

A Guide to English Undergraduate Studies

A resource for the Director of Undergraduate Studies and other faculty and staff that work closely with undergraduate students studying in the English Dept.



AUBURN UNIVERSITY

College of Liberal Arts

Written by Craig E. Bertolet

(Director of Graduate Studies 2004-2007, 2009-2012, 2018-2021)

Table of Contents

Important Contacts.....	4
CLA.....	4
College of Education	4
Miscellaneous	4
Timeline	5
Assessment.....	5
Steps For Assessment	5
Report	6
Contact	6
Curriculum.....	6
Majors	6
Creative Writing	6
Literature.....	7
Professional and Public Writing (PPW).....	7
Minors (15 credits).....	7
English	7
Linguistics	8
Creative Writing	7
Technical and Professional Communication	8
Scheduling.....	8
Course Offerings	8
Internships.....	9
Enrollments and Registration	9
Waitlists	10
Balance of Enrollments	10
Special Circumstances	10
Capstones	11
Recruiting.....	11
Student Visits.....	11
English Club	11
Career Counseling Office	11
Student Recruiter.....	12

Two-Year Rotation	12
Rotation Year A	12
Summer	12
Year A (Fall)	13
Spring (Year A)	13
Rotation Year B	14
Summer (B)	14
Fall (B)	14
Spring (B)	14
Key to Numbering	15
Awards	16
Eligibility	16
Nomination Process	17
Notification of Recipients	17
Transfer of Funds	18
Appendix 1 Sample Course Preference Forms	19
Appendix 3	28
List of Undergraduate English Major Courses	28
Course Offering Notes:	29

So, you've just become Director of Undergraduate Studies. Congratulations!
 You have now three years of ensuring that our majors and minors get the classes they need and that our colleagues continue to provide inspirational and motivational courses because English is a Fascinating Major!

This guide will help you Know Things and (paired with a bracing pot of tea) Succeed.

Before we begin,
 here are three important suggestions for success:
 Never argue with Amy; Amy is always right.
 After Amy, Ross Blair is your chief support.
 Be kind.

Important Contacts

(Last Updated Dec. 2023)

<i>CLA</i>		
Associate Dean of Undergraduate Studies	Charles Israel	israeca@auburn.edu
Dean's Administrator Awards and Scholarships	Lee Anne Caudle	lwc0003@auburn.edu
International Studies Major Coordinator ENGL has a significant presence in this major	Giovanna Summerfield	summegi@auburn.edu
CLA Recruiter	Tori Close (Jones)	vac0007@auburn.edu
English Department Student Recruiter	<i>Vacant</i>	<i>N/A</i>
CLA Advisor	Ross Blair	rrb0015@auburn.edu
English Club Advisor	Carrie Spell	cls0016@auburn.edu
Career Services Coordinator Resources for internships and careers	Jennifer Herrit	Jennifer.Herrit@auburn.edu
Dean's Office Executive Director, Communications & Marketing Webpage updates	Wendy Bonner	bonnewr@auburn.edu
World Languages and Literatures Chair Coordinate linguistics offerings	Traci O'Brien	tso0001@auburn.edu
<i>College of Education</i>		
Secondary Ed/Language Arts Faculty Coordinator Schedule updates	Michael (Mike) Cook	mpc0035@auburn.edu
College of Education advisor, Secondary Ed specialist Schedule updates	Jennifer Monkman	jjm0054@auburn.edu
<i>Miscellaneous</i>		
Director, Study Abroad Office	Deborah Weiss	weissds@auburn.edu
Director of University Writing	Chris Basgier	crb0085@auburn.edu

Timeline

Fall

August	September	October	November	December
<ul style="list-style-type: none"> Plan Rotation Fall, Spring, and Summer Send out the Course Preferences Forms. 	<ul style="list-style-type: none"> Spring Schedule Meet with DGS and Associate Chair to decide classes 		<ul style="list-style-type: none"> Summer and Fall Schedule Capstone Assessment 	

Spring

January	February	March	April	May
	<ul style="list-style-type: none"> Start Assessment Work Call for Awards Start Awards 		<ul style="list-style-type: none"> Assessment Report (April 1) Capstone Assessment Due to office late Apr. 	

Assessment

This annual labor-intensive task, should be started in late February/early March when you also start working on Awards. All capstone projects need to be read by two different members of the Undergraduate Studies Committee (USC). No member of the committee who taught a Capstone course should assess their own projects.

I numbered every project by Major track (e.g. CW 1, CW 2, CW 3, etc.). I also did a spreadsheet that listed every member of the committee and their project numbers to ensure that there were two readers per project. It was easier to keep track of who had what and who was I waiting on.

Steps For Assessment

- Two weeks before the end of each term, write to all teachers of the Capstones reminding them to send you their files of the projects.
- You only need to read for evidence of the SLO
- Score it from 1-4 (4 being highest).

- When the scores come in, you average all of them to get one composite score per SLO.

Note: For PPW, we want the students to submit a copy of their e-portfolio on a thumb drive or other portable device since we have found that students turn their e-portfolios into online job search portfolios.

Report

- Use last year's report as a template. Much of this report will not change from one year to the next since our processes are pretty much unchanged.
- Plug in the new data in place of the old, keeping last year's data for comparison.
- The sections that do need to be new are the interpretations of the results and plan for addressing them. There is a new final section on work on two Student Learning Outcomes (SLOs) per track. You will probably be asked to respond to that in next year's (2021) report on the status of the changes. I made the plans for addressing these SLOs in a two-year arc allowing for 2021 to be a data-gathering year rather than an SLO-changing year.

Contact

If you have any questions about our assessments, contact the Director of the Office of Academic Insight. You should complete the report by **1 April** so that there could be a meeting in late spring to discuss it. The report is due to the Assessment Office by **late April**. They will send a link in their emailed call.

Note: We have a great working relationship with the Office of University Assessment, largely because we tend to know how to do it. And they keep giving us awards for it. So, that's nice.

Curriculum

Majors

Here are the three major tracks and what they require:

Creative Writing

- Linguistics & Rhetoric (3 credits from 3110, 3120, 4140, 4150, 4160, 4170, 4180)
- Globalism, Sustainability, or Diversity (3 credits from: 3730, 3740, 3750, 3850, 3870, 4160, 4450, 4710, 4720, 4740, 4760)
- 4000-level Literature (3 credits)
- ENGL 2000 Introduction to Creative Writing
 - Two of the following:
 - ENGL 3210, 3230, 3250
 - Two of the following to complete two sequences:
 - ENGL 4210, 4230, 4250
- ENGL 4820 Capstone in Creative Writing

- ENGL Electives (9 credits)

Literature

- Linguistics & Rhetoric (3 credits from: 3110, 3120, 4140, 4150, 4160, 4170, 4180)
- Globalism, Sustainability, or Diversity (3 credits from: 3730, 3740, 3750, 3850, 3870, 4160, 4450, 4710, 4720, 4740, 4760)
- ENGL 2020 Introduction to Literary Studies
- ENGL 3130 Survey of Critical Theory
- British Literature (43X0)
- American Literature (44X0)
- Genre (3 credits from 45X0 or 3760)
- Author or Topics course (3 credits from 46X0 or 47X0)
- ENGL 4800 Seminar in Literature (Capstone)
- ENGL Electives (9 credits)

At least 6 credits MUST include coursework in literature written before 1800

Professional and Public Writing (PPW)

- Linguistics (3 credits from: 3110, 4140, 4150, 4160, 4170)
- Rhetoric (3 credits from: 3120, 4180)
- Globalism, Sustainability, or Diversity (3 credits from: 3730, 3740, 3750, 3850, 3870, 4160, 4450, 4710, 4720, 4740, 4760)
- 4000-level Literature
- Upper-Division Writing (3 credits from: 3020, 3040, 3060, 3080, 4000)
- Technical/Professional Writing (3 credits from 4020 or 4030)
- Technology and Writing (3 credits from: 4010, 4040, 4160)
- ENGL 4810 Capstone in PPW
- ENGL Electives (9 credits)

Minors (15 credits)

All English majors regardless of track must take an approved 15-credit minor. English department minors can count for this requirement so long as the student does not double-count courses and takes a minor in a different track from the major. For instance, a literature major can do a creative writing minor or a technical and professional communication minor.

English

Any five ENGL courses so long as no more than 6 credits are from the 2000-level

Creative Writing

- ENGL 2000 Introduction to Creative Writing

Two of the following:

ENGL 3210, 3230, 3250

Two of the following to complete two sequences:

ENGL 4210, 4230, 4250

Linguistics

- ENGL 3110 Survey of Linguistics
- ENGL 4150 Topics in Language Study
- ENGL 4170 History of the English Language
- Two of the following:
ENGL 4140 Language Variation
ENGL 4160 Technology, Literacy, and Culture
ENGL 3110 Introduction to Linguistics

Technical and Professional Communication

- ENGL 2010 Introduction to PPW
- ENGL 4020 TPC Editing
- ENGL 4030 Document Design
- ENGL 4040 Public Writing
- One of the following:
3020, 3040, 3060, 3080, 4010, 4150, 4160

Scheduling

The Lead Admin will ask for the schedule for **Summer & Fall in November** and for **Spring in September**.

In August, plan what classes from the Rotation will be offered in Fall, Spring, and Summer. Send out the Course Preferences Forms. In September, you will meet with the DGS and Associate Chair to plan when courses will be offered and who will be teaching them.

The Chair and the Associate Chair get the schedules. The Chair certifies it so that the Lead Admin can start building the schedule and securing the rooms. The Lead Admin will also forward the course descriptions to the Dean's Executive's office and do up a draft of the schedule for your okay or revisions. The UGS and the DGS should *retain copies of both* graduate and undergraduate schedules.

Note: It is better to have the DGS go first with scheduling and staffing the graduate classes because that staffing works on a strict rotation and has fewer time slots to work with. The Undergraduate Program is comparatively more flexible.

Course Offerings

For topics-based classes, try to offer a variety of topics in the same semester rather than repeating topics. Keep in mind that the interests of traditional aged college students often vary from the topics that faculty may find most interesting. Encourage faculty to consider this when developing their topics.

Alternatively, be bold. We have made great strides to open our curriculum and to decenter it from the West as best as we can. Our new 3000-level Literature classes have been growing in popularity. Try also to accommodate as many Lecturers in teaching our Majors courses as practicable. That is an incentive to help us recruit

majors and for them to teach students who are interested in what they are learning. This is extra preparation for them, but it helps to expand our curriculum.

Try also to cycle different faculty members into Capstone and Gateway courses. It is useful for all of us to work with our majors at different times in their careers.

Internships

Internship is a course that provides credit for a student's internship. The college is looking to increase the internships. The CLA Career Office is a good resource for students to visit in order to find out about internships. For English, there is a form (Appendix 2) that requires the student to identify a Supervisor at Place of Employment and an Auburn faculty member.

The work is uncompensated but only requires the following:

- Sign a form (See Appendix A)
- Receive weekly or biweekly an emailed report documenting what the intern has been learning. This is to ensure that the student is doing substantive work.
- Receive the supervisor's documentation at the end of the internship a progress report or copy of a recommendation letter (*Not required*).
- Assign a Satisfactory grade at the end (Unsatisfactory is unlikely) at the end of the term.

Enrollments and Registration

All 2000-level Introductory classes, 3000- and 4000-level courses "make" at 12 and are considered under-enrolled with less than 12.

- Exceptions can be made to Capstone courses because of the immediate need for graduation.
- Under-enrolled Creative Writing (between 4-10 students) courses can go on a case-by-case basis.

To find current enrollments:

- ⇒ Go to AU Access
- ⇒ Choose the Faculty/Staff page
- ⇒ From there, choose "Schedule of Classes" (DuoMobile alert)
- ⇒ Under all the dropdown boxes, select Advanced at the bottom left
- ⇒ Select the dropdown box for the term (e. g. Fall 2021)
- ⇒ In the box below, scroll down to English
- ⇒ Click the Submit button

You will now see all the courses we offer in that term. When reading for current enrollments, scroll to a class where you will see a string of 9 numbers in the middle columns. Reading left to right: the leftmost number is the total number of seats, the next one is the number of occupied seats, and the third is the seats remaining.

The middle three numbers are for waiting lists with the first being the number of total places on the waiting list, the next is the number of occupied places on the list, and the last the number of the places remaining. The rightmost series of three numbers refer to enrollments in the large-format classes. The Lead Admin can help you understand.

If you want to find official Bulletin descriptions for all our courses, follow the same path from AU Access, but select "Search for Classes." The subsequent directions are the same. Clicking on any class will provide a full description of the course.

Note: This list includes classes with older numbers (such as ENGL 4200, 4220, and 4240). We keep these here rather than deleting them in case a student who had taken those courses and dropped out reapplies to complete the degree. The Registrar can find these courses then more easily by their old designations rather than requiring the students to retake the class or discount the credit from the older class.

Waitlists

The Lead Admin will ask permission to create waiting lists. They will also forward you queries directed to the department of English email address regarding enrollments. You judge whether to move students from the waiting list into classes. An instructor can request a specific student, but it is your call (or the Chair's). Generally, students are accommodated by the seat openings on a first-come/first served basis. The Lead Admin takes care of this. The exception to respecting the queue for waiting lists is to accommodate a graduating senior who, for whatever reason, could not enroll in the class before it filled. *Any other appeal is your call.*

Balance of Enrollments

Generally, do not overload a course without notifying the faculty member. Exceptions in the case of accommodating a graduating senior or other a student with an extraordinary circumstance is fine. This situation will usually be an education student who needs their Literature requirements satisfied in the Fall so that they can do their student teaching in the Spring. We make these accommodations routinely since we know that teaching routine.

Try not to overload a course even with instructor approval when there are under enrolled courses that could equally satisfy a requirement. Avoid having to cancel a class with low enrollment when someone has overloaded a course satisfying the same requirement.

Special Circumstances

The CLA advisor will occasionally send you a "puzzle"; that is, a student who needs X number of credits to graduate early or on time and will need your feedback on how well this will work. Often, they have the solution, but it will involve permission for either overenrolling a class or providing a substitution of a requirement. Try not to agree to

waiving any Capstone requirements. *Otherwise, you have the power to make these exceptions.*

The Lead Admin can look up an individual student's schedule. They can tell whether a student really needs a class to graduate or by how much they may be mistaken. They will also not be bamboozled by students who demand that they be put in a specific class without the proper prerequisites.

Capstones

Gauging capstone numbers is tough. The CLA advisor can give a reasonably good estimate for CW and PPW. For literature, the College of Education Advisor can give a reasonably good estimate of education majors who will need the Seminar in Literature (ENGL 4800). Education majors make up most of the students in ENGL 4800 in the Fall because they have student teaching in the Spring. Literature Majors tend to be the larger group in ENGL 4800 in the Spring. As needed remind any skeptical literature faculty that education majors have the same curriculum as our Literature majors and have been doing just as well as they are.

Recruiting

Within the past three years, the dean has invested a lot of resources in student recruiting and career development. The College of Liberal Arts Recruiter directs the recruiting office.

Student Visits

Their secretary will contact you should there be a student visiting and who would like to meet with a professor. I would usually be the point person for this since I believe that a visitor should ALWAYS be able to meet with someone in our department should they wish. You may come up with a process whereby you can share this responsibility. There is really no agenda for these visits. The visitors tend to ask the questions and want to know about programs, classes, and other students. We have handsome brochures that we can give them. The Communicators Director in the Dean's office has the ability to order SWAG promotional materials for the department, but we have not yet done this.

English Club

You should work with the English Club to help them publicize events or email information to English majors about Club activities. The CLA advisor did send me an email list. Request one as soon as you can and share it with the advisor to the English Club. This is our one proven cohort-building organization.

Career Counseling Office

There is also a Career Counseling Office that until recently was staffed by the incomparable Marianne McCarley. She was poached by Business, alas. Giovanna

oversees this office. Currently, they are hiring staff to replace Marianne and another counselor who departed. At present, Jennifer Herrit is the only staff member and is quite overwhelmed. Giovanna may ask you to attend meetings of the "Internship Committee." This is essentially a committee composed of either the chairs or Undergraduate Program Officers of the CLA departments. There are usually two meetings a term. They are poorly attended, which is a shame because Marianne always did amazing preparations for them. The Career Counseling Office is where we send students interested in internships and careers.

Student Recruiter

While this position is currently vacant, English has had a student recruiter who works with the CLA recruiter. It may be nice to recognize this person's achievements at the Awards Ceremony. They are not paid; they do it because they love the program. That's an attitude that should be recognized.

Two-Year Rotation

All of our classes should be offered at least once in two years, with some more frequently offered than others. That is why we have a two-year rotation, described below. You may substitute, add, or subtract as you see fit. Keep in mind that you need to ensure that you offer enough courses that satisfy our many major requirements. There are a lot of these requirements; that is why we have this rotation, so that when things are rotating nothing falls off.

Rotation Year A occurs when the academic year starts with an odd year, While Year B occurs when the academic year starts with an even year.

Key:

Numbers in parentheses = numbers of scheduled sections beyond one

Blue = Pre-1800 Literature course [Ensure at least two a term and on both MWF & TTH]

Red = Courses that always satisfy Globalism, Sustainability, and Diversity requirement [Ensure at least two a term and on both MWF & TTH; depending on topics, some non-GSD could count for GSD credit in a single term]

Rotation Year A

Summer

2000 Introduction to Creative Writing 2010 Introduction to Professional & Public Writing	2020 Introduction to Literary Studies
3040 Technical Writing (2) 3080 Business Writing (2)	3760 Popular Literature 3850 Study in London

Year A (Fall)

2000 Introduction to Creative Writing (3) 2010 Introduction to Professional & Public Writing (2) 2020 Introduction to Literary Studies	3000 Writing Academic Research 3040 Technical Writing (6) 3060 Writing in the Health Professions 3080 Business Writing (8)
3110 Survey of Linguistics 3120 Survey of Rhetoric 3130 Survey of Critical Theory	3210 Fiction Writing I (2) 3230 Poetry Writing I (2) 3250 Creative Nonfiction Writing I (2)
3360 Bible for Students of Literature	3730 Representations 3760 Popular Literature
4010 Topics in Writing 4020 Technical & Professional Editing 4030 Document Design	4160 Technology, Literacy & Culture
4210 Fiction Writing II 4230 Poetry Writing II 4250 Creative Nonfiction Writing II	4300 Medieval Literature in Translation 4360 Contemporary British Literature
4420 20 th -Century American Literature 4430 Twenty-First-Century American Literature	4520 19th-Century Novel
4610 Shakespeare	4710 Topics in Gender and Literature 4760 Topics in Diaspora Literature
4800 Seminar in Literature 4810 Capstone in PPW 4820 Capstone in Creative Writing	

Spring (Year A)

2000 Introduction to Creative Writing (4) 2010 Introduction to Professional Writing 2020 Introduction to Literary Study	3020 Legal Writing 3040 Technical Writing (6) 3080 Business Writing (8)
3130 Survey of Critical Theory 3210 Fiction Writing I (2) 3230 Poetry Writing I (2) 3250 Creative Nonfiction Writing I (2)	3740 Identities 3750 Cultural Studies
4000 Advanced Composition 4020 Technical and Professional Editing 4030 Document Design 4180 Rhetorical Theory and Practice	4210 Fiction Writing II 4230 Poetry Writing II 4250 Creative Nonfiction Writing II

4310 Renaissance Literature 4370 Irish Literature	4410 19 th Century American Literature 4450 Topics in African-American Literature
4510 18 th -Century Novel 4540 Studies in Drama	4630 British Author(s) 4640 American Author(s)
4700 Topics in Literature 4740 Environment, Literature, & Culture	4800 Seminar in Literature 4810 Capstone in Professional Writing 4820 Capstone in Creative Writing

Rotation Year B

Summer (B)

2000 Introduction to Creative Writing 2010 Introduction to Professional & Public Writing 2020 Introduction to Literary Studies	3040 Technical Writing (2) 3080 Business Writing (2)
3850 Study in London 3760 Popular Literature and Culture	

Fall (B)

2000 Introduction to Creative Writing (3) 2010 Introduction to Professional & Public Writing (2) 2020 Introduction to Literary Studies (2)	3000 Writing Academic Research 3040 Technical Writing (6) 3060 Writing in the Health Professions 3080 Business Writing (7)
3110 Survey of Linguistics 3120 Survey of Rhetoric 3130 Survey of Critical Theory	3210 Fiction Writing I (2) 3230 Poetry Writing I (2) 3250 Creative Nonfiction Writing I (2)
3740 Identities 3750 Cultural Studies	4020 Technical & Professional Editing 4030 Document Design 4040 Public Writing
4210 Fiction Writing II 4230 Poetry Writing II	4340 19 th -Century British Literature 4350 20 th -Century British Literature
4410 19 th -Century American Literature 4440 Southern Literature	4500 Studies in Poetry 4550 Studies in Film & Literature
4600 Chaucer	4610 Shakespeare
4720 Topics in Ethnic Studies 4730 Topics in Popular Culture	4800 Seminar in Literature

Spring (B)

2000 Introduction to Creative Writing (4) 2010 Introduction to Professional Writing 2020 Introduction to Literary Study (2)	3020 Writing in Law & Justice 3040 Technical Writing (6) 3080 Business Writing (8)
3130 Survey of Critical Theory	3210 Fiction Writing I (2) 3230 Poetry Writing I (2) 3250 Creative Nonfiction Writing I (2)
3210 Fiction Writing I (2) 3230 Poetry Writing I (2) 3250 Creative Nonfiction Writing I (2)	3730 Representations 3760 Popular Culture & Literature
4020 Technical & Professional Editing 4030 Document Design 4170 History of the English Language 4180 Rhetorical Theory and Practice	4210 Fiction Writing II 4230 Poetry Writing II 4250 Creative Nonfiction Writing II
4320 Restoration & 18 th -Century British Literature 4330 Age of Revolution in British Literature	4400 Early American Literature 4450 Topics in African-American Literature
4530 20 th -Century Fiction	4620 Milton 4640 American Authors
4740 Environment, Literature, & Culture	4800 Seminar in Literature 4810 Capstone in Professional Writing 4820 Capstone in Creative Writing

Key to Numbering

Number	Subject	Number Cap
20X0	Introduction/Gateway courses (Capped at 15)	15
30X0	Intermediate Writing courses (Capped at 24)	24
31X0	Introductory Surveys (Capped at 25)	25
32X0	Intermediate Creative Writing Courses (Capped at 15)	15
37X0	Intermediate Literature Courses Not Emphasizing Research (Capped at 25)	25
38X0	Specialty Intermediate-level courses (Capped at 25)	25
40X0	Advanced Professional and Public Writing Courses (Capped at 15)	15
41X0	Linguistics or Rhetoric Courses (Capped at 20; 4170 at 25)	20, 25 (4170)

42X0	Advanced Creative Writing Courses (Capped at 15)	15
43X0	British Literature Courses (Capped at 20)	20
44X0	American Literature Courses (Capped at 20)	20
45X0	Genre Courses (Capped at 20)	20
46X0	Authors Courses (Capped at 20)	20
47X0	Topics in Literature Courses (Capped at 20)	20
48X0	Capstone Courses (Capped at 12)	12
49X0	Individual Studies Courses (Individually scheduled)	49X0
20X0	Introduction/Gateway courses (Capped at 15)	15

Awards

The call for Awards & Scholarships comes from the Associate Dean of Undergraduate Studies around the middle of February. They request the names of the English Department Awards Committee. The role of the English Department Awards Committee is played by the Undergraduate Studies Committee. The Associate Dean's administrator gets the list of all the members of the committee so that they can access the AUSOME system.

There are both Awards and Scholarships. The scholarships are from one longstanding endowment (Ruth & Carolyn Faulk Scholarship), one the department came up with a few years ago (the cleverly titled Unnamed English Scholarship), and now three new ones (Gilbert, Killingsworth, and another). All five of these need to be done through AUSOME, alas.

I can't give you directions on how to navigate AUSOME because they update it every year, and it never helps. The only thing I can advise is to work with Lee Anne on it. Their admin is very helpful. AUSOME can be a frustrating tool to use.

Eligibility

To determine eligibility for departmental awards, ask the CLA advisor for a spreadsheet of current majors. This will come with more information than you would ever want. Cull it for GPAs and credit hours. Also look for credit hours in English because we could have a junior with a high GPA, but this person only has 6 credits in the major.

- The rule with the Faulk and the Unnamed English Scholarship is that they should go to students with high GPAs and who will be enrolled in Auburn for both Fall and Spring the next year.
- So, you don't want to give it to someone who has more than 90 credits at the time you are working on the awards. Someone with 90 credits as of December could

complete 30 credits (for a total of 120 credits, minimum requirement for graduation) before May of the next year.

- No English Award can go to a dual major in another college (e. g. a Literature & Biology Major would be ineligible)
- The Major awards are simply given to the student in each track with the highest GPA.
- We try not to give any student more than one award.

Nomination Process

Generate a list of four names for each award and share them with the awards to which they are eligible to the committee. I did have GPAs on these, but I printed these on a piece of paper that I shared but did not give as copies to the committee. I shredded the paper afterward. GPAs are like closed libraries: no circulations. You do need to meet to discuss and vote on the nominees. Our meeting on this topic usually lasts about 20 minutes.

Note: Many of our named awards are longstanding and with criteria that are vague or let's say "quaint" in the way of awkward heirlooms.

Notification of Recipients

You will need to notify the winners of the awards over email with the day and time of the ceremony, inviting them also to bring family or friends with them. They should RSVP so we have an exact count for the reception afterward.

Awards & Scholarship List for 2021 with explanations of the Awards:

Gilbert Scholarship

Killingworth Scholarship

The Ruth and Carolyn Faulk Scholarship

English Scholarship

Mary Matherly Durant Award

"Awarded to a woman of sound moral character who has received good grades in English"

James Kirkeley Award

"Awarded to a junior man of outstanding moral character who has received good grades in English"

Mildred Enloe Yates Award

"Awarded to an English Major who has completed over 100 hours of coursework"

Annual Creative Writing Award

Annual Professional & Public Writing Award

Annual Literature Award

This roughly the text of what the DUS presents at the Annual Awards Ceremony. You do not need to read the reasons for the award. And everyone will thank you for it. We cannot really evaluate moral character. We can evaluate for grades and number of credits.

All these awards come with cash. The Kirkley and Durant are very old and have very little money. The Department Chair may offset them so that the award is somewhat close to the others. You will get a statement from the Dean's administrator that identifies how much money is available to spend for each award category. Spend as much as you can up to a round figure. So, if the amount is \$315.64, just make it \$300. The \$15.64 can be reinvested for next year.

Transfer of Funds

The Yates Award is in the form of a check that the Chair will write to the recipient after the ceremony. All the others will have the amounts deposited in their Bursar Account. The finances admin will need all the recipients to verify their home address to receive the money even though the money is not going to their homes. Expect the time between the Awards Ceremony and the arrival of funds into winners' accounts to take several weeks.

Appendix 1 Sample Course Preference Forms

Creative Writing Summer 2021 Course Preferences

Name: _____

Below you will find a list of proposed courses for Summer 2021. If you are interested in Summer teaching, please rank all courses you are willing to teach. As always, course availability is subject to enrollment. It is unclear at this time whether any or all of these classes will require different modalities or whether all of them will need to be online. If you select a topics course, please list your topic.

Upper-Division & Graduate:

ENGL 2000 Intro to Creative Writing: _____
 ENGL 7870 Special Topics in English Studies: _____

Core & Service:

ENGL 1100 Composition 1: _____
 ENGL 1103 Composition 1 (on-line): _____
 ENGL 1120 Composition 2: _____
 ENGL 1123 Composition 2 (on-line): _____

 ENGL 2200 World Literature Before 1600: _____
 ENGL 2203 World Literature Before 1600 (on-line): _____
 ENGL 2210 World Literature After 1600: _____
 ENGL 2213 World Literature After 1600 (on-line): _____
 ENGL 2230 British Literature Before 1789: _____
 ENGL 2233 British Literature Before 1789 (on-line): _____
 ENGL 2240 British Literature After 1789: _____
 ENGL 2243 British Literature After 1789 (on-line): _____
 ENGL 2250 American Literature Before 1865: _____
 ENGL 2253 American Literature Before 1865 (on-line): _____
 ENGL 2260 American Literature After 1865: _____
 ENGL 2263 American Literature After 1865 (on-line): _____

ENGL 3040 Tech Writing: _____
 ENGL 3043 Tech Writing (on-line): _____
 ENGL 3080 Business Writing: _____
 ENGL 3083 Business Writing (on-line): _____

Please rank your preferred term of instruction. *All on-line courses are ten-week courses.*

First 5-week mini-semester (5/19-6/25): _____
 Second 5-week mini-semester (6/28-8/6): _____
 10-week Summer semester (5/19-8/6): _____

Creative Writing Preferences for 2020-2021

Name: _____

Listed below are the course offerings at the graduate **and** undergraduate level in Creative Writing for academic year 2021-2022. Please indicate what course or courses you would be willing to teach by either *checking the course* or *circling it* in an unranked list. As always, course availability is subject to enrollment. If you are planning a leave for next year or anticipate any differentiation from your 2:2 load, please consult the Department Chair.

This list assumes the approval of all course changes and additions. The number in parentheses indicates the number of sections proposed.

Fall 2021

Undergraduate Courses

ENGL 2000 Introduction to Creative Writing (3)
 ENGL 3210 Fiction Writing I (2)
 ENGL 3230 Poetry Writing I (2)
 ENGL 3250 Creative Nonfiction Writing I (2)
 ENGL 4210 Fiction Writing II
 ENGL 4230 Poetry Writing II
 ENGL 4250 Creative Nonfiction Writing II
 ENGL 4820 Capstone in Creative Writing

Graduate Course

ENGL 7140 Poetry Writing (Or New Course)

Spring 2022

Undergraduate Courses

ENGL 2000 Introduction to Creative Writing (4)
 ENGL 3210 Fiction Writing I (2)
 ENGL 3230 Poetry Writing I (2)
 ENGL 3250 Creative Nonfiction Writing I
 ENGL 4210 Fiction Writing II
 ENGL 4230 Poetry Writing II
 ENGL 4250 Creative Nonfiction Writing II
 ENGL 4820 Capstone in Creative Writing

Graduate Course

ENGL 7130 Fiction Writing

Email this completed form to Craig Bertolet's mailbox by 11:45 Friday 23 October.

Literature Summer 2021 Course Preferences

Name: _____

Below you will find a list of proposed courses for Summer 2021. If you are interested in Summer teaching, please rank all courses you are willing to teach. As always, course availability is subject to enrollment. It is unclear at this time whether any or all of these classes will require different modalities or whether all of them will need to be online. If you select a topics course, please list your topic.

Upper-Division & Graduate:

ENGL 2020 Intro to Literary Studies: _____

ENGL 3760 Popular Literature: _____

ENGL 7870 Special Topics in English Studies: _____

Core & Service:

ENGL 1100 Composition 1: _____

ENGL 1103 Composition 1 (on-line): _____

ENGL 1120 Composition 2: _____

ENGL 1123 Composition 2 (on-line): _____

ENGL 2200 World Literature Before 1600: _____

ENGL 2203 World Literature Before 1600 (on-line): _____

ENGL 2210 World Literature After 1600: _____

ENGL 2213 World Literature After 1600 (on-line): _____

ENGL 2230 British Literature Before 1789: _____

ENGL 2233 British Literature Before 1789 (on-line): _____

ENGL 2240 British Literature After 1789: _____

ENGL 2243 British Literature After 1789 (on-line): _____

ENGL 2250 American Literature Before 1865: _____

ENGL 2253 American Literature Before 1865 (on-line): _____

ENGL 2260 American Literature After 1865: _____

ENGL 2263 American Literature After 1865 (on-line): _____

ENGL 2270 African-American Literature Before 1900: _____

ENGL 2280 African-American Literature After 1900: _____

ENGL 3040 Tech Writing: _____

ENGL 3043 Tech Writing (on-line): _____

ENGL 3080 Business Writing: _____

ENGL 3083 Business Writing (on-line): _____

Please rank your preferred term of instruction. *All on-line courses are ten-week courses.*

First 5-week mini-semester (5/19-6/25): _____

Second 5-week mini-semester (6/28-8/6): _____

10-week Summer semester (5/19-8/6): _____

Literature Preferences for 2021-2022

Name: _____

Listed below are the course offerings at the graduate **and** undergraduate level in Literature for academic year 2021-2022. Please indicate what course or courses you would be willing to teach by either *checking the course* or *circling it* in an unranked list.

If the course is a topics course, please indicate your potential topic for the class next to the course title. As always, course availability is subject to enrollment. If you are planning a leave for next year or anticipate any differentiation from your 2:2 load, please consult the Department Chair.

The number in parentheses indicates the number of sections proposed. The number of the Freshman Composition sections to be offered is difficult to determine at this time.

Fall 2021

Please identify which core literature courses you would be interested to teach in a ranked order and whether you would teach it in Large Format:

Large Format Core Literature (3)

ENGL 2200 World Literature Before 1600
 ENGL 2203 World Literature Before 1600
 ENGL 2207 Honors World Literature Before 1600
 ENGL 2210 World Literature After 1600
 ENGL 2213 World Literature After 1600
 ENGL 2217 Honors World Literature After 1600
 ENGL 2230 British Literature Before 1789
 ENGL 2240 British Literature After 1789
 ENGL 2250 American Literature Before 1865
 ENGL 2253 American Literature Before 1865
 ENGL 2260 American Literature After 1865
 ENGL 2263 American Literature After 1865
 ENGL 2270 African-American Literature Before 1900
 ENGL 2280 African-American Literature After 1900

Undergraduate Courses

ENGL 2020 Intro to Literary Studies (2)
 ENGL 3110 Survey of Linguistics
 ENGL 3130 Survey of Critical Theory
 ENGL 3360 Bible For Students of Literature
 ENGL 3730 Representations
 ENGL 3740 Identities
 ENGL 4300 Medieval Literature in Translation
 ENGL 4320 Restoration & 18th-Century Literature
 ENGL 4420 20th-Century American Literature
 ENGL 4430 Contemporary American Literature
 ENGL 4520 19th-Century Novel
 ENGL 4610 Shakespeare
 ENGL 4640 American Author(s)
 ENGL 4700 Topics in Literature
 ENGL 4800 Seminar in Literature

Graduate Courses

ENGL 7150 Medieval Studies

ENGL 7190 American Studies
 ENGL 7200 Literary Modernisms
 ENGL 7770 African-American Literature
 ENGL 7790 Literary Theory Issues and Approaches
 ENGL 7830 Major Author(s)
 ENGL 7940 Teaching College English (Practicum)

Spring 2022

Please identify which core literature courses you would be interested to teach in a ranked order and whether you would teach it in Large Format:

Large Format Core Literature (3)

ENGL 2200 World Literature Before 1600
 ENGL 2203 World Literature Before 1600
 ENGL 2207 Honors World Literature Before 1600
 ENGL 2210 World Literature After 1600
 ENGL 2213 World Literature After 1600
 ENGL 2217 Honors World Literature After 1600
 ENGL 2230 British Literature Before 1789
 ENGL 2240 British Literature After 1789
 ENGL 2250 American Literature Before 1865
 ENGL 2253 American Literature Before 1865
 ENGL 2260 American Literature After 1865
 ENGL 2263 American Literature After 1865
 ENGL 2270 African-American Literature Before 1900
 ENGL 2280 African-American Literature After 1900

Undergraduate Courses

ENGL 2020 Intro to Literary Studies (2)
 ENGL 3130 Survey of Critical Theory
 ENGL 3750 Cultural Studies
 ENGL 3760 Popular Literature
 ENGL 4310 Renaissance Literature
 ENGL 4340 19th-Century British Literature
 ENGL 4440 Southern Literature
 ENGL 4450 Topics in African-American Literature
 ENGL 4510 18th-Century Novel
 ENGL 4540 Studies in Drama
 ENGL 4630 British Authors
 ENGL 4740 Environment, Literature, & Culture
 ENGL 4760 Topics in Diaspora Literature
 ENGL 4800 Seminar in Literature (2)

Graduate Courses

ENGL 7160 Early Modern Studies
 ENGL 7180 Nineteenth-Century Studies
 ENGL 7210 Contemporary Literature and Culture
 ENGL 7800 Studies in Literary Theory

Email this completed form to Craig Bertolet by 11:45 Friday 23 October.

PPW Summer 2021 Course Preferences

Name: _____

Below you will find a list of proposed courses for Summer 2021. If you are interested in Summer teaching, please rank all courses you are willing to teach. As always, course availability is subject to enrollment. It is unclear at this time whether any or all of these classes will require different modalities or whether all of them will need to be online. If you select a topics course, please list your topic.

Upper-Division & Graduate:

ENGL 2010 Intro to Professional Writing: _____

ENGL 7870 Special Topics in English Studies: _____

Core & Service:

ENGL 1100 Composition 1: _____

ENGL 1103 Composition 1 (on-line): _____

ENGL 1120 Composition 2: _____

ENGL 1123 Composition 2 (on-line): _____

ENGL 2200 World Literature Before 1600: _____

ENGL 2203 World Literature Before 1600 (on-line): _____

ENGL 2210 World Literature After 1600: _____

ENGL 2213 World Literature After 1600 (on-line): _____

ENGL 2230 British Literature Before 1789: _____

ENGL 2233 British Literature Before 1789 (on-line): _____

ENGL 2240 British Literature After 1789: _____

ENGL 2243 British Literature After 1789 (on-line): _____

ENGL 2250 American Literature Before 1865: _____

ENGL 2253 American Literature Before 1865 (on-line): _____

ENGL 2260 American Literature After 1865: _____

ENGL 2263 American Literature After 1865 (on-line): _____

ENGL 3040 Tech Writing: _____

ENGL 3043 Tech Writing (on-line): _____

ENGL 3080 Business Writing: _____

ENGL 3083 Business Writing (on-line): _____

Please rank your preferred term of instruction. *All on-line courses are ten-week courses.*

First 5-week mini-semester (5/19-6/25): _____

Second 5-week mini-semester (6/28-8/6): _____

10-week Summer semester (5/19-8/6): _____

Professional & Public Writing /TPC/Comp/Rhet Preferences for 2021-2022

Name: _____

Attached is a list of course offerings at the graduate and undergraduate level in Professional & Public Writing for 2021-2022. Please indicate what course or courses you would be willing to teach by either *checking the course* or *circling it* in an unranked list. If the course is a topics course, please indicate your potential topic for the class next to the course title. As always, course availability is subject to enrollment. If you are planning a leave for next year or anticipate any differentiation from your 2:2 load, please consult the Department Chair.

The number in parentheses indicates the number of sections proposed. The number of the Freshman Composition sections to be offered is difficult to determine at this time.

Fall 2021

Undergraduate Courses

ENGL 1100 Freshman Composition I (Lots)
 ENGL 1103 Freshman Composition I (2)
 ENGL 1120 Freshman Composition II (Bunch)
 ENGL 1123 Freshman Composition II (2)
 ENGL 1127 Honors Freshman Composition II (Some)
 ENGL 2010 Intro to Professional & Public Writing (2)
 ENGL 3040 Tech Writing (6)
 ENGL 3043 Tech Writing (2)
 ENGL 3060 Writing in the Health Professions
 ENGL 3080 Business Writing (6)
 ENGL 3083 Business Writing (2)
 ENGL 3110 Survey of Linguistics
 ENGL 3120 Survey of Rhetoric
 ENGL 4010 Topics in Writing
 ENGL 4020 Technical & Professional Editing
 ENGL 4030 Document Design
 ENGL 4160 Technology, Literacy, and Culture

Graduate Courses

ENGL 7000 Technical and Professional Editing
 ENGL 7010 TPC Issues and Approaches
 ENGL 7080 Document Design
 ENGL 7300 Rhetorical Theory and Practice

Spring 2022

Undergraduate Courses

ENGL 1100 Freshman Composition I (Several)
 ENGL 1103 Freshman Composition I (2)

ENGL 1120 Freshman Composition II (Scads)
ENGL 1123 Freshman Composition II (2)
ENGL 1127 Honors Freshman Composition II (A few)
ENGL 2010 Introduction to Professional & Public Writing
ENGL 3020 Legal Writing
ENGL 3040 Tech Writing (6)
ENGL 3043 Tech Writing (2)
ENGL 3080 Business Writing (6)
ENGL 3083 Business Writing (2)
ENGL 4000 Advanced Composition
ENGL 4020 Technical & Professional Editing
ENGL 4030 Document Design
ENGL 4180 Rhetorical Theory and Practice
ENGL 4810 Capstone in Professional Writing

Graduate Courses

ENGL 7050 Studies in Composition
ENGL 7060 Web Development
ENGL 7090 Grant & Proposal Writing
ENGL 7940 Practicum in Teaching College English

Email this completed form to Craig Bertolet by 11:45 Friday 23 October.

Guidelines for ENGL 4920 Internship in English Studies

ENGL 4920 INTERNSHIP IN ENGLISH STUDIES (3) AAB/IND. SU. Pr., [ENGL 1120](#) or [ENGL 1127](#). Supervised experience in applying reading, writing and research skills to the workplace. Departmental approval.

ENGL 4920 allows a student to earn college credit by interning at a cooperating agency, business, school, or place of possible employment in a field that corresponds with a student's track or intended career path. Interns should plan to work about ten hours per week. The work must be sufficient in scope to justify earning the credits applied for and must last throughout the term in which the student is enrolled in ENGL 4920; credit for ENGL 4920 is not retroactive. The student must secure approval for ENGL 4920 from a supervising faculty member, the workplace supervisor, and the Director of Undergraduate Studies in consultation with the Undergraduate Studies Committee **no later than two weeks before the end of term prior to the term in which the Internship will under taken.**

To be eligible for enrolling in a ENGL 4920, the student should

- a) have at least 5 English courses,
- b) have a member of the English professorial faculty willing to serve as the director of this study,
- c) be at the junior level or above.

Prospective students should submit to the Director of Undergraduate Studies this form and a typed, one-page description of the proposed internship. The description must include the following:

- Name of company, unit, and location of internship site;
- Full contact information for the on-site supervisor who agrees to submit a letter of recommendation or job summary for purposes of evaluation to the faculty mentor at the end of the internship;
- The student's reasons for selecting this internship site;
- A description of internship duties and tasks that directly relate to the student's track or intended career path and the skills learned in English Studies coursework. This description should make clear how execution of these activities will enhance your education. If you anticipate any challenges or difficulties, discuss these as well;
- Work schedule. Student interns must correspond in a weekly e-mail log with the faculty member assigning the course grade. The e-log details 1) the work the intern does each week, 2) all relevant information and skills learned, 3) contacts made and why/how these are useful, and 4) other information the faculty member will use to assign the final grade including a reflective essay that relates the internship to the student's education program.

Student's Name: _____ Banner ID _____

(Signature of English faculty member) Date _____

(Signature of internship supervisor) Date _____

(Signature of Director of Undergraduate Studies) Date _____

Revised 29.10.2018

Appendix 3

List of Undergraduate English Major Courses

Italics = May be taken up to two times for credit

Blue = Pre-1800 Literature course

Red = Courses that always satisfy Globalism, Sustainability, and Diversity requirement

Green = Courses that satisfy the Linguistics or Rhetoric Requirement

2000 Introduction to Creative Writing 2010 Introduction to Professional & Public Writing 2020 Introduction to Literary Studies	4210 Fiction Writing II 4230 Poetry Writing II 4250 Creative Nonfiction Writing II
3000 Writing Academic Research ¹ 3020 Writing in Law & Justice (Legal Writing) 3040 Technical Writing 3060 Writing in the Health Professions (Medical Writing) 3080 Business Writing	4400 Early American Literature 4410 19 th -Century American Literature 4420 20 th -Century American Literature 4430 21 st -Century American Literature 4440 Southern Literature 4450 Topics in African-American Literature
3110 Survey of Linguistics 3120 Survey of Rhetoric 3130 Survey of Critical Theory	4500 Studies in Poetry 4510 18 th -Century Novel 4520 19 th -Century Novel 4530 20 th -Century Fiction 4540 Studies in Drama 4550 Studies in Film & Literature 4560 Studies in Critical Theory ² 4570 Studies in Comparative Literature
3200 Topics in Creative Writing ³ 3210 Fiction Writing I 3230 Poetry Writing I 3250 Creative Nonfiction Writing I	4600 Chaucer 4610 Shakespeare ⁴ 4620 Milton 4630 British Author(s) 4640 American Author(s)
3360 Bible for Students of Literature	4700 Topics in Literature 4710 Topics in Gender & Literature 4720 Topics in Ethnic Literature 4730 Topics in Popular Culture 4740 Environment, Literature, and Culture 4750 Topics in Mythology & Folklore ⁵ 4760 Topics in Diaspora Literature

3730 Representations 3740 Identities 3750 Cultural Studies 3760 Popular Literature & Culture ⁶	4800 Seminar in Literature 4810 Capstone in PPW 4820 Capstone in Creative Writing
3850 Study in London ⁷ 3870 World English Literatures	
4000 Advanced Composition 4010 Topics in Writing 4020 Technical & Professional Editing 4030 Document Design 4040 Public Writing ⁸	4920 Internship in English ⁹ 4960 Special Problems in English (Independent Study) ¹⁰ 4967 Honors Special Problems in English (Honors Independent Study) 4997 Honors Thesis ¹¹
4140 Language Variation ¹² 4150 Topics in Language Study 4160 Technology, Literacy & Culture 4170 History of the English Language 4180 Rhetorical Theory & Practice	5840 Approaches to English Grammar ¹³

Course Offering Notes:

Updated Dec 2023

¹ This course is controlled by the Office of University Writing and is offered once a year. The Director of University Writing is usually the teacher-of-record. They will report whether or not to offer it.

² ENGL 4560 & ENGL 4570 rarely get offered because no one requests them. For 4570, Dr. Craig Bertolet is the only comparatist in the department. These may be classes that should be put in rotation but will probably never be offered again.

³ We have not offered this course since we redid the Creative Writing Program. Generally, Topics classes should NOT be focused on something that we already offer as a stand-alone course (e. g. Fiction Writing) or offered by another program (e. g. Screenwriting).

⁴ ENGL 4610 Shakespeare can be taken twice for credit in recognition that it used to be a course offered every semester when we had four Renaissance faculty members. I have retained that ability despite it now being only an annual offering. The selection of Shakespearean works does vary with each course. The play is still the thing.

⁵ ENGL 4750 Topics in Mythology and Folklore is a class that joined two older courses: Classical Mythology and Greco-Roman Literature. In the 2008 revision to the curriculum, I combined them and made the focus less traditionally western. The change to this course to de-emphasize the mythology of the northern Mediterranean basin removed the competition. It has only been taught once, by Jeremy Downes.

⁶ ENGL 3760 Popular Literature & Culture also satisfies the genre requirement in the literature major.

⁷ ENGL 3850 Study in London is only offered in the Summer and is the credit-bearing course associated with the AU Summer in London Program. Craig and Anya Bertolet keep a list of the group leaders for the program. It is also posted on the AU Summer in London Program website. One leader is assigned to teach this course and the other teaches a section of either ENGL 2230 (British Literature Before 1789) or ENGL 2240 (British Literature After 1789).

⁸ The PPW faculty would like this course to be annual. At present, staffing is precluding this move; but making it an annual class should be a priority.

⁹ See internships section under Scheduling.

¹⁰ The provost's office mandates that independent study courses be titled "Special Problems,". Independent studies are labor-intensive and uncompensated work for a faculty member.

¹¹ Honors Special Problems and Honors Thesis are becoming less common. Since these courses do not need to be scheduled until needed, they can remain on the books. This is also uncompensated labor. We have insisted on students doing a year-long Honors Thesis with the Honors Special Problems being the Fall course during which the students do all the reading and the Honors Thesis the course in the Spring when the students write the thesis.

¹² This course basically focuses on sociolinguistics. The department currently have no one on staff to teach this, but it should not be permanently eliminated.

¹³ Consider removing this class. This is our last surviving piggy-back course, meaning it has a 6000-level graduate equivalent. The department does not have a grammarian and the College of Education offers a similar class regularly. We have no business scheduling it in our rotation. Any move to reinstate piggy-back courses should be discouraged. They are unworkable for students, faculty, and staff.