

ENGLISH MASTER'S DEGREE

HANDBOOK

2019-2020

CONTENTS

CONTACT INFORMATION	4
.....	
BASICS	5
.....	
PROGRAM CHAIRS	6
.....	
FINANCIAL AID	7
.....	
RESIDENCY AND STATUS	8
.....	
CREDIT HOURS	11
.....	
LANGUAGE REQUIREMENT	12
.....	
ENGLISH LITERATURE AND WRITING REQUIREMENTS	13
.....	
AMERICAN STUDIES STANDARD REQUIREMENTS	15
.....	
AMERICAN STUDIES FOLKLORE REQUIREMENTS	17
.....	
USU CERTIFICATE PROGRAMS	19
.....	
DUAL DEGREES	20
.....	
TIMELINE TO GRADUATION	21
.....	
SUPERVISORY COMMITTEE	24
.....	
THESIS GUIDELINES	25
.....	
USU/ENGLISH DEPARTMENT POLICIES	27
.....	
GENERAL GRAD SCHOOL EXPECTATIONS	34
.....	
MENTAL HEALTH RESOURCES	36
.....	

CONTACT

- **Jared Colton**

Director of Graduate Studies | jared.colton@usu.edu | 435-797-8412

Dr. Jared Colton is your advisor while you are a graduate student. You will meet with him regularly to discuss your academic and professional plans, including your coursework.

- **Beth Buyserie**

Director of Composition | beth.buyserie@usu.edu | 435-797-3647

- **Sara Johns**

Staff Assistant | sara.johns@usu.edu | 435-797-2733

Contact Sara if you need assistance with registration, new hire paperwork, office space, keys, USU emails, insurance information, or IDEA evaluations.

- **Carol Hatch**

Graduate Program Coordinator | 435-797-2734 | carol.hatch@usu.edu

Carol processes all forms related to graduation and coursework.

- **Annie Nielson**

Business Manager | annie.nielson@usu.edu | 435-797-2454

Contact Annie with any questions regarding payroll, travel funding/ reimbursement, tuition waivers and scholarships, finances, and computer lab questions.

BASICS

FACULTY

During your first year, you will be assigned a mentor. You are expected to meet with your mentor a few times per semester during the first year to discuss your adjustment to graduate school, professional plans, classes, teaching, etc. During your second year you are still encouraged to meet with your mentor once a semester.

INSURANCE

USU offers an injury and sickness insurance plan for graduate students through First Student. The plan is underwritten by the United Healthcare Insurance Company. You can find more information at http://www.firststudent.com/school_detail/enroll-now-health-insurance-utah-state-university/. You can also contact Sara Johns in the main office with additional questions.

OFFICE SPACE

The English Department has desk space available for all Graduate Instructors. Desk space is assigned by Sara Johns in the main office. As a GI, you should work to maintain the desk space and respect the working habits of those around you. The office is a professional workplace.

KEYS

Graduate Instructors will receive a key to the office where their desk is located and a building key card that will allow them entry into the Ray B. West building only. As a result, you will be required to pay a key deposit.

FINANCIAL AID

SCHOLARSHIPS

There are limited amounts of scholarships available for second-year graduate students in the English Department. These are competitive and applications must be turned in to the main office by February 10 for consideration for funding for the following academic year. Priority will be given to full-time students who are graduate instructors.

In addition to applying through the department, you are encouraged to apply for other scholarships across campus including those offered by the CHaSS office and the Office of Graduate Studies.

GRADUATE INSTRUCTORSHIPS

A limited number of instructorships are available within the department each year. These are awarded on the basis of merit. Instructors who sign contracts are expected to fulfill their contractual obligations. Should an instructor wish to resign his/her instructorship, there is a formal process for this; please contact the DGS for instructions.

GRADUATE INSTRUCTOR

First-year students who do not have assistantships and who are in face-to-face programs may apply for an assistantship for their second year; these applications are due January 15. Speak with the Director of Graduate Studies, Jared Colton, if you are interested.

TRAVEL

There are limited travel funds available for graduate instructors wanting to attend conferences and present papers. Those seeking travel funding must first apply outside of the department (to the Graduate School) to gain matching funds from within the department. For more information on travel funds and required forms, please see **Annie Nielson** in the English office.

RESIDENCY AND STATUS

UTAH RESIDENCY FOR TUITION PURPOSES

You have the opportunity to achieve Utah residency within one year. Out-of-state graduate instructors must apply for residency after their first year. See the residency application checklist on Office of Admissions website. According to the checklist, you must:

- Be a citizen or permanent resident of the United States.
- Be admitted to Utah State University.
- Obtain a Utah driver's license, voter registration, and vehicle registration. **These three items must be obtained at least 3 months before you apply for residency. For example, if you are applying for residency for the fall semester, you would need these items by May 1. For spring semester, you must obtain these items by October 1. If you are using a vehicle in Utah, even if it is in your parent's name, it needs to be registered in Utah.**
- You must be declared financially independent. This means you cannot be claimed as a dependent by anyone outside of Utah on your most recent tax return when you apply for residency. For example, if you are applying for residency for the fall 2019 semester, you must not be claimed as a dependent by anyone outside of Utah on taxes filed by April 2019 for the 2018 tax year. To prove this, you will need to submit a copy of your 1040 Form (the first 2 pages of your federal tax return). If you did not file any taxes, we will accept your parent's 1040 Form showing you are not listed as a dependent instead. For your own security, please black out any sensitive information on documentation that you submit for your residency application. This includes any
- Live in Utah for 12 continuous months (with a 30-day maximum exception). You cannot be absent from the state for more than a total of 30 days during this time frame (this includes Christmas Break, Spring Break, and summer). You must provide

TYPES OF EVIDENCE:

1. Verification of Housing in Utah: This must cover the full 12-month period. This can include rental agreements, letters from your landlord, or your mortgage statement.
2. Verification of Physical Presence in Utah: This must also cover the full 12-month period and is verification of what you were doing in Utah. This can be your unofficial transcripts if you were a student, paystubs if you were working, letters from coaches or volunteer organizations, or bank statements showing transactions in Utah. If you are unable to provide any of these types of verifications, please contact the admissions office regarding other options. You must be able to provide proof of your physical presence for the full 12-month period.

NOTE:

- University-sponsored programs and internships do not count as part of the 30 days out of state.
- Western Undergraduate Exchange (WUE) recipients are not eligible to apply for residency for tuition purposes using the time spent receiving the waivers since they are still considered to be residents of their former state while participating in these programs. Nonresident Alumni Legacy Waiver recipients may have an option to gain residency and can learn more at usu.edu/legacy.
- Western Regional Graduate Program

FULL-TIME GRADUATE STATUS

- To be considered a full-time graduate student, you must be enrolled in at least 6 credits.
- Graduate instructors who want to work in addition to their instructorship must fill out at Work 20+ hours form.
- Students in their last semester who have completed all the requirements on their program of study except for their thesis credits may also be considered full-time with 3 thesis credits; see the DGS for details.

CREDIT HOURS

CREDIT REQUIREMENTS

- You must earn a minimum of 30 credits for your Master of Arts or Master of Science degree.
- All Graduate Instructors must take ENGL 6820 (Teaching Practicum).

THESIS (PLAN A & PLAN B)

You must complete a thesis. Plan A requires 6 credits, while Plan B requires 3 credits. You must complete a thesis proposal defense with the accompanying form prior to registering for thesis credits. These credits will usually be taken in the fourth semester.

LENGTH OF PROGRAM

The English graduate programs are designed to be completed in 2 years. The Grad School allows six years from the time you matriculate (i.e. from the time you are accepted into the program) to complete your program. Taking longer than six years requires special approval from the Grad School. Courses on your transcript have a “shelf life” of eight years, after which they may not be counted toward your degree.

LANGUAGE REQUIREMENT FOR THE MASTER OF ARTS

A Master of Arts (MA) degree signifies proficiency in one or more foreign languages. You must pass a language requirement in order to receive an MA (Master of Arts) degree. To do this, you must demonstrate current ability in one or more foreign languages. Without a foreign language, you will receive an MS (Master of Science).

Specifically, the MA requirement may be completed in one of the following ways:

1. Pass a test of written and oral comprehension in an approved foreign language through USU's Department of Languages, Philosophy, and Communication Studies. Students may seek testing outside of USU if LPCS does not offer a specific language test.
2. Demonstration of proficiency in one foreign language by successful completion of one course at the 2020-level or higher (or its equivalent).
3. Demonstration of proficiency in two foreign languages by successful completion of the 1020 course level in one language and the 2010 course level in the second language (or its equivalent).
4. Completion of an upper-division (3000-level or higher) foreign language grammar or literature course requiring the 2020 course level (or its equivalent) as a prerequisite.

NOTE:

- All coursework counting toward the MA language requirements must be taken for letter grade. Courses taken as pass/fail cannot count. (You can take as many or as few of these course as you need, provided you pass the final class in the two-year sequence with a C or better)
- Students who have passed coursework within the last 5 years from the date of matriculation in the department's program may petition for acceptance of coursework to fulfill the requirement. See the DGS.

MASTER OF ARTS VS. MASTER OF SCIENCE (MA VS. MS)

Those wishing to pursue an MA degree will need to provide proof of language requirement fulfillment by the beginning of their fourth semester. For those pursuing an MS degree, there is no language requirement.

If you obtained the designated course work during your bachelor's degree, it is possible this course work will meet the graduate school requirements. See the DSG for details.

NOTE:

1. If you plan on applying to a PhD program, an MA degree is often preferable in English and American Studies.
2. The Graduate School allows students a maximum of six years to complete their MA/MS program.
3. Coursework that is more than eight years old may not be used for a graduate degree without recertification of the coursework.

POLICIES

All candidates for the MS and MA degrees must meet the School of Graduate Studies requirements. Only grades of B- or better will be accepted for credits in support of the degree programs, and you must maintain an overall GPA of 3.0 to remain in the program.

THESIS

You will write a Plan B thesis (3 credits) unless the supervisory committee agrees to a Plan A (6 credits). You will take the three Plan B thesis credits the fourth semester of a four-semester program. Note you will be able to register for thesis credits once your thesis project has been approved (completed in second or third semester). Students wishing to write a creative writing, literature, or tech comm/rhetoric thesis should take at least one course in that area.

SUMMER COURSES

You can only count 12 credits of summer coursework toward your degree. You may take the Bennion Teachers' Workshop (no more than twice) if the course number is offered with an ENGL prefix. If the course is not offered with an English prefix (ENGL), permission will be considered on a case by case basis by the DGS.

INTERNSHIP POLICY

USU English graduate students can complete an internship as part of their program of study. Internships can be taken for 3 credits (50 hours per credit). You must receive approval from the DGS prior to beginning an internship. It is up to the student, committee chair, and the DGS to determine how many credits should be taken and the work that comprises the internship, but the internship cannot be made up of departmental or programmatic work if unpaid.

ONLINE COURSES

You may take online courses toward the degree, but you may not take the entire degree online.

DIRECTED STUDY

Directed Studies are granted only in exceptional cases. Directed Study credits take students out of scheduled graduate seminars (which can cause a class to be cancelled because of low enrollments). Directed Studies place an extra supervision burden on faculty, who are not paid for their supervision. If you want to apply for a Directed Study, you must make a case in writing to the DGS. You may not take more than 3 credits total of Directed Study (ENGL 6920) toward the degree.

ENGLISH (NO SPECIALIZATION)

DEGREE REQUIREMENTS

You are required to complete a minimum of 30 credits (including thesis credits) for the Master of Arts or the Master of Science degree.

- You must complete a thesis.
- You are encouraged to take at least one literature class (3 credits), one creative writing class (3 credits), one rhetoric (3 credits), and one teaching writing class (3 credits).
- All Graduate Instructors must take ENGL 6820 (Teaching Practicum).

All courses can be completed within the English Department. However, you may take one course outside the department that is relevant to your Program of Study. You must petition Dr. Jared Colton for approval if you wish to complete more than one class outside the department.

Those pursuing an MA degree will need to provide proof of language requirement fulfillment by the beginning of their fourth semester. Those pursuing an MS do not have a language requirement.

ENGLISH: SPECIALIZATION IN CREATIVE WRITING

The MA / MS in English with a Specialization in Creative Writing allows students to do advanced work in creative writing, concentrating on poetry, fiction, and/or creative nonfiction. Students with a strong background in creative writing who desire to continue on that path are encouraged to apply. In this specialization, students take creative-writing workshops in all three of the genres, and then concentrate on one genre for their thesis, working with a faculty member and their thesis committee. Hybrid theses that cross genre boundaries are also welcome. The aim of this specialization is to allow students additional time after their undergraduate work to hone their craft, continue their apprenticeship as a writer, complete a substantial body of work, and pursue publication. The degree caters especially to those who plan to continue their studies in creative writing by seeking a PhD or MFA in creative writing, as well as to future two-year college instructors and secondary educators. Under the guidance of

OUTSIDE CLASSES AND ONLINE

Although most of your courses will be completed within Master's in English curriculum, you may also take courses in the department's other master's programs (American Studies, Folklore, and Technical Communication). Permission of the Director of Graduate Studies in English is required. Coursework may include some online courses; however, the Master's in English is an on-campus degree and may not be completed by taking only online classes.

MASTER'S DEGREE PLAN OPTIONS

Students seeking the Specialization in Creative Writing within the Master's Degree in English can receive the MS or MA by pursuing one of two options:

1. In the Plan A option, students complete graduate-level coursework, including four graduate-level writing workshops, and write a six-credit thesis—a creative work or collection of at least fifty pages—with a critical introduction.
2. In the Plan B option, students complete graduate-level coursework, including four graduate-level writing workshops, and write a three-credit thesis—a creative work or collection of at least twenty-five pages—with a critical introduction.

The course of study will include both theory and practice. Students complete workshops in poetry, fiction, and creative non-fiction, as well as study criticism and scholarship about creative writing and literature.

Folklore and American Studies Requirements

Folklore and American Studies is one specialization; however, please note that this specialization is comprised of two tracks with different degree requirements. Please see the DGS for additional information.

FOLKLORE

You are required to complete a minimum of 30 credits for the Master of Arts degree or the Master of Science degree. As a student in the Folklore specialization, you must take a minimum of five folklore courses (15 credit hours):

- ENGL 6700: Folklore Theory and Method (Take first semester in fall if possible).
- ENGL 6720: Folklore Fieldwork (Take second semester in spring if possible).
- 3 other elective courses in Folklore.

NOTE:

- Note that only one Fife Folklore Summer Workshop, if offered, may count toward the required 3 electives.
- It is English Departmental policy that only 12 credits earned during the summer may be counted toward the degree.

THESIS

You will write a Plan B thesis (3 credits) unless the supervisory committee agrees to a Plan A (6 credits). You will take the three Plan B thesis credits the fourth semester of a four-semester program. Note you will be able to register for thesis credits once your thesis project has been approved (completed in second or third semester).

THE CHAIR

All thesis committees in Folklore must be chaired by a core faculty member. With the permission of the Director of Folklore, the committee may be chaired by an affiliated member if a member of the core faculty also serves on the committee. At least one committee member must come from a separate specialization (for example, technical or creative writing) or from another discipline (for example, history, anthropology, etc.)

INTERNSHIPS

USU Folklore students have completed a variety of internships. Several have interned with the Library of Congress's American Folklife Center in Washington, D.C., and others have participated in local internships. Internships can be taken for 1-3 credits. It is up to the student, supervisor, and instructor of record to determine how many credits should be taken. Please note that Folklore students may count a maximum of 3 internship credits on their Program of Study.

AMERICAN STUDIES

The American Studies (Standard) Program requires a minimum of 30 credits for a Master of Arts or a Master of Science.

- You must take ENGL 6600/HIST 6600 (American Studies Theory and Method) as early as possible in their graduate career, preferably their first semester.
- At least one course (3 credits) must be from outside the department of English, which means the course listing must be something other than ENGL.
- You must complete a thesis.
- Graduate Instructions must take ENGL 6820 (Teaching Practicum).

All other courses should be relevant to American Studies. If you wish to take a course outside American Studies (for example, Shakespeare), you will need the permission of either the DGS or Director of the American Studies (Standard) program or your supervisory committee.

For the difference between the Master of Arts and the Master of Science degree, see

COURSES OUTSIDE ENGLISH

Although the American Studies program is housed in the English Department, you may focus most of their coursework in other departments. You are required to take at least one course from outside your primary department.

SUMMER COURSES

English Department policy states that only 12 credits taken during the summer may count toward the degree.

THE CHAIR

All thesis committees in standard American Studies (Standard) must be chaired by a core faculty member. With the permission of the AS Director, the committee may be chaired by an affiliated member if a member of the core faculty also serves on the committee. At least one committee member must come from another discipline (for example, history, anthropology, etc.). With permission of the AS Director, the outside committee member may come from different field within the English Department (for example, technical writing).

THESIS

Students in American Studies must complete a thesis. You will write a Plan B thesis (3 credits) unless the supervisory committee agrees to a Plan A (6 credits). You will take the three Plan B thesis credits the fourth semester of a four-semester program. Note you will be able to register for thesis credits once your thesis project has been approved (completed in second or third semester).

American Studies (Standard) students have the option of writing a thesis in creative nonfiction, curating an exhibit, or developing curriculum, among other possibilities. Whatever form it takes, a creative thesis must include a formal written component. For information on registering for thesis credits, please see Sara Johns.

TIMELINE TO GRADUATION

BEFORE THE FIRST DAY OF CLASS (AUGUST 19-23)

If you are a graduate instructor (GI) or have another assistantship, do the following:

- Meet with Sara Johns to complete necessary paperwork.
- Pick up your office key from the Key Office.
- Attend the pre-semester teaching workshop.

YEAR ONE- FALL SEMESTER

SEPTEMBER

- GIs are automatically enrolled in First Student health insurance. If you qualify for a health insurance waiver (according to the ACA), you must complete it by September 12. Direct any questions to Sara Johns.
- Meet with your mentor by the end of the month (you will meet with this mentor approximately 3 times a semester).

OCTOBER

- Meet with the Director of Grad Studies (Jared Colton) and the Graduate Program Coordinator (Carol Hatch) to discuss your Program of Study.
- Meet with your mentor.

NOVEMBER

- Register for Spring Semester 2020 classes.
- Meet with your mentor one more time before the semester ends.

YEAR ONE- SPRING SEMESTER

JANUARY

- GIs are automatically enrolled in First Student health insurance. If you qualify for a health insurance waiver (according to the ACA), you must complete it by January 9. Direct any questions to Sara Johns.
- Apply for department scholarships between January 1st and February 17th.

FEBRUARY

- Choose your major professor/thesis chair. Meet with your major professor to choose additional committee members.
- Meet with your mentor.

MARCH

- Complete Supervisory Committee Form (SCAF) with Carol Hatch by March 31st.
- Meet with the Director of Grad Studies (Jared Colton) and the Graduate Program Coordinator (Carol Hatch) to discuss and update your Program of Study.
- Meet with your mentor.

APRIL

- Register for Fall and/or Summer Semester classes.
- Defend your thesis proposal and complete the Thesis Proposal Approval (TPA) form. Email the TPA form to the GPC (Carol Hatch); note that you cannot register for thesis credits until this is done.
- Meet with your mentor.

MAY

- Clean out your office/desk space by May 8th.
- Return your keys to the Key Office by May 8th.

YEAR TWO - FALL SEMESTER

AUGUST

- Returning GIs are required to attend the 2010 teaching colloquium from Aug. 20-22.
- Pick up your office key from the Key Office.

SEPTEMBER

- GIs are automatically enrolled in First Student health insurance. If you qualify for a health insurance waiver (according to the ACA), you must complete it by September 9. Direct any questions to Sara Johns.
- Meet with your mentor.

OCTOBER

- Meet with the DGS (Jared Colton) and the GPC (Carol Hatch) to update and submit Program of Study form; if you are changing from an MS to an MA, you must fill out a Transfer Request. See Language Requirement on page ten.
- Meet with your mentor.

NOVEMBER

- Register for Spring Semester, including thesis credits (3 credits for Plan B, 6 credits for Plan A), which requires completing a thesis credits form.
- Meet with your mentor.

YEAR TWO - SPRING SEMESTER

JANUARY

- GIs are automatically enrolled in First Student health insurance. If you qualify for a health insurance waiver (according to the ACA), you must complete it by January 9. Direct any questions to Sara Johns.
- Attend at least one Thesis/Dissertation Information Session offered by the School of Graduate Studies.
- Meet with your mentor.

FEBRUARY

- Meet with DGS (Jared Colton) and GPC (Carol Hatch) to make sure that all forms are submitted for graduation.
- Complete a draft of your thesis and submit the draft to your committee; if the committee feels the draft is defensible, fill out Appointment for Examination (AFE). If you are completing a Plan A Thesis, email a draft of your title page to Carol Hatch.
- Meet with department thesis reviewer (Jenny Mansfield) and go over USU Publication Guide.
- Meet with your mentor.

MARCH

- Defend your thesis; bring Record of Examination form to the defense. The Record of Examination form should be turned in to Carol Hatch by a member of the committee immediately following the defense.
- Meet with your mentor.

APRIL

- Confirm that you have completed all forms for graduation.

MAY

- Clean out your office/desk space by May 8th.
- Return your keys to the Key Office by May 8th.

THESIS GUIDELINES

Students who intend to pursue Plan A or Plan B options should have their Master's Thesis/Project Approval Form signed by their committee and submitted to the School of Graduate Studies at the end of their second semester.

Before you start writing even the roughest draft of your Plan A thesis or your Plan B paper, do the following things:

- Change the left margins on your document to 1.5" and verify that the top, bottom, and right margins are 1".
- Learn what page breaks are and how to use them. Do not use multiple returns to create page breaks. Use the actual page break feature. For example, table of contents, copyright page, and the first page of your writing should all have a page break.
- Learn how to use headings and associated section breaks. Using headings and section breaks keeps your table of contents accurate as you write and edit.
- Consult with your major professor/thesis chair to determine which style guide (e.g. MLA, APA, or Chicago) you're going to use. If it involves footnotes, put those in as you go!

- Learn how to use tab stops. You should not be using tab repeatedly to create an indent other than a general paragraph indent.

If you are writing a non-traditional thesis (such as incorporating a podcast or a website or incorporating a multi-paper format), make sure your thesis committee approves the structure/format at your proposal defense.

If you are writing a creative writing thesis, most likely you will wish to preserve the intellectual property rights for future publication. If so, you will need to complete an Opt-out Option for Creative Writing Thesis form. Your thesis chair will inform Carol Hatch to send the form around for signatures.

If you have any questions or would like to see examples of proper formatting, please contact Jennifer Mansfield at jennifer.mansfield@usu.edu.

THE SUPERVISORY COMMITTEE

THE COMMITTEE

A master's thesis committee must be comprised of at least 3 members. Once a faculty member has agreed to serve as chair (major professor), you should work with the chair to select the other two committee members.

Each member of the committee must have at least a master's degree, and at least one member of the committee should be from outside your area of emphasis (whether inside or outside of the department). If you request a non-tenure-line faculty member to chair or be a member of a thesis committee, and this faculty member has not previously been approved by the area (folklore, etc.) committee to do so, the DGS must receive written approval from the area committee. The committee should be approved by the end of the second semester of your graduate study.

USU/ENGLISH DEPT. POLICIES

All candidates for the MS and MA degree must meet the School of Graduate Studies' requirements. Only grades of B- or better will be accepted for credits in support of the degree programs, and students must maintain an overall GPA of 3.0 to remain in the program.

P-GRADE POLICY

P (Pass) will be used for thesis or dissertation research and continuing graduate advisement.

INCOMPLETE POLICY

- You are required to complete the work by the time agreed upon (which may not be longer than 12 months). If no change of grade is submitted by the instructor within the prescribed period, the "I" will be removed and the letter grade originally submitted with the "I" will remain as the permanent grade for the course.
- To read more about the Incomplete Policy, please see <http://catalog.usu.edu>, click "University Policies and Procedures," then click "Student Records," and finally click "Incomplete Grade."

LEAVE OF ABSENCE

In rare circumstances, you may need to request a leave of absence. If this is the case, contact the Director of Graduate Studies, Dr. Jared Colton.

GRADUATE INSTRUCTOR ABSENCE POLICY

We have a strict absence policy for our students and expect them to be professional; therefore, we hold ourselves to the same high professional standards. Below are guidelines for handling both short- and long-term planned and unplanned absences.

SHORT TERM UNPLANNED ABSENCE

- short-term sickness and family illness; no longer than one week of class
1. Notify the Director of Composition (DOC), Dr. Beth Buyserie, and the Assistant Director of Composition (ADOC) via email or phone immediately (see Contact Information).
 2. Notify students electronically regarding assignments, due dates, and other course

SHORT TERM PLANNED ABSENCE

- professional commitments or planned medical leave; no longer than one week of class
1. Notify the DOC and ADOC in advance.
 2. Plan with a substitute Instructor to carry out in-class activities or plan with students to do meaningful online work. Classes may not simply be cancelled; students must complete work that fulfills course and particular unit goals. Possible work could include online peer review and revisions, online discussion forums, or other

MULTIPLE AND LONG-TERM ABSENCES

Instructors should first follow the procedures above under Short-term Unplanned/Planned Absence. If for any reason the absence will be longer than one week (semester total), the absences must be discussed with the DOC and ADOC, who will, if necessary, contact the Department Chair. Extended absences may have implications for health coverage, substitute pay, and more. To avoid student complaints, it is vital that we hear from you about an absence longer than one week.

INFORMATION ABOUT RESIGNING FROM A GI-SHIP

When circumstances mean that a student has to give up a GI-ship, she/he needs to be aware of procedures and consequences. Should the need arise, notify the following department members *as soon as possible and in writing*:

- Dr. Beth Buyserie, Director of Composition
- Dr. Jared Colton, Director of Graduate Studies
- Carol Hatch, Graduate Program Coordinator
- Sara Johns, Staff Assistant
- Annie Nielson, Business Manager
- Dr. Jeannie Thomas, Department Head

Because it is so difficult to replace teachers at the last minute, timeliness is crucial. Obviously, it is easier to replace a GI at the end of the academic year than at some point during the year. In any case, leaving a GI-ship means you are terminating a signed contract, and in such cases, professional courtesies like timeliness and in-writing notification are in order. How you leave a position reflects as much on your professionalism as how you conduct yourself during the terms of your position.

FACE-TO-FACE GRADUATE CLASSES VIA REMOTE ACCESS

Students in the face-to-face master's programs should be aware that all graduate classes are face-to-face. A student's physical presence is expected in all classes. On rare occasions with the proper documentation from medical professionals, a student may petition an instructor to attend a particular class meeting via Skype or other video platform because of extenuating medical conditions. Such periods should not typically last longer than the equivalent of two weeks of class time. The student should seek permission from the instructor in writing prior to the class meeting, and the instructor has the right to refuse based on the particular class activities planned for that meeting if those activities aren't conducive to remote attendance.

RESPECT POLICY

As a member of the Department of English at Utah State University, your responsibility is to:

- Be aware of your role in upholding dignity and respect at work;
- Make sure your own behavior does not cause offence or misunderstanding;
- Be prepared to offer support to a colleague affected by this type of situation.

You are expected to act in a civil manner. Civility involves treating others with dignity

INCIVILITY

You are expected to avoid incivility. Incivility includes a long list of unprofessional behavior such as (but not limited to):

- Rudeness
- Shouting or swearing
- Intimidation or bullying
- Threatening comments or behaviors/actions
- Unsolicited and unwelcome conduct or comments (oral or written including email communication) that cause offense, humiliation, or physical or emotional harm to any individual.
- Unsolicited and unwelcome gestures, actions, or contact that cause offense, humiliation, or physical or emotional harm to any individual.

Incivility can be subtle or overt. It may be a single event or may involve a continuing series of incidents, and may involve the abuse of authority or position. Uncivil behavior may be unintended or deliberately directed at another individual. In any case, the impact on that individual is what must be addressed. Incivility can also create a poisoned work

WORKPLACE BULLYING

Bullying is defined as behavior of a physical, verbal, or a psychological nature that is unwanted and unwelcome and that could reasonably be regarded as offensive. The bully, intentionally or unintentionally, misuses the power of position, knowledge or personality to domineer, intimidate or humiliate others.

The following are common examples of bullying behavior (this is not an exclusive list):

- Open aggression, threats, shouting abuse or the use of obscenities.
- Frequent or repeated humiliation; repeatedly putting other colleagues down.
- Sneering or ridicule.
- Teasing about a physical, mental, or emotional condition.
- Unreasonable scrutiny or unreasonable demands.
- Taking credit for another person's work.
- Undermining a person's authority.
- Spreading malicious rumors and gossip.
- Isolation, non co-operation, or exclusion within the workplace.
- Inappropriate comments on appearance.

HARASSMENT

Harassment is defined as any act or conduct that is unwanted and unwelcome and that could reasonably be regarded as offensive, humiliating or intimidating on any of the following discriminatory grounds: **gender, marital status, family status, sexual orientation, religion, age, disability, and race.**

The following are common examples of harassment (this is not an exclusive list):

- Treating people less favorably or subjecting them to ridicule.
- Demeaning and derogatory remarks, name-calling, and using potentially hurtful nicknames.
- Isolation, non co-operation, or exclusion within the workplace.
- Inappropriate comments on appearance.
- Inappropriate criticism of work performance, including teaching or research performance.
- Undermining the authority of a colleague in the workplace; this includes gossiping about the colleague.

SEXUAL HARASSMENT

Sexual Harassment is defined as unwanted and unwelcome conduct that could reasonably be regarded as offensive, humiliating or intimidating. Sexual harassment undermines the dignity of the recipient, and adversely affects work performance. All instances of sexual harassment must be reported to the Office of Affirmative Action on campus.

The following are common but not exclusive examples of sexual harassment:

- Sexually suggestive jokes or comments.
- Innuendo or jokes about a person's sexual orientation.
- Insults or inappropriate questions about one's private life.
- Display of offensive material.
- Leering, offensive gestures or whistling.
- Groping, patting or unnecessary touching.
- Suggestions that sexual favors may further someone's career, or that refusal may damage it.

In addition, harassment based on sexual orientation, gender identity, and gender expression must be reported to the Affirmative Action/Equal Opportunity office.

RACIAL HARASSMENT

Racial Harassment is defined as unwanted or unwelcome conduct based on a person's race, which is offensive to the recipient and which might threaten a person's security or create a stressful, hostile or intimidating work environment.

Harassment on the grounds of race may include:

- Verbal harassment: offensive jokes or remarks about a person's race or ethnic origin, ridicule or assumptions based on racial stereotypes.
- Visual harassment: production, display or circulation of materials offensive to particular racial or ethnic groups, such as cartoons or racial propaganda.

RELIGIOUS HARASSMENT

Religious Harassment is defined as unwanted or unwelcome conduct based on a person's religion, which is offensive to the recipient and which might threaten a person's security or create a stressful, hostile or intimidating work environment. All instances of religious harassment will be reported to the Equal Opportunity Office.

SOCIAL MEDIA POLICY

You must not post anything personal about a colleague or student on any form of social media.

Prohibited postings include:

- Student bloopers (even if names aren't attached).
- Comments by a student or your comments to a student.
- Reference to specific incidents in class that can be associated with a particular

What to do if you feel you are not being treated with dignity and respect:

As part of the commitment to an environment which upholds dignity and respect, the Department of English has a number of resources available to those who feel that they are the subject of bullying and harassment and has established procedures to deal with formal complaints.

INFORMAL PROCESSES

If you feel you are being harassed or bullied, you should:

- If possible, endeavor to make it clear to the person, or persons, causing offence that such behavior is offensive and unacceptable.
- Keep a record of incidents so that you can be specific about the behavior or actions that are causing offence.
- Report this behavior to a faculty member in an administrative position; this includes the Director of Graduate Studies and the Department Head.
- You may also speak with the Affirmative Action/Equal Opportunity office. <http://aaeo.usu.edu/>. Please note that all instances of sexual harassment MUST be reported to the AAEO office.

DISCIPLINARY ACTION

If the employee continues to disrespect others, disciplinary actions may be taken by the Department of English. If found to be acting unprofessionally, graduate instructors may be placed on a probationary period; if still in violation during the probationary period, instructors may not be reappointed to teaching.

A WARNING ABOUT RETALIATION

It is a violation of USU policy to retaliate in any way against a person(s) because he/she have filed a complaint, assisted or participated in any manner in an investigation or proceeding. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, sexual misconduct, stalking, domestic violence and/or dating violence. Retaliation may take many forms and may include intimidating, threatening, coercing or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the University. USU will take immediate and responsive action to any report of retaliation and may pursue disciplinary action as appropriate.

