THE CULMINATING EXPERIENCE

At the end of their M.A. (either in the last semester or the second to last semester) students will revise a seminar paper (written in a previous course and/or in their area of interest) under the guidance of a faculty mentor.

The goal of the revisions will be to create a polished paper of about 20-30 pages that could possibly be the basis for a conference paper, a writing sample, or a publishable article.

Student will enroll in one hour of 5601, 5602, 5603 in order to work on this final paper with their chosen faculty mentor.

Final papers will be reviewed by a faculty committee that will rotate each semester. The committee will consist of two assigned members of the graduate faculty appointed by the Director of Graduate Studies, who will work with the student’s faculty mentor.

Student will turn in their revised papers to their mentors and the review committee at least two weeks prior to the end of the semester. Mentors are responsible for arranging a meeting with the student and the review committee before the end of the semester in which the culminating experience is taken.

After conducting a defense of the paper and providing feedback for the student, the mentor and the review committee will assign a grade. This defense is mandatory to pass.

CE PROCEDURE

BEFORE THE START of the CE semester (by December 1 for Spring Semester, and by May 1 for Fall Semester), students are to:

1) Obtain the CE packet from the English department.
2) Contact their CE mentor (the professor who agrees to guide the student through the revision) and get their signature on the consent forms by Dec 1 for Spring Semester and May 1 for Fall Semester.
3) Give one copy of the form to the CE mentor and drop off the other two copies to the department secretary, one for the graduate director and one for the student’s file.

AFTER THE START of the CE semester, the CE professor meets by the end of the 2nd week to set deadlines for creating the finished essay.

OVER THE COURSE of the semester, the CE mentor and the student meet regularly to review the essay and discuss revisions/additions. It is assumed that the essay will undergo significant review and revision before assessment by the committee.

BY THE 13TH WEEK of the semester, the student is to submit a copy of the essay to each CE committee member, with a CE assessment form on top.

BEFORE THE LAST DAY of classes, the CE mentor is to convene and attend a meeting with the student and the CE committee to discuss the essay’s contents and quality and assign a grade.
At the end of the semester, the CE mentor gives all assessment forms to the English office to be placed in the student’s file.

FORMATTING

The procedure a graduate student must go through in getting the CE project approved simulates, in many respects, the “real world” process of submitting a manuscript for publication or conference presentation.

The completion of the CE project represents the culmination of the degree program. It is the apex of the candidate’s achievement in the university, and it reflects the author’s degree of master of the writing process.

The author is responsible for formatting:

- Print must be black, with a sharp, dark image.
- Standard type size (12-point front) is required.
- Use standard, serifed typefaces only. Italics may be used for emphasis.
- Use a uniform type face and size of type throughout.
- Print only on one side of each page.
- Double-space: do not put an extra double-space between paragraphs.
- Triple-space, leaving two blank lines, between headings and first line of text.
- Lengthy quotations (more than 40 words or four typed lines) should be set as a block, indented from the left margin, and double-spaced.
- Indent the first word of each paragraph from the left-hand margin. Be consistent.
- Margins must be 1 inch on all sides.
- Pages numbered in MLA style.
- The word “page” is not used before the numerals.
- The font type and size of the page numbers must be the same as the body of the thesis.
- Handwritten corrections will not be accepted. The use of correction fluid, correction tape, pencil, ballpoint, or felt tip markers is not allowed in the final copy. Corrections must be made so that the final copy is clear and clean.
- Paper: 8-1/2” by 11”, white paper, at least 20-pound weight.

Vita: Include a c.v.