Teaching Fellowship Addendum
College of Liberal Arts and Sciences
Department of English

We offer this addendum to the “Certificate in Teaching English” because it should be considered in conjunction with the certificate program, which would train graduate students how to teach English at the post-secondary level and provide teaching fellows a graduate certificate on their way to the M.A. in English. They would receive it after successfully completing the requirements for the certificate and before they teach as instructors of record in their second year of study.

A “teaching fellowship” is a position distinct from a graduate assistantship because the graduate student is required to obtain specific pedagogical training and teach four courses for the English Department. Currently, we are not allowed to let graduate students completing their M.A. become instructors of record. We seek to change this circumstance for the English Department.

Need for the Program
Because our graduate assistantships are centralized at UIS, departments are unable to offer acceptances and aid packages at the same time. This has resulted in the program losing highly qualified candidates to other institutions. We want the certificate and fellowship programs to be considered in tandem in part to circumvent this problem, allowing the program to market this funding possibility and offer it to the highest quality graduate students.

Teaching fellows will be particularly beneficial to the English Department and to UIS because we will have trained and mentored these graduate students before they teach their own classes. Indeed, we will have provided more training than any teaching assistantship program in English that we have surveyed. Such training will likely provide better classroom instruction to our freshmen writers. As an institution that values teaching, we have an obligation to teach our students how to teach, and this means they must be trained, mentored, and have responsibility for their own classes. Teaching fellowships allow us to control the quality of our instructors in house, and these fellows are provided professional development that all comparable institutions offer to their graduate students. To remain competitive and to serve our undergraduate and graduate students, we need to offer this certificate as a training ground for our teaching fellows, but also for our graduate students who want to teach at two-year institutions. Teaching fellows, we believe, would eventually displace adjunct labor, providing a stronger program for the department and the university.

Procedures
M.A. students who have secured a teaching fellowship will complete the certificate program in their first year of study as a prerequisite for becoming Instructor of Record for two classes in the fall semester and two classes in the spring semester of the second year of study. They will complete the remainder of their coursework as they teach these classes. Although this seems like a heavy load (4-4), students designated as fellows will have already been selected because of their ability to work beyond the level of average graduate students. Also, this is de rigueur for the field. Many institutions require their teaching graduate students to teach three or more courses during an academic year.
Students must apply for the fellowship concurrently with their M.A. application materials. Students who complete the certificate program will not be allowed to subsequently apply for the fellowship program if they choose to continue with an M.A. This is currently a matter of logistics. We have few fellowship slots available, and we want to use this as a marketing and recruitment tool. If those in our certificate program want to apply for the fellowship, then we lose our marketing power for the fellowship. This circumstance could change, however, depending upon how the university grows and the department's ability to staff first-year writing, as well as the demand from certificate students and budget flexibility for funding fellowships.

Recipients of teaching fellowships must be fully admitted to the M.A. program and must be full-time students. (Please see the catalog for information on Assistantships and Financial Aid for the English M.A.) They will pay regular tuition and fees for the first year as they complete the graduate certificate. In the second year, they will receive a tuition waiver and service fee waiver for up to 30 hours, monthly stipend of $1,000 for a nine-month appointment, and $500 in professional development support (i.e., for travel, conference fees, etc.) as they complete the program. They will teach two courses in the fall and two in the spring as they complete their coursework in the second year. The following is a scheduling model for these students:

**Fall Year 1**
- 572: Critical Theory and Practice <req.>
- 550: Teaching Writing <Ling/Writing dist. req.>
Course <Genre dist. req.>

**Spring Year 1 (Completion of Certificate)**
- 551: Teaching Lit <seminar>
- 552: Sociolinguistics and English Studies <Ling/Writing dist. req.>
Course <Post-1900 dist. req.>
- 553: Practicum

**Fall Year 2**
- Teach 101
- Teach 101
Course <Pre-1900 dist. req.>
Course <seminar>

**Spring Year 2**
- Teach 102
- Teach 102
Course <seminar>
Course <seminar> or Closure Hours
THE MASTER'S DEGREE

The English Master's degree is a comprehensive, liberal arts degree in English Studies. Although students may elect to concentrate in a particular sub-discipline of English Studies, they must expect and complete a series of courses intended to instill competence in a number of areas of English Studies.

The English Master's degree program is a blended program, which means that the program offers at least 50 percent of courses online and/or blended.

Entrance requirements

Students with baccalaureate degrees in English from accredited colleges or universities may be accepted into the M.A. program after an examination of their applications by the English Graduate Admissions Committee (EGAC). If the committee requires further evidence of competency, the student may be admitted on a probationary basis after an interview with the committee and successful completion of additional graduate-level coursework or other stipulated requirements.

An applicant with an undergraduate degree in a field other than English must take additional coursework—generally the equivalent of the English minor at UIS—before matriculation at the graduate level in order to gain the endorsement of at least two full-time faculty members who have taught those completed courses. Those faculty members report their estimates of the student’s potential for success in the graduate program. The EGAC then makes a decision regarding matriculation into the English M.A. Program.

All applications for admission into the English M.A. program must include:

- Formal letter of application/statement of intent
- Complete transcripts from all colleges and universities attended
- GRE scores for the general test (verbal, math, and writing)
- Sample of analytic writing (approximately 10-15 pages that illustrates the ability to develop a sustained argument built from primary and secondary sources)
- Department application form
- Two recommendation letters (completed by someone of the applicant’s choice who is familiar with the student’s academic competencies) accompanied by the official departmental recommendation forms and waivers

Applicants should contact UIS Admissions for university application forms. The English department will mail all department forms to interested candidates and make decisions about completed files if completed by the application deadline for the semester of requested admission. Deadline for fall admission: April 1. Priority deadline for fall admission: March 1. Deadline for spring admission: November 1.

Fellowships, Assistantships and Financial Aid

To be considered for a teaching fellowship, students must apply by the priority deadline (March 1) to the M.A. program, be a full-time student, and be accepted without conditions. Students must apply for the fellowship concurrently with their M.A. application materials. Applicants should state in their application letter their intention to be considered for a teaching fellowship. Students who enter the fellowship program must complete the requirements for the Graduate Certificate in Teaching English during their first year. During the second year, teaching fellows will have responsibility for teaching two courses in the fall and two courses in the spring. Teaching fellows will receive a tuition waiver, service fee waiver, a stipend, and development funds for nine months during their second year.
To compete for a teaching or graduate assistantship, candidates should contact the UIS Graduate Assistantship office and apply to enter the GA pool by March 15. The Whitney M. Young Graduate Fellowship Program is also available to assist full-time graduate students. Application deadline is March 1. Contact the fellowship program directly. Other requests for financial aid should be made through the UIS Financial Aid office. Important note to financial aid recipients: you must be fully admitted and maintain a GPA specified by Financial Aid grantor to remain eligible for financial aid.

Advising
Because the English Department offers a wide range of courses, an academic adviser is assigned to assist students in developing appropriate courses of study. All students should consult their advisers before enrolling in courses; a plan of study is required to be completed by the end of the first semester a student is enrolled as a graduate student. Students may choose a different adviser at any time.

Grading policy
Courses in which students have earned a grade of C or below are not accepted towards the M.A. degree in English.

Communication skills
Completion of ENG 572 satisfies UIS’ communication skills requirements for graduate students. In exceptional cases where the English Department waives ENG 572, students must make alternate arrangements with the director of graduate studies to fulfill the communication skills requirement.

Program requirements
Graduate students fully admitted will choose one of two closure options detailed below. No more than two 400-level courses (8 hrs.) may be taken for graduate credit, and those two courses can only fulfill distribution requirements, not seminar requirements. Graduate students taking 400-level courses for graduate credit are required to do extra work, such as a critical essay, oral report, and/or additional reading in primary and secondary sources. Students may petition no more than one course taken at another accredited English graduate program to be counted towards the distribution or seminar requirements. Students must get pre-approval from the department for a non-UIS concurrent enrollment course to count towards the MA in English.

For students choosing the thesis, project, or creative writing closure option.
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hrs.</th>
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<tbody>
<tr>
<td>ENG 572</td>
<td>ENG 572: Critical Theory and Practice (on-ground only)</td>
<td>4</td>
</tr>
<tr>
<td>ENG 500-549</td>
<td>Distribution Requirements (online/blended or on-ground)</td>
<td>20</td>
</tr>
<tr>
<td>ENG 550-585</td>
<td>Seminars (on-ground only)</td>
<td>12</td>
</tr>
<tr>
<td>ENG 589</td>
<td>Thesis or Project (online or on-ground)</td>
<td>4</td>
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<td>Total:</td>
<td>40</td>
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For students choosing the comprehensive examination closure option.
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<th>Hrs.</th>
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</thead>
<tbody>
<tr>
<td>ENG 572</td>
<td>ENG 572: Critical Theory and Practice (on-ground)</td>
<td>4</td>
</tr>
<tr>
<td>ENG 500-549</td>
<td>Distribution Requirements (online/blended or on-ground)</td>
<td>20</td>
</tr>
<tr>
<td>ENG 550-585</td>
<td>Seminars (on-ground only)</td>
<td>16</td>
</tr>
<tr>
<td>ENG 587</td>
<td>Comprehensive Examination (on-ground only)</td>
<td>1</td>
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<tr>
<td>Total:</td>
<td>41</td>
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Students should work closely with their advisers to ensure that graduate coursework does not duplicate undergraduate work. All M.A. candidates are required to take ENG 572 and should do so during their first semester of coursework. ENG 572 introduces the master's candidate to graduate study in English, critical theories and practices, and research methodologies. The course may be waived only by a majority vote of the department.

All M.A. candidates in English must complete 3-4 seminars (12-16 Hrs.) and must complete the following distribution requirements (20 Hrs.):

One course in a literary genre (fiction, poetry, film/drama, non-fiction)
One Anglophone literature course pre-1900
One Anglophone literature course post-1900
Two writing and/or linguistics courses

**Master's degree tutorial (independent study) credits**

Graduate students are limited to 4 tutorial hours. Students may take a tutorial only if a seminar they need to graduate is not being offered within a two-year time period from when a full-time student first enrolled in courses. The tutorial credits may be taken online or on-ground. Part-time students may anticipate more difficulty accommodating their schedules.

**Master's closure**

The master's degree program in English offers graduate students four closure options: the traditional thesis, a critical project, a creative writing project, or a comprehensive examination.

**Thesis or project**

Students choosing to write a thesis, a creative writing project, or a critical project must enroll in ENG 589, Thesis or Project (1 to 4 Hrs.). This course may be repeated for a maximum of four credit hours. After initial registration in ENG 589, students must maintain enrollment in this course until they accumulate four hours in this course. **Note:** if the thesis or project is not completed by the time four hours of ENG 589 are accrued in continuing enrollment, students must register for ENG 590 (zero credit hours, one billable hour) in all subsequent fall and spring semesters until the thesis or project is completed.

**Comprehensive examination**

Students must enroll in ENG 587, Comprehensive Examination (1 Hr.) to prepare to take the examination. **Note:** Should a student not complete the examination that semester, the student must then enroll in ENG 588 (zero credit hours, one billable hour) each fall and spring semester until the comprehensive examination is successfully completed.

**GRADUATE CERTIFICATE IN TEACHING ENGLISH**

Please review the information and requirements listed under “Graduate Certificates” in this booklet for more information.