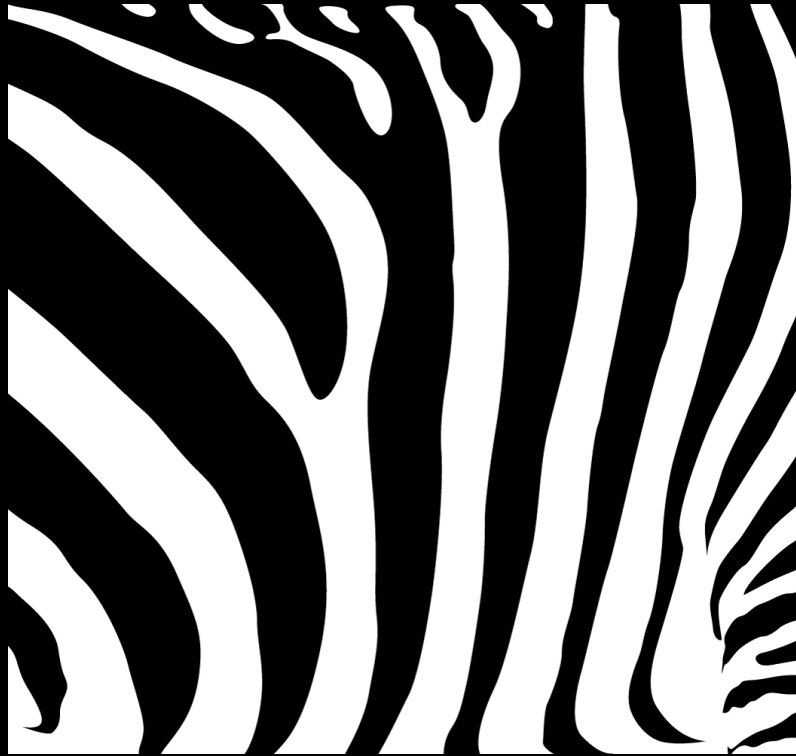


English as a Second Language

Graduate Study Guide



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INTRODUCTION

Welcome (back) to the Graduate Program in English as a Second Language in the Department of English at Purdue University.

This document, *Graduate Study in ESL: A Guide for Students and Faculty*, describes and explains the various policies, procedures, and practices students in the Program must be aware of. Both you and your academic advisor will need to refer frequently to it as you go through the stages of obtaining your degree. An on-line version of the *Guide* is available at:

<http://www.cla.purdue.edu/english/esl/gradstudyguide.html>.

It is your responsibility to become thoroughly familiar with its contents right away. You with your advisor are responsible for meeting any deadlines and completing appropriate paperwork.

In addition to the *Guide*, you and your advisor will need to consult other resources for additional rules and regulations set by the Department of English and the Graduate School. For more information about these, see:

Department of English Manual for Graduate Study, available from the English Graduate Office or at:
<http://www.cla.purdue.edu/english/graduate/documents.cfm>

The Graduate School website: <http://www.gradschool.purdue.edu/students/current/>

Written documents are not your only sources of information. Feel free to contact the Program faculty and staff with any questions or concerns you may have.

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ACADEMIC ADVISORS

Every student has an assigned academic advisor and an advisory committee in ESL for the first three semesters of study. Students will need to meet with their advisors at least once at mid-semester in the Fall and in the Spring to assess their progress and select and register for courses for the following semester.

Major Professor

Ideally, by the beginning of their third semester in the Program, students will have identified the general area within ESL they want to work in and are ready to ask an ESL faculty member to serve as Major Professor.

The Major Professor acts as the student's academic advisor, directs the research and writing of the PhD dissertation or MA thesis, and advises the PhD student in the selection of an appropriate secondary field, the choice of other faculty members to serve on the Advisory Committee, and the preparation of the Plan of Study.

Advisory Committee

At every stage of study, Advisory Committee members (at least two in addition to the Major Professor) help the student meet deadlines, provide counsel and advice, respond to written work submitted, and attend the oral defenses of the prospectus and of the doctoral dissertation or the oral defense of the MA thesis.

PhD students add a fourth member to their Advisory Committee when they begin formal work on the dissertation.

PLAN OF STUDY

The Plan of Study (POS) is a document that all graduate students are required to submit to the Graduate School. The POS must be filed no later than October 15th of the third semester of residence and after students have chosen their Major Professor and - in consultation with the Major Professor – have established their Advisory Committee.

Completing and submitting the POS is a fairly straightforward process. Step-by-step directions for filling out the form and information regarding the content to be entered can be found on pages 25-29 of the *Department of English Manual for Graduate Study*.

Overview of major steps

- Access the electronic “Plan of Study Generator (PSOG) via the MyPurdue portal to BANNER.
- Send copies of the POS to the Major Professor and Advisory Committee for review.
- Once the Advisory Committee has reviewed and approved the draft POS, submit a paper copy of the draft to the English Graduate Office along with the completed “Rationale” for the ESL MA (p. 55) or PhD (p. 59) in the *Department of English Manual for Graduate Study*.
- After the Director of Graduate Studies reviews and approves the POS, submit the final electronic version of the POS (via the POSG) to the Graduate School.
- Advisory Committee members approve the on-line form when the Graduate School notifies them via email that the POS is available.
- Changes can be made at any time to the POS through the PSOG by repeating these steps.

Guidelines

- A minimum of thirty (30) credit hours is required.
- No single 600-level course can be taken to satisfy both the seminar and elective requirements.
- English 627 can be repeated to satisfy requirements if offered in different subject areas.
- The foreign language requirement must be met in addition to these requirements.
- Courses that are audited, taken “Pass/No Pass,” or those in which a student earns a grade below “B” cannot count toward the required number of hours.

Please note: Students are expected to take required courses at the first opportunity they are offered and not to rely on independent study courses to meet degree requirements.

COURSE TRANSFERS, WAIVERS, AND SUBSTITUTIONS

Under some circumstances it is appropriate to request that a required graduate course be waived or substituted for by a course taken previously.

Transfer credit

Course credit from another program or institution can be transferred. However, the following criteria apply. The courses:

- Have not been used to satisfy the requirements of another degree held by the student
- Are subject to the approval of the student's Advisory Committee
- Are limited to six credits
- Must be transferred from an accredited institution
- Must bear appropriate graduate credits and carry a grade of “B” or better
- Have been earned within the last five years

Waiver of prerequisite course

Students may be eligible for a waiver of English 50600: *Introduction to English Linguistics* if they have taken a course that:

- Is an equivalent course taken at an accredited institution
- Was taken within the past seven years.

To apply for a waiver, a request is made to the Director of Graduate Studies during the student's *first semester* of graduate study at Purdue and should include a cover letter and the syllabus or a detailed outline of the course taken.

If the waiver is approved, another 3 credit hour course needs to be taken to meet the 30 hour requirement.

Course substitution

A student – in consultation with their advisor – may substitute a course required for the ESL graduate program with one already taken at another institution. A request to do so can be made if:

- the course was not taken as a requirement for a previous degree
- the student was enrolled as “non-degree”
- the course was an elective and is the roughly the same as one required in the ESL degree program

To get approval for the substitution, documentation needs to be given to an instructor in the English Department who teaches the course. In most cases, a course description, syllabus/reading list, and assignments are sufficient. Upon approval, the professor notifies the Graduate Office, where the substitution is recorded.

If the substitution is approved, another 3 credit hour course needs to be taken to meet the 30 hour requirement.

PhD PROGRAM IN ESL

General information

Work toward the PhD occurs in several stages, which students complete with the advice and help of their Major Professor and members of their Advisory Committee. These stages are:

- Completing coursework
- Developing a plan of study
- Meeting the foreign language requirement
- Taking the preliminary exam
- Preparing the dissertation prospectus
- Defending the dissertation prospectus in an oral exam
- Conducting research for the dissertation
- Writing the dissertation
- Defending the dissertation in an oral exam
- Depositing the dissertation

Course requirements

The following courses are required for the PhD in ESL:

Prerequisite

ENGL 50600 Introduction to Linguistics

Core

ENGL 51600 ESL Theory

ENGL 51800 ESL Curriculum Design

ENGL 61800 Quantitative Research Design

ENGL 61900 Qualitative Research Design

Language Studies (any two):

ENGL 51000 History of the English Language

ENGL 51100 Semantics

ENGL 51200 Syntax

ENGL 51300 Phonology

ENGL 56300 Historical Linguistics

ENGL 56500 Sociolinguistics

ENGL 61100 Old English Language

ENGL 61300 Middle English Language

ENGL 61700 Contemporary English

ENGL 62700 Seminar in Linguistics

Seminars (any two):

ENGL 62900 Variable title ESL seminar

ENGL 63000 Second Language Writing

ENGL 63100 World Englishes

ENGL 67400 Language Testing

- Courses cannot be used in more than one category.
- The minimum number of credit hours in English (beyond the MA) is thirty (30), nine of which must be at the 60000 level.
- When all other program requirements are met, the student may meet the 30- hour minimum with any 50000 or 60000 level course offered by the Department of English.
- Students may take up to six hours of coursework outside the department that can count toward the 30 credit hours required for the Plan of Study upon approval of their Advisory Committee.

Research credits

Once PhD candidates have completed their coursework, they may register for research credits.

- At least thirty (30) hours of Research Credit (ENGL 69900 or English 69900A) are required for the degree.
- Research credits generally are earned during the dissertation research and writing period.
- The Major Professor gives a grade of either “S” (Satisfactory) or “U” (Unsatisfactory), depending upon the candidate’s progress on the project.
- Candidates writing away from campus need to submit a request to the Graduate School for “Research in Absentia” (English 69900A).

For detailed information regarding absentia status and other registration options during the dissertation writing phase, see the *Department of English Manual for Graduate Study*.

SECONDARY AREA OF STUDY

For students in the doctoral program, ESL is referred to as the “primary area of study.” Students also take courses in a “secondary area of study” to complement work in the primary area.

Students can choose from a wide variety of secondary areas. ESL students in the past have selected such areas as English Education, English Language and Linguistics, Rhetoric & Composition, and Professional Writing as well as other options offered by the Department of English (see the *Department of English Manual for Graduate Study*, pp. 36-41, for details).

- The requirements for a secondary area of study can be met either through examination (if available) or through a prescribed set of courses.
- Students taking the coursework need to earn grades of “B” or better in each course.
- Students may substitute relevant seminars or special topics courses for courses that might otherwise not be available.
- Students wishing to substitute courses not included on each area’s list (including English 59000’s and 59600’s) must notify the Director of Graduate Studies, who consults faculty in the area on the appropriateness of the substitution.

If the above options for secondary areas do not meet students' research needs, they can, in consultation with their Advisory Committee, design a customized secondary area:

- A minimum of four courses are required. Two must be English Department courses and only two of the four courses can be English 59000's.
- The student submits a written request for approval to the Director of Graduate Studies. The request a) outlines the need for the customized area, b) lists the numbers and titles of the four courses to be taken to meet the requirement, and c) states that the Advisory Committee approves the customized area.

PRELIMINARY EXAM

General information

Once students have (1) filed a Plan of Study, (2) fulfilled course requirements for the primary and secondary areas, and (3) met the foreign language requirement, they are eligible to take the Preliminary Exam. PhD students in ESL can choose between two forms of the exam: a sit-down exam or a set of four papers.

Option A. Sit-down / Take home

- A two-part examination written over a period of 24 hours (Part I) and 7 days (Part II) in either August or March.
- Part I consists of four questions based on the four core areas.
- Part II is an essay written over a seven-day period on a topic related to the student's research interests for the dissertation.
- Success on the exam requires "Pass" on both Part I and Part II.
- Appendix A has the respective reading lists for the four areas.

Option B. Set of papers

- Four 20-page (5000-word) papers written over a period of several months not to exceed one calendar year.
- Each paper topic corresponds to one of the core areas: theory, curriculum, quantitative research and qualitative research. [**Note: The *English Department Manual's* list of areas is incorrect.**]
- Students are encouraged to relate the focus of these papers to their particular areas of interest and research for the dissertation.
- The papers are new projects, not extensions or revisions of prior work.
- Success on the exam requires a grade of "Pass" on each of the four papers.
- Students can begin the examination process at the beginning of any semester or term when they are close to or at the end of their coursework.
- Registering for the exam in the English Graduate Office is the first step in the set of papers option.

Writing the set of papers

- In the semester in which a student plans to begin the set of papers, she or he meets with the professor responsible for each paper. In this meeting they determine the issues to be addressed in the respective paper, the timetable for turning in drafts and final papers, and any special requirements of the professor.
- The student writes a 250-word summary of the paper to be written and gives it to the professor responsible for the respective paper.
- When all four summaries are completed – no later than the end of the fourth week of the semester – the clock begins.
- By the end of the fourth week of the semester in which the exam period starts, the student submits to their Major Professor the “Year Long Preliminary Exam Form for English as a Second Language” (available in Appendix XVIII, p. 68 of the English Department’s Manual for Graduate Study).
- The draft for each paper is due *at least four weeks* prior to the deadline for submission of the final version of the paper. This allows time for the professor to read the paper and for the student to make any revisions she or he requires.
- Not meeting any of the deadlines – for drafts or final papers - may result in an overall grade of “No Pass.”
- If the deadlines in the timetable are met, each professor evaluates and comments on the paper within two weeks of receipt.
- Each professor reports the grade to the Director of ESL when the paper has met all the requirements.
- When all four grades have been reported to the Director of ESL, the final overall grade (“Pass” or “No Pass”) is forwarded to the English Graduate Office.
- The English Graduate Office – and only the English Graduate Office – then notifies the student of their final grade.

DISSERTATION PROSPECTUS

General information

After the requirements for the primary and secondary areas, foreign language, and preliminary examinations are met, the student is ready to write the dissertation prospectus.

A prospectus draft must be submitted to the advisory committee chair within seven months of the successful completion of the preliminary exam. The prospectus must be defended within three months of its submission (see the “Ten Month Prospectus Time Table,” in the English Department Manual for Graduate Study, Appendix XX, p. 70 for more details).

The prospectus, a description of the student’s dissertation project, should be approximately 5,000 words long (plus bibliography), and is written in consultation with the Major Professor and other members of the Advisory Committee. It includes the following elements:

- Problem statement
- Theoretical framework
- Literature review
- Description of the method adopted to explore the problem
- Tentative chapter outline
- Bibliography
- Tentative timetable for conducting the research and writing the dissertation
- Projected date for the oral defense of the dissertation

Oral defense of the prospectus

The oral defense of the prospectus (also known as the “oral preliminary exam”) is not a test or examination per se, but an opportunity for the student and the Advisory Committee to meet before the student’s research project begins and to discuss and refine the student’s plan for the study.

The objective of the prospectus defense is to ensure that the study will go smoothly and will obtain meaningful results. Often the outcome of the discussion is a modification of the project to some extent. The student and the Committee may decide, for example, to limit the project in size and scope, to adjust the timeline, or to further develop the theoretical framework. The following steps lead up to the defense:

- At least two full weeks before the prospectus defense, the student completes Graduate School Form GS-8, Request for Appointment of Examining Committee (see <http://www.gradschool.purdue.edu/students/forms.cfm>).
- The request form is signed by the Major Professor and then submitted to the English Graduate Office by the student.
- At least two full weeks before the defense, the student gives a copy of the prospectus to each member of the Advisory Committee.
- All members of the Advisory Committee attend the defense. If for some reason one member of the Committee cannot be present, the student makes arrangements for that member’s participation via a conference call.

- The student is responsible for picking up “Graduate School Form GS-10, Report of Preliminary Examination” from the English Graduate Office and for bringing it to the defense.
- After the exam, the Advisory Committee members record the results and sign Form GS-10, which is then submitted to the English Graduate Office.
- A successful defense formally admits the student to Candidacy for the PhD, which is also known informally as “ABD” (all but dissertation) status, and work on the project can begin.
- If the members of the student’s Advisory Committee are asked to continue to advise the student, they then become members of the student’s Dissertation Committee.

WRITING THE DISSERTATION

A PhD dissertation is an extended research project that explores a topic in the candidate’s chosen field of study. In the academy, it functions as a demonstration of the candidate's ability to conduct independent scholarly research and to present the results according to the conventions and practices of their field of study.

The choice of the dissertation topic and the theoretical, methodological, and analytic approaches are determined by the candidate in consultation with the members of the Dissertation Committee. This committee also provides guidance throughout the research for and writing of the dissertation.

In preparing the dissertation, candidates must be in conformity with the University's formatting policies as outlined in the *Manual for the Preparation of Graduate Theses* (see <http://www.gradschool.purdue.edu/thesis.cfm>).

Approval of the format is a responsibility shared by the Major Professor and the Thesis/Dissertation Office in the Graduate School.

ORAL DEFENSE OF THE DISSERTATION

The dissertation defense is the student's opportunity to orally present the findings and results of his or her project to the Advisory Committee. Following the presentation, the Committee members ask questions or make comments about the study based on either the presentation or the dissertation; the student responds to the questions (i.e. "defends the dissertation"). Generally the defense takes the form of a discussion about the candidate's project, and suggestions may be made for revising part or parts of the dissertation.

The dissertation defense is open to the public and is announced on the bulletin board outside the English Graduate Office. Candidates may also invite guests to attend.

The following requirements and regulations apply either before or after the defense.

Before the defense

- At least two academic sessions (including summer) during which the student is registered for classes must elapse between the completion of the Oral Defense of the Dissertation Prospectus and the Oral Defense of the Dissertation.
- At least two full weeks before the date of the defense, the candidate distributes a complete copy of the dissertation to all members of the Dissertation Committee.
- Upon receipt of the copy, each committee member notifies the English Graduate Office in writing that the copy was delivered at least two weeks in advance of the defense date.
- This written notification from the committee members can be by either email to the Graduate Secretary (griff@purdue.edu) or by signature on the "Form Certifying Timeliness of Submission of MA Thesis or PhD Dissertation to the Advisory Committee" (available in the English Department Manual for Graduate Study, XXI, p. 71).
- At least two full weeks before the date of the defense, candidates complete Graduate School form GS-8 "Request for Appointment of Examining Committee" (<http://www.gradschool.purdue.edu/students/resources.cfm>) and submit a paper copy to the English Graduate Office, which then forwards it to the Graduate School.
- Not meeting the full two-week deadline may delay the Graduate Office's forwarding of Form GS-8 to the Graduate School and thus delay the defense.
- The defense can be scheduled at any time (except during "dead week", i.e. the last week of classes) during the fall or spring semesters or during summer session.
- All members of the Dissertation Committee attend the dissertation defense. If for some reason one member of the Committee cannot be present, the student makes arrangements for the member's participation via a conference call.
- At the end of the defense, the Dissertation Committee makes a judgment on the success of the candidate's defense, which is reported to the Graduate School.

After the defense

After the successful completion of the oral defense of the dissertation, the candidate:

- Makes revisions as suggested by the Dissertation Committee.
- Consults the Graduate School checklist for final deposit of the dissertation (see <http://www.gradschool.purdue.edu/thesis.cfm>).
- Prepares copies for distribution to a) members of the Dissertation Committee, b) the English Graduate Office, and c) the Graduate School.
- Schedules an appointment with the Thesis/Dissertation Office in the Graduate School.
- Deposits and distributes copies of the dissertation as required.

Dissertations can be submitted and distributed electronically. Contact the English Graduate Office for information about this option.

SEVEN-YEAR RULE

Under normal circumstances, a candidate is allowed seven years from the defense of the prospectus to the completion and defense of the dissertation. However:

- If the dissertation is not successfully defended by this time, the candidate must defend the dissertation prospectus again.
- The candidate then has five years from that point to defend the dissertation.
- If the candidate has not defended by the end of the five years, they can no longer continue in the PhD program.
- The student and his or her Major Professor may petition the English Department Graduate Studies Committee for an additional extension. The petition must outline the extenuating circumstances which warrant an extension and must include the amount of time requested.

MA PROGRAM in ESL

Work toward the MA in ESL is done in two stages. The first is completion of course requirements and the second is either writing an MA Thesis under the direction of an ESL faculty member or sitting for the MA Examination of the Department of English.

Course Requirements

The courses required for the MA in ESL are in five categories: prerequisite, core, language studies, seminars, and electives:

Prerequisite

ENGL 50600 Introduction to Linguistics

Core (any two):

ENGL 51600 ESL Theory
 ENGL 51800 ESL Curriculum Design
 ENGL 56500 Sociolinguistics
 ENGL 61800 Research Design

Language Studies (any two):

ENGL 51000 History of the English Language
 ENGL 51100 Semantics
 ENGL 51200 Syntax
 ENGL 51300 Phonology

Seminar (any one):

English 62700 Seminar in Linguistics
 English 62800 Computational Linguistics
 English 62900 Variable title ESL Seminar
 English 63000 Second Language Writing
 English 63100 World Englishes
 English 67400 Language Testing

Electives

Four 3 credit hour graduate courses

*Courses cannot be used in more than one category.

MA thesis

In consultation with the Major Professor, the student identifies a thesis topic, an approach to research on this topic, and the faculty members to serve on the Advisory Committee.

Once students are writing the thesis for the MA, they register for research credits:

- Research credits generally are earned during the thesis research and writing period. The Major Professor awards the grade, either “S” (Satisfactory) or “U” (Unsatisfactory), depending upon candidate progress on the project.
- Candidates writing the thesis away from campus need to submit a request to the Graduate School for Research in Absentia (English 69900A).

See the *Department of English Manual for Graduate Study* (p. 46) for deadlines, policies, and procedures regarding in absentia status and other registration options during this phase.

MA examination

The M.A. Examination is given twice each year. Students sign up with the English Graduate Office before the deadline announced each semester.

- The M.A. Examination is a four-hour sit down exam of two parts: Part I consists of essay questions in a) literature and b) the student’s area of specialization; Part II is extemporaneous explication of poems.
- Members of the Literary Studies faculty construct and grade the literature section of the Part I and Part II.
- The literature section is based on a variety of British and American texts covering the spectrum of these literatures.
- Members of the ESL faculty write and grade the ESL questions.
- All items on the exam are based on the MA Reading List (posted on the bulletin board outside of the Graduate Studies Office).
- Results of the examination, reported as “High Pass”, “Pass”, “Low Pass”, or “Fail” are reported to students and the Chairs of their Advisory Committee by the Director of Graduate Studies within two weeks of the examination.
- A student who fails the M.A. Examination may take it a second time.
- A student who has failed the MA Examination cannot switch to the thesis option.

See the *Department of English Manual for Graduate Study* (pp. 18-20) for more detailed information about specific aspects of the MA Examination.

ESL GRADUATE CERTIFICATE PROGRAM

Students in the ESL Graduate Certificate Program need to meet the following requirements to obtain the Graduate Certificate in ESL.

Course requirements

The course requirements are one (1) prerequisite course and four (4) required courses:

Prerequisite:

ENGL 50600: Introduction to English Linguistics

Required courses:

ENGL 51600: ESL Theory

ENGL 51800: ESL Curriculum Design

ENGL 56500: Sociolinguistics

One 60000 level ESL course

Reminders:

- Courses must be completed within five (5) years from beginning the program.
- Courses may be applied for credit toward the completion of more than one certificate program.

Grades and GPA

- All courses must be taken for a letter grade.
- A minimum GPA of 3.0 must be attained.
- A minimum grade of “B” must be earned for any course that is to be applied to the Certificate.

Transfer credit

- Only courses with a grade of “B” or above and completed within five years prior to the awarding of the certificate can be transferred.
- A maximum of six (6) credits may be transferred from other institutions to meet the requirements of the Certificate.
- A request for transfer of credit is submitted to the Director of the ESL Program for approval.
- The letter requesting transfer of credit outlines the nature of the request for transfer credit. Enclosed are supporting documents, for example, course description, course reading list, or syllabus, and specifications of the scope and level of assignments and requirements for that course.
- Notification of approval of transfer credit will be sent to the student and the English Graduate Office by the Director of the ESL Program.

Internal audit form

- Once coursework is completed, the student contacts the English Graduate Office to fill out the Internal Audit Form.
- The Director of the Certificate Program signs the Internal Audit Form.
- English Graduate Office forwards the audit form to the Graduate School
- The Graduate School then notifies the Registrar's Office, who records the attainment of the Certificate on the student's transcript.

Appendix A

Theory

Journal Articles & Book Chapters

- Bloomfield, L. (1914). *An introduction to the study of language*. (Chapter 10, pp. 292-306). New York: Holt.
- Bloomfield, L. (1945). About foreign language teaching. In C.F. Hockett (Ed.), *A Leonard Bloomfield anthology* (preface & pp. 426-428). Bloomington, IN: Indiana University Press.
- Fries, C. C. (1945). On learning a foreign language as an adult, *Teaching and learning English as a foreign language* (preface & pp. 1-9). Ann Arbor: University of Michigan Press.
- Pargment, M.S. (1945). On learning a foreign language. *Modern Language Journal*, 29(3), 198-209.
- Rowe, B. (1945). The army streamlines language instruction. *Modern Language Journal*, 29(2), 136-141.
- Sebeok, T. (1945). Linguist, informant and units. *Modern Language Journal*, 29(5), 376-381.
- Edgerton, W. (1948). A look at ASTP as student and teacher. *Modern Language Journal*, 32(3), 209-215.
- Fries, C. C. (1948). As we see it. *Language Learning*, 1(1), 12-16.
- Lado, R. (1948). A prime source of student errors. *Language Learning*, 1(3), 1-3.
- Marckwardt, A. H. (1948). Motives for the study of modern languages. *Language Learning*, 1(1), 3-11.
- Tyler, R.W. (1948). The need for a more comprehensive formulation of theory of learning a second language. *Modern Language Journal*, 32(8), 559-567.
- Bolinger, D. L. (1949). The "what" and the "way". *Language Learning*, 2(3), 86-88.
- Lado, R. (1949). Maintaining interest. *Language Learning*, 2(1), 1-3.
- Twaddell, W. F. (1949). Meanings, habits, and rules. *Language Learning*, 4(2), 4-11.
- Homberger, C. P. (1950). How to study a language. *Language Learning*, 3(3/4), 117-126.
- Lado, R. (1950). Linguistic science and language tests. *Language Learning*, 3(4), 75-82.
- Hill, A. A. (1952-1953). Can linguistics be made useful to teachers? *Language Learning*, 4(3/4), 117-122.
- Fries, C. C. (1955). American linguistics and the teaching of English. *Language Learning*, 6(1/2), 1-22.
- Haugen, E. (1955). Linguists and the wartime program of language teaching. *Modern Language Journal*, 39(5), 243-245.
- Stieglitz, G.J. (1955). The Berlitz method. *Modern Language Journal*, 39(6), 300-310.
- Ornstein, J. (1956). Structurally oriented texts and teaching methods since World War II: A survey and appraisal. *Modern Language Journal*, 40(5), 213-222.
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Appendix B

English Department Documents

*Appendix numbers and page numbers below refer to those in the 2009-2010 *English Department Manual for Graduate Study*.

PhD

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Ten Month Prospectus Time Table (Appendix XX, p. 70)

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MA

Rational for MA Plan of Study: English as a Second Language (Appendix VI, p. 55)

Form Certifying Timelines of Submission of MFA, MA Thesis or PhD Dissertation to the Advisory Committee (Appendix XXI, p. 71)

Fall Semester 2009 Graduation Deadlines (Appendix I, p. 50)

Spring Semester 2010 Graduation Deadlines (Appendix II, p. 51)

Certificate

Internal Audit Form (available from the Graduate Studies Office)