CAL Program Director by April 1.

Awards at the Three Dissertation Completion Stage

Award 4: The Ninacs Innovative Researcher in Composition Award (\$250). *

This award was established by the Ninacs family in honor of their grandmother Rose Magno.

Award 5: Innovative Researcher in TESOL Award

Award 6: Exemplary Interdisciplinary Research in Literacy Award

These awards are given to students once they have successfully defended their dissertation. One award in each category is given to one student each academic year. Once a student has successfully completed the defense of their dissertation, he or she may apply to one of the three categories. A student may submit the abstract for only one award. The category of the award is selected by the student when applying and not by the evaluating committee. A committee of three CAL faculty members will consider the proposal in each category and provide a ranking of the abstracts. The abstract with the highest collective ranking in each category will receive the award. Acceptance of the award may involve the presentation of a professional lecture of at a special ceremony that recognizes the achievement of the student researcher and is open to the entire campus.

How to Apply: Doctoral students may apply for this award by submitting a three-page abstract of the dissertation research (context, research aims and questions, method, findings, and significance) to the CAL Program Director. Include a cover sheet containing the title of the award category, full contact information, and dissertation committee members. Applications must be received by the CAL Program Director by April 1.

Awards for Exemplary Teaching of Literacy and Language

Award 7a: Exemplary Teaching of Literacy and Language Award

Award 7b: Exemplary Teaching of Literacy and Language Award

Two literacy and language teaching awards recognize quality teaching in the area of literacy and language teaching. The award is intended for students who are actively teaching in the Composition and TESOL Program as teaching associates and who have been evaluated by mentors in the CAL mentoring program. Teaching associate mentors will nominate students and, in conjunction with the awards committee, select two winners. The awards will then be announced publicly. There is no application. Faculty will make this award in the Spring or Summer. The nominated CAL teaching associate will have:

- well-developed and pedagogically sound materials that appeal to students' interests
- a teaching style that appeals to multiple learning styles
- teaching practices generate multiple types of participation
- engaging presentation and response styles
- students who were actively engaged throughout the class sessions

Considerations for the award may also be based on improvements seen in these areas during the teaching year.

Award for Professional Development

Award 8: Professional Accomplishments in Research Award

The award is intended for students who are actively publishing research in professional journals and presenting research at national and international conferences. A committee of three faculty members will rank the quality of the students' published work. The student with the highest ranking will receive the award. Acceptance of the award may involve making a presentation at an awards ceremony. A sample of the student's work may be publicly displayed in HSS.

How to Apply: Master's and doctoral students may apply for this award by presenting a vita and a copy of the publication(s) for which they wish to be recognized. Include a cover sheet containing the title of the award category and full contact information. Applications must be received by the CAL Program Director by April 1

Student Rights and Responsibilities

For more information regarding student rights and responsibilities, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

The Policies and Information in this Program Handbook are Subject to Change.

Appendix A: A Sample of Recent CAL Program Dissertations

2019

- Johnston, Sandra. (2019). Towards "Comprehensive Internationalization": A Study of International Student Perceptions and Experiences of L2 Writing Across the Curriculum [Dissertation Advisor: Park]
- Lyon, Thomas. (2019). A Pragmatic Analysis of Public Discourse on American Women in Combat [Dissertation Advisor: Pagnucci]
- Mendenhall, Lora. (2019). Mitakuye Oyasin and Service-Learning: A Narrative Plan for Ecological Restorative Justice, Jasper County, Indiana [Dissertation Advisor: Pagnucci]

2018

- Alhamdan, Alaa. (2018). Multilingual Codeswitching between Arabic and English: Structural Patterns, Conversation Strategies, Identity Exhibitions, and Educational Applications [Dissertation Advisor: Savova]
- Brown, Debra. (2018). Instructor-Student Conferencing as Pedagogy: Measuring ISC Pedagogy's Impact on Student Writing and Self-Efficacy [Dissertation Advisor: Driscoll]
- Bakri, Haytham. (2018). The Effect of Dynamic Written Corrective Feedback on Saudi EFL Students' Writing Accuracy: A Four-Week Study [Dissertation Advisor: Rafoth]
- Darwish, Abdullah. (2018). Exploring academic and disciplinary literacy socialization and enactment of international undergraduate students [Dissertation Advisor: Driscoll]
- Dickinson, Summer. (2018). Writer(s) Material and Sensorial Worlds: The Story of a Writer Who Raised a Writer [Dissertation Advisor: Porter]
- Liao, Fang-Yu. (2018). Translingual Creative Writing Pedagogy Workshops: University Teachers' Transformations on Pedagogical Ideas [Dissertation Advisor: Hanauer]
- Morales, Jack. (2018). Literacy Sponsorship at Staten Island Community College of The City University of New York, 1969-1976 [Dissertation Advisor: Vetter]
- Nicholes, Justin. (2018). Exploring How Chemistry and English Majors Understand and Construct Disciplinary Identities in Relation to Life, Departmental, and Writing Experiences: Implications for WAC and Retention [Dissertation Advisor: Hanauer]
- Powell, Roger. (2018). The Impact of Teacher and Student Mindsets on Responding to Student Writing in First Year Composition [Dissertation Advisor: Driscoll]
- Reid, Evelyn. (2018). Stakeholders in the Politics of Literacy Instruction: A Descriptive Study of Narrativized Accounts in Journal of Basic Writing and Computers and Composition: An International Journal [Dissertation Advisor: Rafoth]
- Saaty, Ahdab. (2018). Wiki-Supported Collaborative Writing. Saudi Female Graduate Students' Discourse Practices, Writing Patterns, and Participant Perceptions [Dissertation Advisor: Savova]

2017

- Algubaisi, Bader. (2017). Exploring and Understanding of Administrators, Teachers, and Students Expectations and Actual Use of Technology - Enhanced Language Learning in a Saudi Tertiary Context [Dissertation Advisor: Porter]
- Alluhaydan, Khulud. (2017). "Writing to Learn in an Online Community of Practice: An Exploratory Study of Arab ESL Learners' Texts and the Corrective and Commentary Feedback They Received. Linguistic, Pedagogical, and Sociolinguistic Analysis [Dissertation Advisor: Savova]
- Carter, Angie. (2017). An Eye Toward Change: Examining Requests in Teacher-Student Writing Conferences [Dissertation Advisor: Rafoth]
- Charles, Quanisha. (2017). Black Teachers of English in South Korea [Dissertation Advisor: Park]
- Cobb, Gretchen. (2017). Habitus of Deafhood: Using Sociolinguistics of Sign Language to Compile an Academic ASL Dictionary [Dissertation Advisor: Bizzaro]
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- Hopkins, Justin. (2017). [Dissertation Advisor: Hanauer]
- Lee, Alice. (2017). Exploring the Identity Construction of Multilingual Writers in World Englishes Writing Centers [Dissertation Advisor: Deckert]
- Lee, Melissa. (2017). Student-Centered Englishes Pedagogy: A Case Study Exploration of a New Orientation to Composition [Dissertation Advisor: Park]
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- Simpson, Shelah. (2017). Student Perceptions of Online Writing Center Designs for Fully-Online Programs [Dissertation Advisor: Rafoth]
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- Azizoglu, Basak. (2016). The Lore of Second Language Literacy: The Development of a Creative Writing Program for Second Language College Students [Dissertation Advisor: Bizzaro, P]
- Crawford, Frances. (2016). An Investigation of Writing Center Certification and Accreditation [Dissertation Advisor: Rafoth]
- Ganni, Jessica. (2016). Validating Placement for Teaching and Learning [Dissertation Advisor: Williamson]
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- Bailey, Christine. (2014). The Role of Aesthetic Artifacts in Creative Writing Research: Casting Student Identity Narratives as Cultural Data [Dissertation Advisor: Bizzaro, P]
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- Amicucci, Ann. (2013). A Descriptive Study of First-year College Students' Non-academic Digital Literacy Practices with Implications for College Writing Education [Dissertation Advisor: Williamson]
- Burke, Brian. (2013). Using Comic Books and Graphic Novels to Improve and Facilitate Community College Students' Literacy [Dissertation Advisor: Pagnucci]
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Appendix B: Qualifying Portfolio Cover Page

Name _____

Banner ID @ _____ Date Submitted _____

Mailing Address: _____

IUP E-mail Address _____ Semester Started _____

Portfolio Checklist

- I meet the minimum GPA requirement of 3.5.
- I include this page for my cover sheet, followed by a table of contents listing the main parts of the portfolio (you do not need to insert page numbers in the table of contents).

Part 1

- I include a copy of two revised course papers along with a copy of the assignment for each one. If there are multiple assignments on one page, I highlight the one that the paper is a response to. I include a cover sheet for each paper that describes the revisions I have made.
- I have used a small binder clip to bind together everything in Part 1 of my portfolio.

Part 2

- For the qualifying manuscript, I include a copy of the Information for Authors that is provided by the publishers of the journal
- For the qualifying manuscript, I include a 1-2 page formal cover letter that is addressed to the editor of the journal I have selected. The letter identifies the audience, purpose, and significance of my paper.
- I include my qualifying manuscript (15-20 pages). This is an original work written with an academic journal or edited collection in mind.
- I also attach a list of annotations for each source in the works cited.
- I have used a small binder clip to bind together everything in Part 2 of my portfolio.
- I have made sure that my name does not appear on any piece in Part 2 of my portfolio.

Entire Portfolio

- I have used a large, single binder clip to bind together everything in the portfolio and my cover sheet is on top. I did not include a three-ring binders, folder, or other binding materials.
 - o **The QP must be *received* by 4 p.m. on the deadline.** *Please be aware that mail is delivered to the English Department only twice weekly. So, plan ahead carefully if you are mailing your portfolio.*

Mail your portfolio (or hand deliver your portfolio) to:
Director of Graduate Studies in Composition and Applied Linguistics
506 U Humanities and Social Sciences Building,
981 Grant Street
Indiana, PA 15705 USA



Appendix C: Signature Page

Dear Composition and Applied Linguistics Student,

Congratulations on choosing to further your education here at IUP. The Composition and Applied Linguistics program's goal is your success.

So that your experience in the graduate program is the best it can be, this Composition and Applied Linguistics handbook provides one location for information essential to you. Not only does it contain information regarding Composition and Applied Linguistics policies, but it also includes IUP policies and procedures, as well as other helpful information about the university services, activities, and the Indiana community.

In addition, IUP's Civility Statement and our statement of student rights and responsibilities provide the framework for your role as an IUP citizen and a member of our IUP family.

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this department/program student handbook.

_____ [please initial] I understand my program coordinator may share this document with the School of Graduate Studies and Research.

Print Name

Signature

Date

Submit to Composition and Applied Linguistics Director by the end of the first week of classes.

The Composition and Applied Linguistics program will keep this signed document on file.