

*Department of English
Oklahoma State University*

*Policies
and
Procedures*

2020-2021

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FACULTY INFORMATION

REGENTS PROFESSOR

| | |
|---------------------------|-----------|
| Elizabeth Grubgeld, Ph.D. | louisiana |
| Edward Jones, Ph.D. | Ohio |
| Timothy Murphy, Ph.D. | UCLA |

PROFESSOR

| | |
|------------------------|----------------------|
| An Cheng, Ph.D. | Penn State |
| William Decker, Ph.D. | Iowa |
| Richard Frohock, Ph.D. | U.C. - Santa Barbara |
| Lisa Lewis, Ph.D. | Houston |
| Carol Moder, Ph.D. | SUNY - Buffalo |
| Aimee Parkison, MFA | Cornell Univ |
| Stacy Takacs, Ph.D. | Indiana |

ASSOC. PROFESSOR

| | |
|-----------------------------|----------------------|
| Nancy Caplow, Ph.D. | U.C. - Santa Barbara |
| Joshua Daniel-Wariya, Ph.D. | Texas Christian Univ |
| Katherine Hallemeier, Ph.D. | NYU |
| Lynn Lewis, Ph.D. | Univ of Oklahoma |
| Jeff Menne, Ph.D. | Vanderbilt Univ |
| Lindsey Smith, Ph.D. | Univ of N Carolina |
| Graig Uhlin, Ph.D. | NYU |

ASST. PROFESSOR

| | |
|--------------------------|-------------------------|
| Michael Amory, Ph.D. | The Penn State Univ |
| Andrew Belton, Ph.D. | UNC at Chapel Hill |
| Sarah Beth Childers, MFA | West Virginia Univ |
| Cailey Hall, Ph.D. | UCLA |
| Lisa Hollenbach, Ph.D. | Univ Wisconsin, Madison |
| Alyssa Hunziker, Ph.D. | Univ of Florida |
| Janine Joseph, Ph.D. | Univ of Houston |
| Stephanie Link, Ph.D. | Iowa State Univ |
| Anna Sicari, Ph.D. | St. John's Univ |
| Chelsea Silva, Ph.D. | U.C., Riverside |
| Lindsay Wilhelm, Ph.D. | UCLA |

UNIVERSITY

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FIELD OF EXPERTISE

20th-Century British Literature
Renaissance Literature
Modern/Contemporary Lit

FIELD OF EXPERTISE

Linguistics/Applied Lang. Studies
19th-Century American Literature
18th-Century British Literature
Poetry
Linguistics & ESL
Creative Writing
American Studies

FIELD OF EXPERTISE

Linguistics
Rhetoric & Composition
Postcolonial Anglophone Lit
Composition, Digital & Visual Rhetorics,
American Cinema
American & American Indian Lit
Screen Studies

FIELD OF EXPERTISE

Applied Linguistics
African American Literature
Creative Writing, Nonfiction
Long 18th-Century Anglophone Literature
Literature, Post 1900
Native American/Indigenous Literature
Creative Writing, Poetry
Applied Linguistics & Technology
Writing Center Theory & Pedagogy
British Literature and Culture Pre-1500
19-C Lit & Science and Victorianism

TEACHING ASST. PROF.

| | |
|----------------------|---------------------|
| Dinah Cox, Ph.D. | Oklahoma State Univ |
| Eric Howerton, Ph.D. | Univ of Houston |
| Sara Loss, Ph.D. | Univ of Minnesota |
| Reanae McNeal, Ph.D. | Texas Women's Univ |

VISITING ASST. PROF.

| | |
|-----------------------------|---------------------|
| Brett Burkhart, Ph.D. | Univ of Oklahoma |
| Heidi Cephus, Ph.D. | Univ of North Texas |
| Kimberly Cox, Ph.D. | Texas A&M Univ |
| Rafael Hernandez, Ph.D. | Univ of Florida |
| Nathan Horton, Ph.D. | Oklahoma State Uni |
| Suzanne Jamir, Ph.D. | Florida State Univ |
| Bryan Jones, Ph.D. | Oklahoma State Univ |
| Quraysh Ali Lansana | New York University |
| Josiah Meints, Ph.D. | Oklahoma State Univ |
| Daniel Morse, Ph.D. | Univ of Edinburgh |
| Arun Pokhrel, Ph.D. | Univ of Florida |
| Cynthia Rogers, Ph.D. | Indiana Univ |
| Ariel Ross, Ph.D. | Emory Univ |
| Brandon Schneeberger, Ph.D. | UNLV |
| Richard Sears, Ph.D. | Indiana Univ |
| Ryan Slesinger, Ph.D. | Univ of Tulsa |
| Jason Sperb, Ph.D. | Indiana Univ |
| Jessica Turcat, Ph.D. | Oklahoma State Univ |
| Seth Wood, Ph.D. | Emory Univ |

UNIVERSITY

UNIVERSITY

UNIVERSITY

UNIVERSITY

FIELD OF EXPERTISE

Fictional Rhetoric
Creative Writing - Fiction, Lit, Comp
Linguistics
Multicultural Women's & Gender Studies

FIELD OF EXPERTISE

American & Native American Literatures
Early Modern Literature
American Literature
English Literature
TESL/Linguistics
Fiction/Nonfiction
Rhetoric & Composition
Creative Writing, Black Literature,
Social Justice
Rhetoric & Composition
20th-C Transnational, Immigrant, &
Multiethnic Writing
20th&21st C. Brit and Global Anglophone
Medieval Literature and Codicology
Comparative Literature
English Literature
English/Renaissance Literature
20th-C American Literature
Communication & Culture
Poetry and Gender & Women's Studies
Comparative Literature

CONTACT INFORMATION

ENGLISH DEPARTMENT ADMINISTRATION

| | | | |
|------------|---------------------------|------|--------|
| An Cheng | Department Head | 205B | 4-6140 |
| Jeff Menne | Associate Department Head | 311E | 4-6228 |

PROGRAM DIRECTORS

| | | | |
|--------------------|----------------------------|-------|--------|
| Josh Daniel | First Year Composition | 309A | 4-6837 |
| | Honors Composition | | |
| Elizabeth Grubgeld | Literature | 302A | 4-6217 |
| | Honors in English | | |
| Nathan Horton | ITA Coordinator | 109A | 4-1780 |
| Eric Howerton | ENGL 3323 | 104D | 4-8500 |
| Lisa Lewis | Creative Writing | 201A | 4-6235 |
| Lynn Lewis | Rhetoric & Writing Studies | 309C | 4-6267 |
| Steph Link | International Composition | 109D | 4-6232 |
| Josiah Meints | Writing Center | SU440 | 4-9365 |
| Jeff Menne | Screen Studies | 311A | 4-6228 |
| Carol Moder | TESL & Linguistics | 211C | 4-9471 |

ENGLISH DEPARTMENT ADVISING

| | | | |
|-----------------|--------------------------|------|--------|
| Clarissa Bonner | Undergraduate Advisor | 209 | 4-6146 |
| William Decker | English Graduate Program | 308A | 4-6222 |

SUPPORT STAFF

| | | | |
|------------------|------------------------------------|-------|--------|
| Karen Kent | Writing Center Admin Support | SU440 | 4-6671 |
| Robert Estes | Senior Financial Assistant | 207C | 4-6148 |
| JuDean Howerton | Assistant to Department Head | 205A | 4-6140 |
| Brenda Maxwell | Assistant to Grad Program Director | 308 | 4-9469 |
| Charissa Prchal | English Department Admin Support | 205 | 4-1089 |
| Laura Tunningley | Writing Center Coordinator | SU440 | 4-6309 |

STUDENT ASSOCIATION OFFICERS

| | EGSA | TESLing | CWA |
|-----------------------|----------------|------------------------|---------------------------------|
| <i>President</i> | | Hannah Bingham Brunner | Courtney Lund |
| <i>Vice President</i> | <i>On</i> | Eunhye Kim Hess | Kennedy Essmiller |
| <i>Secretary</i> | <i>Hiatus</i> | Tiegan Willoughby | Gage Saylor |
| <i>Treasurer</i> | <i>For</i> | Jackie Kennard | Caleigh Shaw |
| <i>Academic Chair</i> | <i>2020-21</i> | Payam Rahmati | |
| <i>Social Chair</i> | | Micòl Martinelli | |
| <i>EGSA Liaison</i> | | Fran Junnier | |
| <i>GPSGA Reps</i> | | Fran Junnier | Roseanna Boswell & Remi Recchia |

FACULTY MEETING DATES

GENERAL FACULTY MEETINGS at 2:30

Fall 2020

August 14
September 18
October 16
November 20

Spring 2021

January 15
February 19
March 26 (?)
April 16

GRAD FACULTY MTGS will immediately follow General Faculty Meetings.

FACULTY COMMITTEES AND MEMBERS

CURRICULUM

Josh Daniel-Wariya (Rhet/Writing Studies)
Alyssa Hunziker (American Studies)
Elizabeth Grubgeld (British Literature)
Sarah Beth Childers (Creative Writing)
Michael Amory (TESL/Ling)
Graig Uhlin (Screen Studies)

TA SELECTION

Steph Link (TESL/Ling)
Josh Daniel (Composition)
Anna Sicari (Writing Center)
Bill Decker (Graduate Director)

A&S FACULTY COUNCIL REP

Graig Uhlin

GRADUATE STUDIES

Andrew Belton (Literature)
Stephanie Link (TESL/Ling, Rhet/Writing Studies)
Janine Joseph (Screen Studies & Creative Writing)
Bill Decker (Graduate Director) *non-voting member*

ADMISSIONS

Nancy Caplow (TESL/Ling)
Elizabeth Grubgeld (Literature)
Bill Decker (Graduate Director)
Lisa Lewis (Creative Writing)
Lynn Lewis (Rhet/Writing Studies)
Jeff Menne (Screen Studies)

PERSONNEL

Tim Murphy (chair)
Bill Decker (Professor)
Carol Moder (Professor)
Nancy Caplow (Associate Professor)
Josh Daniel (Associate Professor)
Lisa Hollenbach (Assistant Professor)

SCHOLARSHIP SELECTION

An Cheng (Head)
Bill Decker (Graduate Director)
Clarissa Bonner (Undergraduate Advisor)
Two faculty appointed by the dept head

GENERAL INFORMATION

UPDATED DEPARTMENT RESOURCES FOR FALL 2020

<https://docs.google.com/document/d/1h1zmJFzBYT2nn4RW5K31JAVIJF6JxD-wVS5uSjBKxDc>

RESOURCES FOR ONLINE AND IN-PERSON TEACHING

<https://docs.google.com/document/d/1-7APZEKIULjrQro8I6DFoRG9a2nMSOGpbA6E6nkpR6M>

ACADEMIC INTEGRITY

All members of the Oklahoma State University community are entrusted with academic integrity, which encompasses the fundamental values of honesty, trust, respect, fairness, and responsibility. See <http://academicintegrity.okstate.edu/> for complete details.

ANNOUNCEMENTS

Announcements for instructors and staff will be

- posted on the bulletin board in the department lounge (210 Morrill)
- sent through the moderated department listserv
 - TO SEND e-mails for approval, use osu-english2-l@listserv.okstate.edu
- on the department website at <http://english.okstate.edu>
- distributed to individual department mailboxes located in M205

Public announcements are posted on the Department of English Facebook and Twitter feeds and on the department website.

BURSAR CHARGES

If you check out equipment/keys from the department and anything requires repair or replacement when you return it, your OSU Bursar account will be charged for those costs.

CANVAS

Canvas is a Learning Management System adopted by Oklahoma State University Fall 2019. It is a flexible, easy-to-use platform with a clean interface, rich multimedia capabilities, and dedicated mobile apps for both students and instructors.

Canvas is administered by Institute for Teaching and Learning Excellence. ITLE fully provides a combinations of trainings, instructional videos (<https://itle.okstate.edu/Canvas.vbhtml>), and one-on-one consultations. For assistance contact ITLE at canvas@okstate.edu or (405) 744-1000.

COMPUTER/TECH SUPPORT

CLASSROOM TECHNOLOGY (ITLE - 744-7155)

If any technology in a **general** classroom (not M105, M106, M207, M208, M305, or M310, or anything inside the cabinet in M303) is not working - touchscreen, screen, speakers, computer, projector, etc.

ENGLISH DEPARTMENT TECHS (M104B - 744-1819)

If any of **your** technology or **your shared office** technology isn't working (printer, computer, scanner, etc.)

If any technology in M105, M106, M207, M208, M305, or M310, or anything inside the cabinet in M303 is not working.

ARTS & SCIENCES IT DEPARTMENT (LSE005 - 744-6844)

If you cannot reach our Department Techs.

CAMPUS IT

Problems with your **okey account** - logging in, changing information, accessing e-mail, accessing Canvas.

DEPARTMENT HEAD APPOINTMENT/CALENDAR

See JuDean Howerton, Assistant to the Department Head, if you would like an appointment with Dr. Cheng. JuDean can be reached at 744-6140 or judean.howerton@okstate.edu.

ELECTRONIC CLASSROOM (106 MORRILL)

The Electronic Classroom (EC) schedule is online [here](#). You will need to check out a key fob from front office staff to get into the room.

E-MAILS (ENGLISH DEPARTMENT AND UNIVERSITY)

All general Department inquiries: english.information@okstate.edu
Copy/print requests: copyrequest@yahoo.com
Department Webmaster: engweb@okstate.edu
Department Computer Techs: englcomputertechs@okstate.edu
English Undergrad Advisor: englishadvisor@okstate.edu
English Graduate Office: englishgrad@okstate.edu

The English Department uses *okstate.edu* e-mail addresses for all official correspondence. Instructions for forwarding your *okstate* e-mail are [here](#).

FAX

Personal incoming faxes cost \$1 per page. Personal outgoing faxes cost \$.25 cents per page. Students should not submit work by fax. Contact front office staff if you need to send or receive a fax.

FERPA TRAINING

(SEE ALSO STUDENT CONSENT TO RELEASE ACADEMIC INFORMATION)

The Family Educational Rights and Privacy Act (FERPA) gives a student the right to inspect his or her education records and to protect the privacy of these records.

All OSU instructors and staff are REQUIRED to take the FERPA web tutorial. The OSU FERPA Online Tutorial should take 10-15 minutes to complete. Before you begin the tutorial please carefully review all of the topics in the [OSU FERPA website](#)—both the FERPA General Information and the appropriate Faculty FAQ and Staff FAQ sections.

Click on the tutorial on registrar.okstate.edu and log in using your O-Key e-mail and password. If you do not have O-Key access, activate your account at okey.okstate.edu.

FILM LIBRARY

The department film library index is available at <http://englishcourses.okstate.edu/filmtrak/index.php>. Films are available to anyone on English Department payroll, and replacements for unreturned films will be charged to you. Films must be requested through the website and may only be checked out for **one week at a time**. (You may re-check a film another week, if you need). Once you have placed a request through the website, the disc(s) will be placed in your department mailbox/office. Films are to be returned to staff in M205.

FILM SCREENING ROOMS (303 & 305 MORRILL)

The film rooms are shared by all in the English Department. The online reservation book for M303 is [here](#), and for M305 is [here](#). You will need to get a key fob from the main office to access the rooms.

Both rooms have a computer available, but department-owned players and equipment are locked in cabinets. M303 has a combination lock and M305 requires a key. Staff in the main office can provide you with either.

FRONT OFFICE ONLINE COMMUNITY

All instructors in the English Department will be “enrolled” in the **Front Office - Department of English Online Community** (the equivalent of a Canvas class, with instructors in the student role and staff in the instructor roles.) Documents like the department directory and Policies & Procedures are always available here, and this is where you submit your CV, syllabi, and component grade records.

To access the Front Office Online Community, use your OKey login at <https://my.okstate.edu>. Click on Canvas, and then click on Front Office - Department of English.

GRADE BOOKS/SHEETS AND RECORDS RETENTION

TAs, Adjuncts, Lecturers, VAPs, and TAPs are required to submit component grades and attendance via the Front Office Online Community **Assignments** at the end of each semester.

The official OSU records retention policy can be found at http://libraries.ok.gov/wp-content/uploads/RecordsMgt_GRDS_UC_2016.pdf

Instructor Grade Books: Retain in office five (5) years, then destroy provided no complaints have been filed. If a complaint has been filed destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

Completed Tests, Examinations, and Papers File: Retain in office until returned to students. Retain unreturned material in office until expiration of academic appeals period, then destroy.

GRANT EXPENDITURES: See “Purchasing.”

LISTSERV

All major English Department announcements will be distributed via the osu-english2-l@listserv.okstate.edu Listserv.

There are several other Listservs in use by different programs within the department. You can find several of these and enroll at listserv.okstate.edu.

Please make sure osu-english2-l@listserv.okstate.edu address is marked as a safe sender for your spam filter.

OFFICE HOURS FOR INSTRUCTORS – VIRTUAL ONLY

| | | |
|----------------------------|-------------------------------|--|
| <u>If you are teaching</u> | <u>You must have at least</u> | Office hours must be spread over three (3) days. |
| 1 or 2 classes | 180 minutes (3 hours) | |
| 3 or more classes | 240 minutes (4 hours) | |

OFFICE MAILBOXES

Fall 2020-specific:

All instructors, and staff have mailboxes in 205 Morrill, as do organizations and journals based in the English Department. Mail, announcements and flyers will be distributed to these mailboxes.

You can stop by M205 and ask for your mail, or Charissa can deliver it to your desk. Please let her know which you prefer.

ORDERING TEXTBOOKS/REQUESTING DESK COPIES

The form for ordering textbooks for a course you're teaching is at <http://englishcourses.okstate.edu/bookorder/index.php>. User ID and Password are unique to this site. Contact front office staff for ID/Password, or with questions about ordering texts. Charissa serves as the department representative with the bookstore for ENGL courses. Tina Burch is in this role for AFAM, AMIS, AMST, GWST, and REL courses.

Staff can place requests for desk copies if your order notes that you need one. Alternately, you are welcome to request your own desk copies from the publisher's websites. (Publishers are generally set up for this to be the more efficient route.)

PHOTOCOPYING/PRINTING/SCANNING

Allow lead time of four (4) *workday* hours for 35 copies or fewer and 24 hours for larger quantities.

This means you should plan for a print request submitted after 5pm to be ready at *noon* on the next *workday*.

Requesting printing/copies by e-mail is generally the fastest method.

Note on scanning from books:

Although the department has not revisited scanning policies since D2L has become widely used, please note that scanning books takes considerably longer than scanning individual sheets of paper using the document feeder.

PHOTOCOPYING/SCANNING (requesting copies or scans – see Printing Requests)

- **M210 Instructor copier/scanner** is available to all department instructors for classes they are *teaching*.
- **Scanner** may be used for classes being taken, sent to USB drive or e-mail.
- You will need to enter a code to use the machine. Staff can provide you with this code.

PRINTING

- All instructors may print in M210 for classes they are *teaching*.
 - All instructors may print from a USB drive in M210.
 - Tenure-Line Instructors, TAPs, and VAPs may have their office computer networked to the faculty printer in M210.
- Adjuncts, Lecturers and GTAs may use the printers in M412 or M409. Paper is kept in M409.

PRINTING REQUESTS – ELECTRONIC ORIGINAL:

- Send an e-mail with attachments to copyrequest@yahoo.com or copy_request@hotmail.com.
 - Staff will check these accounts M-F, 8am-5pm.
 - OKState.edu e-mail storage is small. **Please only use copy request e-mail accounts.**
- Please indicate:
 - date/time needed
 - number of copies needed
 - if you *do not* want the default (double-sided, stapled copies).

- Attachments do not always appear in the order in which you attached them. For multiple attachments, make sure instructions are clear for each file by name.

PHOTOCOPYING/PRINTING/SCANNING REQUESTS – HARDCOPY ORIGINAL:

- *Remove staples from materials to be copied/scanned.*
- Write instructions and insert/attach them to materials.
- Please indicate:
 - date/time needed
 - number of copies needed
 - if you do not want double-sided, stapled copies.
- Let Charissa know that you're leaving a request for her in your office chair.
- Materials will be returned to your office chair after request is completed.

PHOTOCOPYING REQUESTS EXAMS/QUIZZES

- **Do not put exams or quizzes in the copy request tray.**
 - Give them directly to a staff member or use copyrequest@yahoo.com / copy_request@hotmail.com
- **For privacy purposes, copied exams/quizzes will *not* be put in your mailbox.**
 - You'll receive a note in your box that you have copies ready.
 - Give the note to staff in M205 to claim your copies.

POSTAL PROCEDURES AND SUPPLIES

English Department letterhead and envelopes are available for professional purposes. This includes correspondence pertaining to classes, students, manuscript submissions, and job applications.

All outgoing mail can be placed in the USPS box in M205 (on-campus, off-campus, FedEx, UPS, etc.)

PURCHASING

In short: ALL financial transactions are handled by Robert Estes - robert.estes@okstate.edu.

Requests for any charge, payment, or purchase must be submitted in writing to the Department Head **BEFORE** the charge, payment, or purchase is made. Reimbursement is unlikely if this procedure is not followed.

Once written approval is obtained, Robert will provide assistance for purchases.

ROOM RESERVATIONS

If you need a room for a meeting or if you have a problem with your classroom, please contact main office staff. Because of the number of classes offered during prime-time hours, not every request can be met.

STAFF DESKS

Refrain from sitting at or standing behind any staff member's desk. This policy helps maintain security of files and other personal and confidential information.

Fall 2020-specific: Maintain a 6' distance from others in the building whenever you can. Staff will have separate supplies for you to use. Do not use items on staff desks.

STUDENT CONSENT TO RELEASE ACADEMIC INFORMATION (SEE ALSO "FERPA TRAINING")

In short: **Do not ever** make a student's information or academic records available to anyone other than the student. Direct all requests for information that are not from the student to the OSU Registrar.

SUBMISSION OF STUDENT WORK

Fall 2020-specific: Students should turn in work in class or electronically. Students should *not* ask to leave papers in instructor mailboxes.

SWIPE CARDS FOR DOORS

M208 has a door card reader for unlocking the door. Staff, Department Techs, Program Directors and ADs for courses in M208 can unlock the doors 24x7. Instructors are able to unlock the door 7:00am-7:30pm, during the semester they are teaching.

- 1) Swipe your OSU ID only once per 15 seconds. The door will hard-lock for 45 seconds if you swipe more.
- 2) When you swipe, and the light turns green, **turn the handle** and open the door.

SUPPLIES

Office supplies such as staples, legal pads, pens, etc. are available to the faculty. Contact Charissa if you need supplies.

SYLLABI

According to University policy, the department is required to keep copies of **every** class' syllabus on file for five years. Submit an electronic copy of your syllabus/syllabi via the Front Office Online Community at the beginning of each semester. Tina Burch will upload these to the university's syllabus page.

TEACHING SCHEDULE ASSIGNMENTS

FACULTY: The department will attempt to accommodate scheduling requests. Three-day and two-day per week schedules will be given in alternating semesters. Faculty class schedules are made out a year in advance. In making summer assignments, priority will be given to faculty who are ineligible for Dean's Incentive Grants. In the summer, faculty will be assigned to no more than one course except in emergency situations.

GTAs, Adjuncts, Lecturers, VAPs, and TAPs: Teaching assignments are made using the information given to JuDean every semester on the **Teaching Preference Form**.

This form is emailed *after* graduate enrollment begins, so GTAs may include their grad class schedules. Please clearly note all pertinent information (time constraints, special requests, etc.) on your form, and **inform JuDean immediately of any changes**.

GTAs may mark what they prefer to teach, but *program directors decide all GTA assignments*. Summer GTA appointments are made according to the GTA Appointment/Reappointment Guidelines (page 9).

TELEPHONE USAGE

The main office receives a heavy load of phone traffic during the fall and spring semesters; therefore, it is important that students have alternate methods of contacting faculty (e-mail, Canvas).

LONG DISTANCE CALLS: Faculty must reimburse the department for the cost of personal calls made from their office phones. TAs, Adjuncts, and Lecturers will need to contact the main office staff to make a long distance call to a student. To make an International call, contact JuDean.

HOME PHONE NUMBER POLICY: The staff will not give out home phone numbers or addresses without prior approval. If an incoming call is urgent, the staff will take the information and attempt to reach you off-campus. With your permission, they can usually transfer a call to your personal phone.

TRASH/PAPER RECYCLING

Trash is collected early on Tuesday and Friday mornings in Morrill Hall. **Please put trash cans outside office doors for the janitorial staff on Monday and Thursday nights.**

Paper/cardboard recycling boxes are located in the hallway on each floor and in the main office. There are receptacles on the first and third floor hallways for recycling aluminum cans.

TRAVEL REQUISITIONS – 2020 EDITION

International: At this time, the State Department has lifted the Global Level 4 Health Advisory initially, put in place on March 19, 2020 to discourage all International travel. However, at this point OSU has not lifted its restriction on International travel and numerous countries have bans on Americans visiting.

Domestic: At this time OSU has not lifted its ban on travel within the United States.

USEFUL WEBSITES

<http://english.okstate.edu>: The official English Department website. This is an excellent resource for students and prospective students.

<http://comp.okstate.edu>: Website for the first-year composition program.

<http://catalog.okstate.edu/> The University Catalog, with course descriptions and academic regulations.

TA Appointment/Reappointment Guidelines

TA SELECTION

TA selection will consist of the following program personnel:

- ESL Composition Director
- TESL/Ling Program Director
- First-Year Composition Director
- Graduate Program Director
- Literature Program Director
- Rhet & Writing Studies Program Director
- Writing Center Director

Each program director will review assistantship applications in their respective area. Materials for those applicants accepted as a TA will be forwarded to the FYC director to review for experienced/rookie status. This information will be forward to JuDean who will then send a TA offer letter to those selected for an assistantship.

PROCEDURE FOR INITIAL APPOINTMENT

Students normally apply for assistantships at the time of admission <https://gradcollege.okstate.edu/prospective-students/assistantships.html>. However, applications may also be considered from current students who should write a brief letter of application to the Graduate Director. The letter should indicate preferences (if any) for Writing Center, First-Year Composition, Technical Writing, or TESL Composition. The letter should also identify any prior teaching experience. Assistantships begin in the fall semester, and most are awarded during the January admission process.

SUMMER TEACHING

Summer appointments are separate from those awarded during the regular academic year. Appointment during the regular academic year does not carry the presumption of a summer appointment. Summer appointments do not count toward the total time allowed for financial support. Summer appointments will not be awarded to students who have outstanding 'I' grades for the preceding Fall or Spring semesters or to those who have not completed the required six hours of graduate credit for each semester in the preceding academic year.

Other Criteria for Summer Appointment Include:

- 1) Applicants for summer appointments should understand that the first criterion for selection is department staffing needs. Thus, many decisions about appointments must be based on the courses that applicants are qualified to teach (i.e. TAs must have completed the methods course relevant to the course they will teach, or the appropriate program director must determine that they are otherwise qualified).
- 2) When there are more qualified applicants than positions available, program directors and the department head will use the following criteria (in order of relative importance as listed below) to select those to receive an appointment.
 - a) Intention to return during the following fall semester
 - b) Progress toward degree
 - c) Seniority
 - d) GPA adequate to qualify for comprehensive exams
- 3) Before making summer appointments the Department Head will solicit the recommendation of the appropriate program director.

REAPPOINTMENT FOR CURRENT TAs

All appointments are for one year, and may be renewed annually up to the maximum time allowed for financial support (three years for MA/MFA candidates, five years for PhD candidates, and eight years for those pursuing both degrees at OSU).

Current TAs will be notified of reappointment for the following year during the Spring semester of each academic year.

Decisions about reappointment will be based on the following criteria:

- 1) Adequate performance of assigned responsibilities including teaching, research, tutoring, meeting attendance.
- 2) Adequate progress toward a degree (defined as completing six hours each semester you are enrolled).
- 3) Grade point average sufficient to qualify to take comprehensive examinations (3.0 MA/MFA; 3.5 PhD; both based on transcript grades). Insufficient GPAs may lead to a one-year probationary appointment. If GPA has not reached an accepted level after a year, the teaching assistantship or associateship will be terminated.
- 4) Recommendation from the appropriate program director (solicited by the department head prior to making reappointments).

EXTENSIONS FOR CURRENT TAs

Extension of a teaching assistantship or associateship beyond the maximum time permitted may be granted at the discretion of the department to meet the current staffing needs, subject to the limits of available funding. Extensions will not exceed one academic year. Pay during the extension will be the same as that for the last appointment the applicant held within the department.

NOTE: In no case may regular financial support exceed the eight years limit. Extensions to a MA/MFA assistantship will be deducted from a PhD associateship.

Applicants for extension:

- must have completed all coursework toward degree.
- must have passed all comprehensive examinations for degree.
- show evidence of satisfactory progress on the thesis, dissertation, or creative component required for the degree.
- submit recommendations from your advisor and program director(s) you are teaching under.
- submit letter to department head summarizing academic progress.
- submit staffing questionnaire provided by department.