Graduate Studies Handbook for the Master of Arts in Literature and Writing Studies
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Introduction

Welcome to the Graduate Program in Literature and Writing Studies!

We are a small program that invites innovative approaches to literary and writing studies and close collaborations among students and faculty. A cultural studies philosophy informs much of the work we do; at the same time, our faculty and students are diverse in their research and creative specializations as well as in their scholarly and cultural backgrounds.

Literature & Writing M.A. students receive specialized training in college-level writing instruction and pedagogy and have the opportunity to teach first-year composition. The focus on first-year writing instruction has allowed our program to establish an excellent job placement record for instructors at local community colleges.

This handbook is designed to give current and prospective students an overview of the LTWR Master’s degree program requirements, curriculum, and policies and give you a first place to look for answers to any questions. Students should know, and must abide by, the University and Department Graduate Studies policies as stated in the CSU San Marcos General Catalogue for their year of matriculation.

For more information, please contact:

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Mission Statement

The CSUSM Literature and Writing Studies Department offers graduate study towards the Master of Arts degree. Our mission is to prepare students for study at the doctoral level, teaching at the community college level, and occupations in the private and the public sectors that require a high degree of literacy. Rather than offering an emphasis in literature or writing studies at the master’s level, our program aims to balance and integrate these activities. Because most of our students are, or eventually will be, teachers, our intention is to provide a graduate teaching apprenticeship within the program that begins with classes, seminars, and close faculty mentoring, and leads to internships, tutoring, and teaching assistantships. Qualified students may tutor students in the University Writing Center or teach general education writing courses. Internships where teaching, writing, and research are central activities may also be arranged within CSUSM and in other settings in the public and private sectors.

Admission Requirements and Application

All applicants, including international students, must meet all the general requirements for admission to graduate studies at CSUSM. These University requirements are described in the CSUSM General Catalogue under Graduate Studies.

Admission to the program requires a bachelor's degree, preferably in English, literature and writing studies, comparative literature, rhetoric, linguistics, or a comparable program.

All applicants, regardless of previous academic degrees, must have taken at least 5 upper-division courses of 3-4 units each in literature or writing from an accredited university. Admission decisions will be influenced by the breadth, appropriateness, and grades of undergraduate course work. Applicants must have maintained a grade point average of not less than 3.0 in the last 60 units of undergraduate study, and a 3.3 average in upper-division literature and writing courses.

All applicants must take the Graduate Record Examination (GRE General). Although the minimum cut-off scores may vary from year to year, it is unlikely that students will be admitted with a verbal score of less than 153 and an Analytical Writing Score of less than 4. All applicants, regardless of citizenship, whose preparatory education was principally in a language other than English, must take the combined Test of English as a Foreign Language (TOEFL) and receive a minimum score of 550. Applicants taking the Computer-Based Test of English as a Foreign Language must present a score of 80 or above.
A complete application consists of two separate parts, both submitted online. Your application is not complete until both of them have been received.

I. Application Materials provided directly to the CSUSM Admissions Office

- application form for admission to CSUSM completed online via [CSU Mentor](https://www.csusm.edu/)
- application fee
- one set of official transcripts from all colleges and universities attended, with indication of graduation, if applicable

II. Application Materials provided directly to the LTWR Department

- a [completed Supplemental Application](#) for admission to the Master's Program in Literature and Writing Studies (link sent via email after CSU Mentor application completed)
- one set of unofficial transcripts from all colleges and universities attended, with indication of graduation
- a 750-1000 word [statement of purpose](#) that addresses educational and career goals and summarizes relevant educational background and research experience
- a [writing sample](#). This should be an analytical essay of no less than five pages on a literary topic. The essay should provide a sample of the applicant's best undergraduate work. An additional writing sample (up to 10 pages) demonstrating the applicant's ability in his/her desired area of emphasis may supplement but not replace the analytical essay.
- [official GRE (and TOEFL, if appropriate)](#) score reports
- three [letters of recommendation](#) (except undergraduate LTWR majors at CSUSM, who must list recommenders' names after obtaining permission).

**Application Deadlines:**

The application deadline for Fall admission is March 1st. Currently the graduate program is unable to offer Spring Admission.

The application fee must be submitted to the Admissions Office by these deadlines. Applicants for Fall admission will be notified of the status of their applications by June 1st.
Degree Requirements

The program requires 30 semester hours (10 courses, including 3 credits of thesis research and 3 credits of thesis writing). At least 24 units must be 500 & 600-level. Up to six (6) units at the 400 level may be taken with advance approval from the Graduate Studies Coordinator. Required courses are LTWR 600, 601, and 602, which should be taken as early as possible (600 is taught only in the Fall; 601 and 602, only in the Spring). A substantial thesis, directed and approved by the student’s thesis committee, is also required of all students. The grade-point average must be at least 3.0 to graduate.

The typical full-time student will complete the program in four semesters, but some full-time and all part-time students will take longer.

Important Restrictions on Courses Applied to the Degree

Master's students may not count any course at the 300-level or lower toward fulfillment of Master's degree requirements, nor may courses which bear General Education credit be counted toward Master's degree requirements. Only with prior, case-by-case approval may Master's students, on an individual basis, count a maximum of two (6 units) 400-level, non-General Education courses toward the Master's degree requirements. Units earned not in residence at CSUSM are limited to 6, and must be approved by the Graduate Studies Coordinator. Graduate units earned at CSUSM before matriculation are limited to 6, and must be approved by the Graduate Studies Coordinator prior to enrolling in the class. For more information on concurrent master’s degree credit and the rules that apply, please visit: http://www.csusm.edu/policies/active/documents/graduate_studies_concurrent_masters_degree_credit.html. A maximum of 9 units of courses graded credit/no credit (usually thesis research, thesis writing, and internships) will be accepted in fulfillment of the degree.

Language Other than English Requirement

All students must satisfy a Language Other than English (LOTE) requirement. The requirement may be fulfilled in the following ways, with approval of the Graduate Studies Coordinator:

- By completing one three-unit upper-division LOTE literature course with readings in the original language with a grade of C (2.0) or better, such as SPA 315, 350A, 350B, and 380 or FREN 315, 350, or 380. **Please note that there are many 400-level courses in Spanish literature that can both meet the LOTE requirement and potentially be applied to the Master’s degree.** Not all courses are offered each semester; please check the current listings on the World Languages website.
• By completing LTWR 511, Literature in Translation, with a grade of B (3.0) or better. This course is offered approximately every fourth semester.
• By passing a test or other requirements to be determined by a tenure track or tenured member of the LTWR department and approved by the LTWR Graduate Studies Coordinator.

Academic Continuation

To continue in the graduate program, students must maintain a minimum cumulative grade point average (GPA) of 3.0 (A=4). A student whose cumulative graduate GPA falls below 3.0 at any time is placed on academic probation. If the GPA falls below 3.0 for two consecutive semesters, the student will be dropped from the program. Each student must present a formal thesis proposal to the thesis committee no later than the beginning of the third semester of study for full time students, or after eighteen units have been completed for part-time students. In addition, each student has to defend the completed thesis in front of his/her committee no later than four semesters following the approval of the thesis proposal. The overall time limit for the degree for both full and part time students is five years from matriculation in the program.

Course Descriptions

Note: The number in parenthesis indicates units of course credit. Not all courses are offered each semester; consult the LTWR website (www.csusm.edu/ltwr) for current listings and course descriptions prior to each registration period.

COURSES OPEN TO GRADUATE AND UNDERGRADUATE STUDENTS

LTWR 503 Literary Period or Movement (3) Advanced, historically oriented study of a literary period such as the Renaissance, or a movement such as Postmodernism. Students must refer to the class schedule for specific course content. May be repeated for a total of six (6) units with new course content. May not be taken for credit by students who have received credit for LTWR 603 for the same content.

LTWR 504 Advanced Author Studies (3) Advanced critical study of a major author or authors such as Shakespeare, Dickinson, Proust, Morrison, Gordimer, or Murasaki. Special attention will be given to the cultural production of the text(s) as well as the historical reception of the author’s works. Students must refer to the class schedule for specific course content. May be repeated for a total of six (6) units with new course content. May not be taken for credit by students who have received credit for LTWR 604 for the same content.
LTWR 509 Classical Rhetoric (3) A close study of Classical rhetoric. Examines the relationships between discourse and knowledge, communication and its effects, language and experience. Explores the possibilities for understanding the nature of persuasive discourse: purpose, audience, composing process, argumentation, organization, and style. Selected major works on rhetoric, from antiquity to the nineteenth century. Relationship between the rhetorical tradition and modern approaches to the teaching of writing and literature. May not be used for credit by students who have taken 609 for credit.

LTWR 511 Literature in Translation (3) Study of select literary texts and literary criticism written in languages other than English. Students will study texts in the original language and compare them to their English translation(s) with a focus on idiom, style, grammar and argumentative detail. Includes a survey of translation theory. Requires good (i.e., equivalent of third-year instruction) reading knowledge of a foreign language. Completion with a grade of B or better satisfies the Language Other than English Requirement for graduate students in Literature and Writing Studies. May be repeated for a maximum of six (6) units. May not be taken for credit by students who have received credit for LTWR 611. Prerequisite: LTWR 300A or 300B; graduate students exempt from this prerequisite.

LTWR 512 Modern Rhetoric (3) A close study of 20th Century rhetoric: composition, theory, reading theory, psycho-linguistics, sociolinguistics, language philosophy, and literary theory. Relationship between rhetorical theory and modern approaches to the study and pedagogy of writing and literature. May not be taken for credit by students who have received credit for LTWR 610. Prerequisite: LTWR 300A or 300B; graduate students exempt from this prerequisite.

LTWR 513 Studies in Contemporary Literature (3) Focuses on literature produced within the last 20-25 years, including fiction, poetry, drama, and mixed genre work. Explores narrative, poetic, and dramatic structures (both conventional and non-conventional) and the relationship between literary conventions and cultural context. Course assignments can be creative, analytical, or some combination of both. Specific geographical focus varies, but in some semesters, the course will emphasize world or non-western literature. Students may also be required to attend several public literary readings. Together with LTWR 502A, may be repeated as issues/themes change for a total of six (6) units. Prerequisite for undergraduates: LTWR 308B and 309B.

LTWR 525 Theory and Practice of College Writing Instruction (3) Wide reading in current theory and practice of teaching writing at the university level. Exploration of the implications for writing instruction of current discourse theory and linguistics (sentence-level and text-level). Review research on writing and instruction and examination of models of classroom and individual conferencing. Students will also tutor in the University Writing Center. Prerequisite: Consent of
instructor and LTWR 300A or 300B; graduate students exempt from this prerequisite.

**LTWR 545 Advanced Creative Writing (3)** For students who wish to increase their skills in the writing of fiction and poetry. The content of each semester will be determined by the instructor and may include short stories, poetry, novel, play or screenwriting. May be repeated for a total of six (6) units of credit with new course content. Prerequisite: LTWR 325 or equivalent experience in creative writing. LTWR 300A or 300B; graduate students exempt from this prerequisite.

**COURSES OPEN TO GRADUATE STUDENTS ONLY**

**600 Research and Critical Methodology (3)** Introduction to research methods and the critical and theoretical approaches common to the graduate study of literature and expository writing, with attention to basic reference works, bibliographical techniques, analytical strategies, scholarly frames of reference, and pedagogy. *Recommended for first semester graduate students.*

**601 Literary Study in a Multicultural World (3)** Relationship of literature to gender, race, class, and nationality. Changing conceptions of literary canons. Exploration, through literary texts, of values in literature and the constituents of literary value.

**602 Rhetorical Theory and Practice (3)** Exploration of the chronological and the disciplinary scope of rhetorical study, from classical times to the present. Includes works of relevance not only to composition studies, but also to literature, speech communication, philosophy, and the theoretical branches of other humanistic disciplines that have become increasingly interested in rhetorical processes. Focuses on the pedagogy of composition. *May be repeated for a total of six (6) units.* Prerequisite: Students must be accepted into the LTWR Master’s Program, and must have consent of the instructor.

**605 Seminar in Thematic Studies (3)** Study of a thematic motif over time or across cultures, for example alienation and exile, cultural taboo, colonial discourse, or the representation of criminality. May also address studies such as the nature of the hero and aspects of love or death. Students must refer to the class schedule for specific course content. *May be repeated for a total of six (6) units with new course content.*

**606 Seminar in Genre Studies (3)** An examination of one or more genres, for example satire, utopian fiction, autobiography, travel narrative, landscape poetry, the essay, or film. Students must refer to the class schedule for specific course content. *May be repeated for a total of six (6) units of credit with new course content.*
**607 Seminar in Comparative Studies (3)** Comparison of theoretical and literary representations across cultures (e.g., East/West studies), across modes of discourse (e.g., oral/written), or across media (e.g., literature/art or literature/music). Students must refer to the class schedule for specific course content. *May be repeated for a total of six (6) units with new course content.*

**608 Seminar in Critical and Theoretical Studies (3)** Close study of one or several bodies of critical theory currently applied to literary studies: psychoanalytic, feminist, Marxist, new-historical, or post-structuralist. Emphasis will be on terminology; methods or readings; modes of interdisciplinary analysis and interpretation; and recent debates on questions of theory, history, and culture.* May be repeated for a total of six (6) units with new course content.*

**612 Seminar in Rhetorical Theories and Cultures (3)** Close study of one or several bodies of rhetorical theory in relation to cultures, for example gender and rhetoric, adolescence and rhetoric, black English and rhetoric, and popular culture and rhetoric. *May be repeated for a total of six (6) units with new course content.*

**613 Seminar in Creative Writing (3)** For students who wish to continue refining their skills in poetry, short stories, novels and /or screen writing. Content to be decided by collaboration between students and the instructor. *May be repeated for a total of six (6) units. Prerequisite: LTWR 325, 545 or equivalent experience in creative writing.*

**615 Scholarly Publishing in Literature and Writing (3)** Faculty-supervised training in literary and composition publishing. Critical examination of academic journals with goal of submitting work to journals. Soliciting of manuscripts for editing and publishing of a composition journal. *Prerequisites LTWR 525, one 600-level course and consent of instructor.*

**690 series Graduate Research:** 690A (1), 690B (2), 690C (3), 690D (4), 690 E (5), 690 F (6) Faculty-supervised research. *May be repeated, but no more than six (6) units of credit may be applied toward the Master’s degree. Graded Credit/No Credit. Prerequisite: consent of instructor.*

**695 series Internship:** 695A (1), 695B (2), 695C (3), 695D (4), 695 E (5), 695 F (6) Supervised experience either teaching writing at the college level or working in public agencies and private industries that provide opportunities to develop professional writing skills. Students who want credit for working in CSUSM’s Writing Center should enroll. *Only three (3) units may be applied toward the Master’s degree. Graded Credit/No Credit. Prerequisite: Consent of instructor.*

**699 Graduate Thesis (3)** *Prerequisite: Completion of twenty-four (24) units in the graduate program prior to enrollment, or consent of thesis advisor. Graded Credit/No Credit. Prerequisite: Consent of instructor.*
699 X (1), Y (2), Z (3): Thesis Extension

Registration in this course is limited to students who have received a satisfactory grade in LTWR 699 and who expect to use the facilities and resources of the University to work on or complete their thesis. Students who have not completed their thesis in LTWR 699 must register for LTWR 699X, Y or Z. Graded Credit/No Credit. May be repeated, but credit will not be applied toward degree. Prerequisite: Prior registration in LTWR 699 with a satisfactory grade.

Guidelines and Regulations for Signing Up for Independent Study Courses:

Graduate independent study courses include: LTWR 690 (ABCDEF), LTWR 695 (ABCDEF), LTWR 699, LTWR 699 (XYZ) and E699.

All these courses are graded Credit/No Credit.

The regulations governing these courses are as follows:

A maximum of 9 units of these courses can be applied toward the degree.

- LTWR 690 (ABCDEF) can be repeated, but only 6 units can be applied toward the degree. (Note: LTWR 690 and LTWR 699 cannot be taken concurrently except in special cases.)

- LTWR 695 (ABCDEF) can be repeated, but only 3 units can be applied toward the degree

- LTWR 699 cannot be repeated, and only 3 units can be applied toward the degree. You are permitted to take LTWR 699 upon the completion of 24 units.

- LTWR 699 (XYZ) can be repeated, but none of the credit can count toward your degree. Conditions for taking LTWR 699 (XYZ) are satisfactory progress in LTWR 699 (XYZ), as well as your need to continue working with faculty and to use the facilities and resources of the university.

- E699 is not repeatable. Can be taken only once. No credit toward the degree. Registration in this course is via Extended Studies. No faculty supervision will be given: this course is only designed to enable you to use the university’s facilities to finish work on your thesis. To register, students need to fill out the E699 form, which can be downloaded from the web site of the CSUSM Office of Graduate Studies and Research, and obtain a signature directly from the Graduate Studies Coordinator instead of the Chair of their Thesis.

Independent Studies forms are available from the Literature and Writing Studies Academic Coordinator’s office. After completing an independent studies form
with all the required signatures, students need to submit the form to Registration and Records. Registration and Records will create a CRN for the course, register the student in the class and e-mail the student if there is a fee change. Students can view their registration status in independent studies classes on myCSUSM.

The Thesis

Thesis Requirements

The LTWR Master’s thesis is between 50-80 pages in length. The format of the thesis can vary, with the following representing the most common options:

- a sustained textual analysis on a focused topic in literary and/or cultural studies;
- a collection of scholarly textual analyses accompanied by a critical introduction;
- a collection of creative writing or a sustained piece of creative writing accompanied by a critical introduction; or
- a combination of creative and critical approaches accompanied by a critical introduction.

Research leading to the thesis will be the culminating experience for each student enrolled in the Master’s program. The thesis will be a substantial product of research and/or creative activity carried out under the close supervision of a faculty advisor and two additional thesis committee members and revised with their guidance. Please consult the Graduate Studies Coordinator and/or the faculty members with relevant expertise for more information.

The student must meet deadlines established in the LTWR Thesis Calendar (see Appendix VI) and be enrolled in LTWR 699, or GRAD E699 in the semester in which the thesis is defended. To get credit for work on their theses, students have to sign up for LTWR 690 (Graduate Research) while conducting research and writing drafts on their theses, and for LTWR 699 (Graduate Thesis) in the semester during which they expect to turn in the revised and completed theses. LTWR 690 can be repeated only once. LTWR 690 and LTWR 699 cannot be taken concurrently. The prerequisite for enrolling in LTWR 699 is the completion of 24 units in the graduate program, or the consent of the chair of the thesis committee. In exceptional cases, thesis work can be completed in a thesis extension course. In order to enroll in any of these courses, students should fill out Independent Study forms, available from LTWR Department Administrative Coordinator’s Office MH137. The form must be signed by the instructor and approved by the Graduate Studies Coordinator.

Thesis Committee and Chair
Each student must select a thesis committee at the beginning of the third semester of study or after satisfactory completion of 18 units of study. Ideally, the thesis committee consists of three faculty members. The student should choose them from among full-time (tenured or tenure-track) faculty in Literature and Writing Studies. Students also need to select a thesis chair who will assist the student in developing a thesis proposal and will be the primary supervisor for work on the thesis. Ideally, the chair will have knowledge and expertise in the field in which the student wants to write his or her thesis, know the student from previous work in a seminar, and have a good working relationship with the student. The chair is responsible for the intellectual integrity, rigor, and quality of research and ensures that the thesis conforms to program and university standards of study.

**Thesis Proposal**

The thesis proposal consists of three parts: (1) the Literature and Writing Studies Program Thesis Committee Membership Form (see Appendix IV); (2) a thesis proposal (1000-1500 words) which includes proposed areas or topics of research, an outline of each chapter, and a working plan for completion, and (3) a bibliography at the end. By the 5th week of the student’s third semester in the program, the student must submit a thesis proposal to the selected committee for review. By the 7th week of the student’s third semester in the program, the Thesis Committee Membership Form and approved Thesis Proposal must be filed with the Department’s Graduate Studies Coordinator, the members of the thesis committee, and the Administrative Coordinator.

**Writing the Thesis**

When the thesis proposal has been approved, the entire committee should meet to discuss the objectives, methods, and timeline, and to confirm roles and procedures for circulating drafts. The student should develop the thesis in close collaboration with the chair of the committee, and upon the approval of the chair, forward a reasonably complete draft of the complete thesis or of substantial parts to the other members of the thesis committee with the chair’s comments. When the thesis has been reviewed by the other members of the committee, their comments will be forwarded to the student and the committee members. At that time the committee will determine when to schedule the thesis defense. The LTWR Thesis Calendar provides deadlines for the final draft and the defense date (see Appendix VI).
Student Guidelines:

- Students are expected to take the initiative in finding a thesis topic and in beginning to research it as soon as possible after entering into the program.
- It is the student's responsibility to assemble a thesis committee. This includes contacting faculty, establishing mutual research interests, development of a thesis proposal, its submission to all prospective committee members, and arranging for faculty to sign the Thesis Committee Membership Form.
- Students should follow the proposed timeline in their thesis proposal and meet with their thesis committee chair and/or committee members regularly.
- Students should respond actively to feedback provided by the committee members and revise their thesis drafts accordingly.
- Students must meet the deadlines on the LTWR Thesis Calendar in order to be eligible to defend in a given semester.
- Students should work with the LTWR Administrative Coordinator to prepare the Thesis Certification page and other official pages in the thesis. These pages must conform to University specifications or the Library will not accept the thesis.

Faculty Guidelines:

- The chair of the thesis committee should meet with the student on a regular basis (at least one hour every other week), provide guidance and respond to drafts in a timely manner.
- When a reasonably complete draft is approved by the chair of the thesis committee, the chair will provide written comments to the other committee members, notifying them that the thesis is ready to be read by them. This will include a short review of revisions, suggestions, and remaining concerns.
- The other committee members will comment on the draft in written form (in one or two paragraphs) and forward their comments to the student and the chair of the thesis committee. Students who submit their complete draft by week 9 should receive written comments by the end of week 11.

If a faculty member goes on leave while serving on a thesis committee, he or she should provide written comments for faculty who take over his or her responsibilities as chair or committee member during this time.

Each year, the Department organizes a thesis workshop to help prepare students for thesis work. It is announced on the LTWR website and the graduate student listserv. For workshop handouts and other useful information on writing the thesis, see the website.
The Defense

The thesis defense is a critical conversation about the final text the student produces, how it approaches the objectives of the thesis proposal, and what further questions it suggests. During the defense, students should be prepared to offer a fifteen- to twenty-minute overview of the project and its culmination in the thesis and be ready to field questions from the committee. Students may be required to revise their theses based on faculty comments during the thesis defense. Thesis defenses are normally open to the CSUSM community.

University Guidelines for the M. A. Thesis

The finished manuscript is a scholarly work that is the product of extensive research and related preparation. The University houses the approved thesis in the University Library, thus making the work publicly available to other students, faculty, and outside researchers. The thesis will then become a visible and permanent measure of the quality of scholarship expected at California State University, San Marcos. As such, theses must adhere to a uniform standard of format and construction to preserve the work and to prepare it for electronic availability to the reader. All LTWR theses must meet both University and Department guidelines. (See Appendix V.)

Graduation

Candidates for the Master's degree need to apply for graduation with Enrollment Services (Craven Hall 3rd floor) in the semester in which they expect to graduate. The deadline to apply for graduation in Spring or Summer is March 15 of that year. The deadline to apply for graduation in Fall is November 15 of that year. If that deadline falls on a holiday or weekend, the deadline is the business day before it. Please check with your Thesis Chair before those dates for advice on the likelihood that you will graduate in a particular semester. A student planning to graduate in any given regular semester is strongly encouraged to meet with the Graduate Studies Coordinator and complete a formal Graduation Check Form at the beginning of the semester to confirm that all pertinent requirements described above concerning courses, the thesis, and the Language other than English have been or will be met by the end of the expected semester of graduation (see Graduation Checklist, Appendix II).

What if I apply and don’t graduate?

• If you apply for graduation but then do not finish that term, you will need to submit two forms: (1) a Graduation Cancellation Form, and (2) a new graduation application (for the following semester).

Further information about graduation and Commencement is available on the University website.
Pre-Professional Training Opportunities

Qualified students have a range of opportunities to learn and develop new skills under the supervision of professionals in various fields requiring a high degree of facility with language, literature, critical analysis, and verbal expression. Within CSUSM, M.A. students work in the University Writing Center; teach General Education – Writing (GEW) courses; provide workshops in writing skills for CSUSM students and staff; and assist LTWR faculty with scholarly and creative projects. Internships may also be arranged outside CSUSM. Some positions are associated with a student stipend and others may receive course credit.

Assistantships:

Graduate Assistantships in which students assist professors in LTWR with research and creative projects are available and usually announced in open calls for applications that will be posted on the graduate student listserv. For more information contact the Graduate Studies Coordinator.

GEW

A limited number of competitive positions as Teaching Associates in the GEW program may be available each semester to students who have successfully completed LTWR 602. Teaching Associates must continue their enrollment in LTWR 602 during each semester of employment to further their professional development, to maintain currency in the field of writing instruction, and to ensure rigorous and unified programmatic standards and assessments. For more information contact Dr. Catherine Cucinella, GEW Coordinator.

Internships

Please contact the Department Chair for current information about internships.

Writing Center

Qualified students who have taken LTWR 525 may be considered for paid Peer Writing Consultant positions in the University Writing Center. Apply for internships and paid positions with the Writing Center Director.
Administration and Advising

Graduate Studies Committee

The Master of Arts Program of the Literature and Writing Department is administered by the Graduate Studies Committee. This Committee supervises admissions, academic progress, and development of and administration of policies and advises the LTWR Department about graduate studies matters.

Graduate Studies Coordinator

Dr. Heidi Breuer is the 2015-2019 Graduate Studies Coordinator and LTWR Chair of the Graduate Studies Committee.

Graduate Studies Advising

Dr. Breuer advises LTWR graduate students: hbreuer@csusm.edu

Graduate Student Representatives and Community

The Graduate Student Representatives attend Department and Graduate Committee meetings, arrange for new student mentoring and help with orientation, and organize informal and formal gatherings for the graduate students. They act as liaisons between LTWR grad students and the Department (and other members of the campus community). For a list of the current Graduate Student Representatives and their contact information, please go to the LTWR M.A. Program website.

General Policies

LTWR MA Students should know and must abide by University and LTWR Policies for Graduate Studies.

See http://www.csusm.edu/gsr/graduatestudies/policies.html
Academic and Administrative Probation

It is the policy of California State University San Marcos to place graduate students on academic or administrative probation when their overall work is less than satisfactory, as reflected in a deficient cumulative grade point average, or other failure to make adequate academic progress. Graduate students are dismissed from the university through academic disqualification when the conditions needed to achieve good standing are not met in a timely fashion. Consideration for reinstatement is provided through a petition process. In the LTWR Department, failure to make academic progress includes failure to submit an approved thesis proposal within the first three semesters of full-time study; failure to defend the thesis within four semesters after approval of the thesis proposal; and failure to pass the oral defense of the thesis. The student on probation must meet with the Graduate Coordinator to develop an acceptable plan for returning to good standing within the semester following placement on probation. Failure to do so may result in disqualification from the program. See the University Graduate Studies page for further information.

Appeals

A graduate student who is aggrieved about a course grade, candidacy decision, or degree requirement should first discuss the matter with the relevant faculty member or the Graduate Studies Coordinator. If the matter cannot be resolved informally, then the student may file a formal grievance in accordance with CSUSM policy, first with the Graduate Studies Committee, then, if not resolved at this level, with the Chair of the LTWR Department, then with the Dean of CHABSS.

Continuous Enrollment Requirement and Time-Limit To Degree

Conditionally Classified or Classified graduate students must be continuously enrolled unless an authorized Request for Graduate Student Leave of Absence has been filed (see Leave of Absence, below). No more than 12 months total can be excused through authorized leaves of absence. Students who do not maintain continuous enrollment are dropped from the graduate program and must reapply. Requirements for the Master's degree are to be finished within FIVE (5) years after the beginning of course work as a Conditionally Classified or Classified graduate student at CSU San Marcos. **Summer enrollment is not required unless you are defending the thesis during the Summer semester.**

Full-Time/Part-Time Student Status and Course Load

**Full-time:** Full-time graduate students are expected to complete the course work in four semesters. Graduate students are classified as full-time if they are: (a) enrolled in nine (9) or more units in a Fall or Spring semester; (b) enrolled in six (6) or more units in a Summer term; (c) enrolled in six (6) or more units during a Fall or Spring semester and hold a university graduate assistantship requiring at least one-third time service (equivalent to the hours for a 3 unit course). These
classifications should satisfy financial aid eligibility requirements. Students should consult the Financial Aid Office regarding any eligibility issues.

**Part-Time:** Students may enroll on a part-time basis at a minimum of three units per semester. The schedule for completion of the degree is adjusted accordingly. However, students are expected to complete the degree according to a study plan formulated by the student and the thesis advisor or Graduate Studies Coordinator, no longer than five years after matriculating into the program.

**Incomplete Grade**

It is incumbent upon the student to initiate the request for an incomplete grade and to reach an agreement with the instructor regarding completion of the course work. In order to do so, the student ought to obtain an Incomplete Contract form from the Dean's Office (Craven Hall 6211) and both faculty member and student ought to sign the form after working out a schedule for the completion of the work. The original of the form has to be submitted to the department administrative coordinator to be filed with the student's records, while one copy remains with the faculty member and one copy with the student. All incomplete grades must be completed within one year, in accordance with CSUSM policy.

**Leave of Absence**

In accordance with CSU San Marcos policy, a student may request a leave of absence for valid medical, planned educational or professional reasons on a semester by semester basis for two semesters only. Forms are available on the website (or at the Enrollment Services Information window, 3rd Floor of Craven Hall), and must be filed and approved by the last day of the drop-add period in the semester to which the leave will apply. During a leave of absence, the student will not use University resources or faculty time. If you fail to register for course work and fail to apply for a leave of absence in any semester, you will be dropped from the program and will need to reapply. Should you require a third semester's leave of absence due to an emergency situation, please contact the Graduate Studies Coordinator in advance to discuss the necessary paperwork and your specific situation.

**Repeating a Course**

The faculty members strongly encourage students not to repeat graduate courses. However, a student may petition the Graduate Studies Committee to do so. The transcripts and GPA will reflect both grades obtained in the course.
The Faculty
There are 12 full-time faculty members in Literature and Writing Studies at Cal State San Marcos. Representative research and creative interests are described below, but please talk to individual faculty members to learn more as our work is always developing!

Oliver Berghof, Ph.D., University of California–Irvine
Comparative Literature, Literary Theory, Humanities Computing and Digital Humanities, Seventeenth and Eighteenth Century Literature, Romanticism, Film Studies, Literary Translation and Translation Theory

Heidi Breuer, Ph.D., University of Arizona
Graduate Studies Coordinator
Medieval & Early Modern Literature, Arthurian Romance, Anglo-Saxon Literature, Gender Studies, Feminist Theories, Women's Studies, Sexuality/LGBTQIA Studies, Medieval & Renaissance Drama, Contemporary Popular Culture, Fantasy and Science-Fiction, Graphic Fiction (i.e. Comics)

Susie Lan Cassel, Ph.D., University of California-Riverside [Harry E. Brakebill Distinguished Professor]
American Ethnic and Multicultural Discourses, American Literature and The Novel, Critical Race Theory, Chinese American Literature, Auto/biography and Oral History, Film Studies

Catherine Cucinella, Ph.D.  University of California-Riverside
Director General Education Writing

Sandra Doller, M.F.A., Iowa Writers’ Workshop (University of Iowa)
Creative Writing, Poetry & Poetics, Performance Studies, Cross-Genre & Contemporary Literature, Feminist Texts, Experimental Writing, Literary Translation, Film Studies

Francesco Levato, Ph.D., Illinois State University; M.F.A., New England College
Digital Literature and New Media, Videogame Theory, Analysis, and Creation, Poetry and Poetics, Creative Writing, Critical and Cultural Theory, Postcolonial Studies, Border Studies, Literary Translation

Rebecca M. Lush, Ph.D., University of Maryland, College Park
Department Chair
Early Colonial and U.S. American Literature, Early Modern Trans-Atlantic Literature, Native American Literatures, Drama, Women's Studies, Critical Race
Theory, Film Studies, Gothic Literature and Horror Studies, American West and Frontier Studies

Ken Mendoza, Ph.D., University of California-San Diego  (will not serve on thesis committees 2017-2019)
[Harry E. Brakebill Distinguished Professor]
Rhetoric and Composition, Ethnopoetics and Translation Theory, Cultural Studies and Critical Theories, Ethnic Literature and Postcolonial Discourse, The Western, Film Studies

Salah Moukhlis, Ph.D., State University of New York at Stonybrook
World Literature, African and Middle Eastern Literatures, Postcolonial Theory, Literary Theory, Literature/Culture of the Maghreb, Comparative Literature

Martha Stoddard Holmes, Ph.D., University of Colorado, Boulder (will not teach or serve on thesis committees 2015-2019)
[Harry E. Brakebill Distinguished Professor]
Associate Dean, Instruction and Academic Programs
Victorian Literature and Culture, Disability Studies, Medical Humanities, Children’s Literature, Creative Writing, Film Studies

Mark Wallace, Ph.D., State University of New York at Buffalo
Creative Writing, Contemporary Poetry and Poetics, Contemporary Fiction and Narrative Theory, and 19th and 20th century American and British Literature, Film Studies

Yuan Yuan, Ph.D., University of Wisconsin
U.S. Literature, Cultural studies and Critical Theories, Ethnic Literature and Postcolonial Discourse, Modernism, Postmodernism, Comparative Literature, Film Studies
Appendix I:

LTWR M.A. Timetable: a recommended timetable for progress based on a full course load (9 units per term in year 1, 6 units in year 2).

First Year

Fall

- Take required courses (600)
- Plan for Language Requirement
- Meet with Grad Studies Coordinator to discuss plans
- Introduce yourself to grad faculty; consider them as resources beyond courses
- Join grad-ltwr listserv to stay in touch with grad student news, preprofessional learning and praxis opportunities (GA, GEW, internships)
- Keep track of what energizes you most in your courses. Start an idea journal: grist for the thesis mill and much, much more…

Spring

- Finish required courses (601 & 602)
- Develop thesis concept, begin exploratory research, draft thesis proposal
- Confirm thesis chair and thesis committee members* by end of semester
- *Usually tenure-track faculty. See page 19 of Graduate Handbook.

Each Fall: Apply to the Grad Studies & Research Office, the Graduate Studies Coordinator in LTWR, and ASI for funding for any conferences you have applied/will apply to present at this year (funds are often gone by the end of Fall Semester; you do not need to have an acceptance to apply for the funds.)

Second Year

Fall

- Review courses taken and grades and complete graduation checklist. Make sure that all key requirements are met, including language requirement. Check internship and independent study credits; find any credit deficits based on limits for allowable credits in 690, 695, etc. Plan to devote at least one independent study (690) to thesis research supervised by your thesis chair.

- By 5th week of the term, present thesis proposal draft to thesis committee. Should be approved and returned to the LTWR AC, Kristin Bebout (in MH 137), by the end of week 7 with your signed Thesis Committee Membership Form. Continue research and writing!

- Set personal daily, weekly and monthly goals for writing and research; confirm a workable schedule for submissions and feedback from the chair and committee.

- Ask professors to write recommendation letters. Ask to be observed teaching so that at least one person can write in this regard. Begin compiling materials for a teaching portfolio. Draft a curriculum vita (c.v.), the academic version of a résumé; visit the Career Center. If applicable, research Ph.D. programs, get application materials. Draft statement of purpose and give to professors for feedback. Plan to retake GRE and subject exam if advised.
Ask your chair if you will be ready to defend this term. Register for 699 (Thesis Defense). Meet with Grad Coordinator for a graduation check; take additional courses needed to meet 30 units. Leave a copy of your graduation checklist with Kristin Bebout. Apply for graduation by March 15 (Enrollment Services).

Ask for recommendation letters to apply for teaching positions.

Keep writing; supplement with further research as needed. Submit sections to committee for feedback and revision according to the confirmed schedule.

Submit a close-to-final version of the thesis to committee by the end of the 10th week of the semester, to be returned with feedback by week 12.

Make revisions and schedule thesis defense date with chair by week 13. Check thesis ADA format with library in week 14, if not before.

Submit signed thesis approval form and signed title page for Grad Coordinator’s signature; submit hard-copies of forms to the library. Submit thesis to library by Thursday of last week of classes. Graduate and celebrate!

If you did not graduate, fill out necessary forms at Enrollment Services and register for LTWR 699 XYZ or E699 (consult with Grad Coordinator and Thesis Chair to decide which).
Appendix II
Graduation Checklist
Master of Arts - Literature and Writing Studies

Student Name: ____________________________________________________
ID Number: __________________________________
Thesis Chair: ____________________________________________________
Year and Term began Program: ____________

<table>
<thead>
<tr>
<th>Required Core</th>
<th>Course</th>
<th>Grade/Units</th>
<th>Semester and Year</th>
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<tr>
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<td>LTWR 600</td>
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<td>Fall</td>
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<tr>
<td></td>
<td>LTWR 601</td>
<td></td>
<td>Spring</td>
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<tr>
<td></td>
<td>LTWR 602</td>
<td></td>
<td>Spring</td>
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</table>

<table>
<thead>
<tr>
<th>Electives*</th>
<th>Course</th>
<th>Grade/Units</th>
<th>Semester and Year</th>
<th>Institution</th>
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<tbody>
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30 Total

*No more than 9 units graded CR/NCR; No more than 6 units taken elsewhere; no more than 6 units of 400-level study and must have advance approval from Graduate Studies Committee; at least 18 units at 500 & 600-level.

Language Other Than English Requirement___________(met/needed) How?________

Thesis Proposal Approved  Date____________
Thesis Approved  Date__________
(separate approval letter to be sent to A & R upon final approval)

GPA__________________________(at least 3.0 in all graduate work)
Graduate Coordinator________________________Date__________

9/03
Appendix III:

Literature and Writing Studies M.A. Program
Course Substitution Form

This form should be completed each time a graduate student in the program plans to take a 400-level course supplemented with additional work and use that course in partial completion of the M.A. degree. Please note that CSU regulations do not permit any course below the 400-level or any course (including 400-level) designated as a General Education course to be used toward the M.A. degree.

The Instructor and Graduate Coordinator should approve the form before the end of the drop-add period. The original goes to the LTWR Administrative Coordinator to place in the student’s file.

Proposed 400-Course Number and Name ________________________________

Semester and Academic Year ________________________________

Description of supplemental coursework the student will do to make this course graduate-level (Must be done during the semester in which student is enrolled in the course)

__________________________________________________________

I agree to complete the supplemental coursework described above, in addition to the normal requirements for this course, to receive graduate credit for this course.

__________________________________________________________

Instructor Name

Date

I approve the above plan.

__________________________________________________________

Graduate Coordinator

Date

Revised 1/05
Appendix IV:

CSUSM Literature and Writing Studies Department
Thesis Committee Membership/Thesis Proposal Approval Form

Student Name: _______________________________________________________________

Proposed Thesis Topic: ______________________________________________________

I agree to serve as the Chair of the thesis committee for the above mentioned graduate student. I approve this student’s thesis proposal.

__________________________________________  ______________________  ________
Thesis Committee Chair  Signature  Date

I agree to serve as a member of the thesis committee for the above mentioned graduate student. I approve this student’s thesis proposal.

__________________________________________  ______________________  ________
Faculty Member  Signature  Date

I agree to serve as a member of the thesis committee for the above mentioned graduate student. I approve this student’s thesis proposal.

__________________________________________  ______________________  ________
Faculty Member  Signature  Date

Graduate Coordinator

__________________________________________  ______________________  ________
Graduate Coordinator  Signature  Date

When completed, the original of this form should be given to the Department Administrative Coordinator, who will place it in the student's file. A copy of the student’s thesis proposal should be attached to this sheet after the Thesis Committee approves it.

Revised 08/17
CSUSM Literature and Writing Studies Department
Thesis Committee Membership Petition

Student Name: ________________________________________________________________

Proposed Thesis Topic: ________________________________________________________

I request permission for the undersigned faculty member to serve as a member
(not chair) of my thesis committee. I have consulted with tenure-track faculty (ttf)
in this field of expertise, as indicated below. The non-ttf faculty member
understands that thesis committee participation is a voluntary service to the
department.

Student’s Signature ___________________________ Date _________________

I agree to serve as a member of the thesis committee for the above mentioned graduate
student.

Faculty Member ___________________________ Signature ___________________________ Date _________________
The above student has consulted with me about my participation on the thesis
committee. I am unable to serve on the committee at this time.

Faculty Member ___________________________ Signature ___________________________ Date _________________

Faculty Member ___________________________ Signature ___________________________ Date _________________

Faculty Member ___________________________ Signature ___________________________ Date _________________

Thesis Chair and Graduate Committee Approvals:

The above petition for the above non-ttf faculty member to participate on this thesis
committee is approved on behalf of the Graduate Committee.

Thesis Committee Chair ___________________________ date _________________
Graduate Coordinator ___________________________ date _________________

When completed, the original of this form should be attached to the Thesis Committee
Membership Form and given to the Department Administrative Coordinator, who will
place it in the student’s file. 10/04
Appendix V:

CSU SAN MARCOS GUIDELINES
FOR
THE MASTER’S THESIS

A finished Master’s thesis is a scholarly work that is the product of extensive research and related preparation. The University will make Master’s theses publicly available to other students, faculty, and outside researchers in the University Library. These theses will become a visible and permanent measure of the quality of scholarship expected at California State University San Marcos. As such, theses must adhere to uniform standards of format and construction to preserve the work and to prepare it for binding.

Thesis Placement in the Library

Students must electronically submit one copy of their approved thesis to the Library, which must be signed by all members of the thesis committee on the thesis signature page; see below for the CSU San Marcos model signature page. These signatures indicate that the thesis committee has accepted the thesis. **ALL SIGNATURES MUST BE IN DARK BLUE OR BLACK INK.** See below for fees and guidelines regarding the electronic thesis. Students wishing to copyright their theses through an official agency must make their own arrangements to do so.

Electronic Thesis Submission Guidelines and FAQ

All information about Electronic Thesis submission can be found at the following CSUSM Library website: [https://biblio.csusm.edu/thesis-submission](https://biblio.csusm.edu/thesis-submission)

To submit an electronic thesis, follow the steps described on the website. Use the ETD Submission Checklist to make sure you complete all the steps. Give yourself plenty of time to complete the steps: preparing your manuscript can take days or even weeks! Set up an appointment to meet with Carmen Mitchell (cmitchell@csusm.edu; 760-750-8358) if you have questions.

The Submission Process (as detailed on the website)

**Step 1: Prepare your thesis or project.**

- You must have your completed thesis or project saved as an [accessible](https://biblio.csusm.edu/thesis-submission) PDF, and should follow the style guidelines set forth by your academic program. If you are not sure of what the style guidelines are, please consult with your faculty advisor. Please keep at least one back-up copy of this file in another location that is NOT on your computer.
• When you are preparing for your defense, you should download the Departmental Signature page from the **Forms section**. You will need to obtain all of the signatures of your committee members. This is often done at the defense or soon after defense is completed.

• Download the Certification Form and obtain signatures from your Committee Chair and your Department Graduate Program Coordinator. If you have a compelling reason to restrict or embargo your thesis or project, your Committee Chair will need to approve the embargo.

• When your defense has been completed, and the Departmental Signature Page signed, you need to merge the Signature Page as the first page of your thesis or project. For information on merging Adobe Acrobat files, go to the FAQ section.

• Save the merged document in PDF format and verify it for ADA compliance. When you save the file, the name of the saved document name must use the following format: Last nameFirst name_TermYear For example: DoeJohn_Fall2015.pdf

**Step 2: Pay the Fee.**

There are two options available to you for paying the $25 fee. **If paying by check, you must pay by November 25th**, if paying with a credit card, payment is due by December 3rd. Cash payment may be made at any time.

1. **Paying online**: To pay online, you may use an electronic check. This method is free. Or you may pay using a credit card. If you use a credit card, a convenience fee will apply. MasterCard, American Express, Discover, and Visa are all accepted.

2. Go to the Cashier's Office and pay the $25 thesis/project fee. The CSUSM Cashier's Office is located in Craven Hall, 3800. The office hours are Monday - Thursday from 8:30 AM to 4:30 PM and Friday from 8:30 AM to 12 PM. At the Cashier's Office, you will receive two receipts for your payment: one for your records, and one for the library.

**Step 3: Gather the Documents, Submit your File.**

In order to submit your file online, you need to register at the [ScholarWorks website](https://www.csusm.edu/scholarworks). To register, go to ScholarWorks(link is external), click on "Login", and login with your CSUSM user name and password. When you have successfully logged in, please email the following information to Carmen Mitchell at cmitchell@csusm.edu:

1. Your full name
2. Your CSUSM email address
3. Your graduate program

Carmen Mitchell will email you a confirmation when your registration is complete. This may take a couple of days, so plan accordingly! After you have received confirmation of your registration, follow the [scholarworks_submission_instructions.pdf](https://www.csusm.edu/scholarworks) to submit your thesis or project to ScholarWorks(link is external). After submitting your PDF to ScholarWorks,
staple the library copy of the receipt to your E-Thesis Certification Form and the ETD Submission Checklist and bring them to the 3rd floor of the library. Place them in the Electronic Thesis and Project Certification Form drop box located at the Research Help Desk.

**Publication and Availability**

After your uploaded document is verified, it is made public through [CSUSM ScholarWorks](link is external) approximately two weeks after the end of the semester. Your document will be publicly accessible to anyone on the web. A link to the document will be available through the library’s online card catalog (see the FAQ for information on redactions or embargos). CSUSM adopted an [Intellectual Property Policy in 2012](link is external). This policy states "copyrightable works prepared by students as part of the requirements for a University degree program are deemed to be the property of the student. Unless otherwise agreed upon, research records for a graduate theses or dissertation are the property of the University, but the student-creator may retain a copy of the work." You should talk with your faculty advisor if you have questions about the material contained in your thesis or project. The library has guidelines that can help assist you when dealing with proprietary information in your thesis or project. [csusm_proprietary_etd_procedures.pdf](link is external)

The CSUSM Library will not retain paper copies of your thesis/project/dissertation.

**THESIS REVIEW AND SUBMISSION**

(See the diagram on page 29.)

After a successful thesis defense, the student must prepare an official electronic copy of the manuscript. The student should check with the library to ensure that you meet all accessibility requirements. To do this, the student must make an appointment with Carmen Mitchell (cmitchell@csusm.edu). She will pre-review the thesis to ensure that it meets the standards as described above. Other library staff will not be able to conduct this pre-review.

1. The student obtains signatures of the thesis committee on the Departmental signature form (available [here](link is external)).

2. The thesis committee chair and the graduate program director/coordinator sign the Master's Thesis Certification Form (available [here](link is external)).

3. The student pays the thesis fee (currently $25).

4. The student submits final version of the thesis electronically (.pdf) via the CSUSM ScholarWorks website.
5. The student brings the E-Thesis Certification Form and ETD Checklist to the Library dropbox at the Research Help Desk. The library will notify the director/coordinator of the graduate program and the Office of Graduate Studies that the student has completed all thesis requirements.
Master's Thesis Submission Procedure

Student and thesis advisor schedule the thesis defense. The student provides copies of the thesis to all committee members at least two weeks prior to the defense.

After successfully defending the thesis, the student makes revisions required/suggested by the thesis committee. The thesis committee is responsible for ensuring that the thesis is written in an acceptable style for the discipline.

The student should consult with Carmen Mitchell (an appointment should be made ahead of time) to make certain that the thesis meets formatting and accessibility requirements.

After the changes have been made, each member of the thesis committee signs the departmental signature page.

The graduate program director/coordinator and the thesis advisor sign the E-Thesis Certification Form.

The student pays the thesis fee and submits the final version of the thesis electronically via the CSUSM Scholarworks website.

The student brings the E-Thesis Certification Form and ETD Checklist to the Library drop box at the Research Help Desk.

The Library notifies the graduate program director/coordinator and the Office of Graduate Studies that the thesis and E-Thesis Certification Form have been received.
Appendix VI: Thesis Calendars

**Thesis Calendar**

**LTWR M.A. Students Planning to Graduate**

By the end of add/drop: Consult with your thesis chair to find out whether you should enroll in LTWR 699 or LTWR 699XYZ. Your IS form needs to be signed by the thesis chair and grad coordinator (not the dept. chair).

By the end of the 10th week: A close-to-final draft of your full thesis, pre-approved by your thesis committee chair, must be distributed to your entire committee by this week.

By the end of the 12th week: Thesis chair advises you if the committee has approved your defense for the semester. If YES, apply for graduation and schedule the defense in consultation with chair and committee. Please refer to campus calendar for the deadlines of application for graduation.

Thesis format check: Please check the library website to attend a workshop and/or read about the accessibility guidelines and thesis format.

By the end of the 13th week: The deadline for thesis defense.

Last Thursday before Finals: Last day to submit your thesis to the library electronically, including completed signature pages (e-thesis certification form & ETD submission checklist). Please see the [electronic submission guidelines](#) on the library’s website. Online submission is time-consuming, so do not wait until the last minute!

**Summer Defenses:**

Students wishing to defend in the Summer Term need to make specific arrangements with the thesis committee as many faculty members write and research at a distance from campus during the Summer term. After making a successful plan with the committee, the student should register for LTWR 699 (or, in the case of an extension, LTWR 699XYZ) in the Summer term and consult the University Graduate Studies page for Summer thesis submission deadlines. **NOTE:** GRAD E699 should not be used unless your thesis has been confirmed as ready to defend. It can only be taken once. Consult the Graduate Coordinator for more information. (Due to budget cut, summer defense is no longer available starting 2010.)
Appendix VI: LTWR Graduate Representatives

There are two positions for Graduate Representatives in the LTWR Program. Together, they will hereby be referred to as “GRs”; the senior GR will be GR1, the novice GR will be GR2.

Job Description:

The position of Graduate Representative (“GR”) is a volunteer departmental service position that functions first and foremost to represent the concerns, voice, and interests of the LTWR graduate students. The primary mission and purpose of the GR is to act as a liaison between the students in the Masters program and the LTWR department. Each GR will be expected to work closely with his/her peers, faculty, and distinguished guests of the department.

Elected GRs are expected to attend monthly faculty meetings and serve as the voice of the graduate students in the program. After each monthly faculty meeting, the GRs should compile all information pertinent to the graduate students in an email. GRs should clear the compiled email with the GSC before submitting it to the listserv. One or both GRs may attend the meetings. GRs may choose to alternate meeting attendance with one another.

In addition to attending faculty meetings, the GRs are expected to remain in close contact with the Graduate Studies Coordinator (GSC). GRs should alert the GSC of any student concerns, comments, or complaints. Additionally, the GRs may be asked by the Dept. Chair or GSC to gather information from the graduate students (such as preferred course offerings, interest in workshops or special visitors, and other tasks as needed). GRs may be asked to provide feedback on the graduate handbook as well as graduate information on the department website.

GRs are also responsible for assisting with the organization and running of the Spring Graduate Conference, along with a committee that may include other LTWR graduate students, graduate students from other departments (such as History), and the GSC.

In addition, GRs represent the LTWR students on the college-wide Graduate Representative Council and reporting back to the other graduate students with relevant information. One or both GRs may attend the meetings. GRs may choose to alternate meeting attendance with one another.

Finally, anyone choosing to fill the position of GR should be able and willing to provide additional needed service to the department, including classroom visitations, serving on extra committees, meeting with guests such as visiting job candidates, and other tasks relevant to the position as requested by the students and/or the faculty.

Duties:

1. Collect information from LTWR graduate students regarding their concerns and interests to present to LTWR department.
2. Respond to department questions regarding LTWR graduate student concerns and interests.
3. Attend department meetings, take notes, and send out pertinent information to the gradltwr listserv.
4. Serve as liaison between LTWR graduate students and LTWR department.
5. Facilitate election process of new GR
6. Train new GR

**Service Term:**

The service term is two semesters; however, a GR may be reelected after having gone through the formal election process as described below. There are two GRs: GR1 and GR2. Typically GR1 has been in term for at least one semester longer than GR2, as they will have been elected at different times. GR1 is responsible for training GR2 once the election process is complete. The training process for the most part is done informally. Both GRs are required to adhere to the Job Description and Duties as described above.

**Election Process:**

The GR election process begins when one of the current GRs is no longer able to serve the LTWR department and graduate students. A GR may choose to end his or her service at the conclusion of any semester during his or her term, and must end service upon graduating from the LTWR Master’s program. Should both GRs be scheduled to graduate in the same term, the senior GR (GR1) must retire one semester prior to graduation.

When there is a need for a new GR, the current GRs will send out an announcement through the gradltwr listserv to inform the graduate students to nominate fellow graduate students to fulfill the role of the next GR (this should generally occur one month before the end of the semester). All correspondence from this point will happen through the gradltwr listserv. Students will have a week to reply to the announcement email in order to nominate students for GR, at which point the nominations will be made into a list of candidates. In order to be considered eligible to serve as GR, student must be in good standing and must be enrolled in current semester of election as well as semester for intended service term. Each candidate, should s/he accept the nomination, will be required to email the GRS a short bio and explanation of why s/he should be elected as GR. These bios and explanations will then be emailed through the gradltwr listserv to all LTWR graduate students, who will then have one week to email to the GRs his/her candidate vote. The candidate who receives the highest number of votes will then be elected as GR. GRs will send out an announcement through the gradltwr listserv to inform the graduate students of the newly appointed GR.