# http://www.ric.edu/webcommunications/images/SealWithText_Small_Black.pnggraduate COMMITTEE curriculum PROPOSAL FORM

## Cover page Scroll over blue text to see further [instructions](#instructions)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| A.1. [Course or program](#Proposal) | **ENGL 500 Strategies for graduate study** | | | | |  |
| [Replacing](#Ifapplicable) |  | | | | |  |
| A.2. [Proposal type](#type) | **Course: creation** | | | | |  |
| A.3. [Originator](#Originator) | **Barbara Schapiro** | | **English** | |  | |
| A.4. [Rationale](#Rationale)/Context | **The purpose of this proposal is to add a one credit 500-level course to the English curriculum to accommodate students entering our proposed Early Admission BA/MA Program. The course would be taken by undergraduates in their senior year who have been admitted to this program, and the credit can double count towards both the BA and MA degrees. The course will also be open to seniors not in the early admission program but who are considering applying to an English graduate program. The course will serve as an overview of the various kinds of work involved in graduate-level study in English, and it will help students understand the value of a post-graduate degree in the humanities. It will be graded on a pass/fail basis.** | | | | | |
| A.5. [Student impact](#student_impact) |  | | | | | |
| A.6. Impact on other programs | **We anticipate approximately one to four students enrolled in this course in any given semester.** | | | | | |
| A.7. [Resource impact](#Resource) | *[Faculty PT & FT](#faculty" \o "Need to hire new full-time or part-time faculty? This is where you indicate if this proposal will be affecting FLH in your department/program.)*: |  | | | | |
|  | [*Library*:](#library) | **None** | | | | |
|  | [*Technology*](#technology) | **None** | | | | |
|  | [*Facilities*](#facilities): | **None** | | | | |
|  | Promotion/ Marketing needs | **None** | | | | |
| A.8. [Semester effective](#Semester_effective) | **Fall 2018** | A.9. Rationale if sooner than next fall | |  | | |

B. [NEW OR REVISED COURSES](#delete_if):

|  | Old ([for revisions only](#Revisions) – list only information that is being revised) | New |
| --- | --- | --- |
| B.1. [Course prefix and number](#cours_title) |  | **English 500** |
| B.2. Cross listing number if any |  |  |
| B.3. [Course title](#title) |  | **Strategies for Graduate Study** |
| B.4. [Course description](#description) |  | **Students explore strategies for success both as graduate students and professionals. Topics include research, thesis writing, teaching and leading discussions, and marketing an MA degree in English.** |
| B.5. [Prerequisite(s)](#prereqs) |  | **Graduate status or acceptance into the BA/MA in English, or consent of department chair.** |
| B.6. [Offered](#Offered) |  | **Fall | Spring |**  **As needed.** |
| B.7. [Contact hours](#contacthours) |  | **One hour per week.** |
| B.8. [Credit hours](#credits) |  | **One credit** |
| B.9. [Justify differences if any](#differences) |  | |
| B.10. [Grading system](#grading) |  | **S/U** |
| B.11. [Instructional methods](#instr_methods) |  | **Small group | Individual |** Online component up to individual instructors |
| B.12.[Categories](#required) |  | **Required for early admission BA/MA program; elective for other students** |
| B.13. [How will student performance be evaluated?](#performance) |  | **Attendance |Class participation | Presentations | Class Work** |
| B.14. [Redundancy with, existing courses](#competing) |  | **None** |
| B. 15. Other changes, if any |  | |

| B.16**.** [**Course learning outcomes**](#outcomes)**: List each outcome in a separate row** | [**Professional organization standard(s)**](#standards)**, if relevant** | [**How will the outcome be measured?**](#measured) |
| --- | --- | --- |
| Students will gain knowledge of research and writing strategies for graduate-level work in English. |  | Written class exercises. |
|  |  |  |
|  |  | Click Tab from here to add rows |

| B.17. [**Topical outline**](#outline)**: Do NOT insert a full syllabus, only the topical outline** |
| --- |

1. Research Strategies

Sessions with librarian

Reading secondary sources

Preparing annotated bibliography

Reviewing MLA

2. Pedagogical Strategies

Generating productive questions

Strategies for leading discussion/teaching a text

3. Thesis and Exam Writing Strategies

Generating topics

Note-taking strategies

Managing and organizing time

4. The Value of the Humanities and Marketing an English MA Degree

Exploring internships

Attending talks/presentations by faculty, visiting writers, alumni, etc. on current projects

Marketing one’s research, communication, and writing skills

### C. [Program Proposals](#program_proposals)

|  | [Old (for revisions only)](#old_program) | New/revised |
| --- | --- | --- |
| C.1. [Enrollments](#enrollments) |  |  |
| C.2. [Admission requirements](#admissions) |  |  |
| C.3. [Retention requirements](#retention) |  |  |
| C.4. [Course requirements](#course_reqs) for each program option |  |  |
| C.5. [Credit count](#credit_count) for each program option |  |  |
| C.6. Requirement for thesis, project, or comprehensive exam |  |  |
| C.7. Other changes if any |  |  |

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| --- |
| **INSTRUCTIONS FOR PREPARING THE CATALOG COPY**: The proposal must include all relevant pages from the college catalog, and must show how the catalog will be revised. (1) Go to the “Forms and Information” page on the Graduate Committee website. Scroll down until you see the Word files for the current catalog. (2) Download ALL catalog sections relevant for this proposal, including course descriptions and/or other affected programs. (3) Place ALL relevant catalog copy into a single file. Put page breaks between sections and delete any catalog pages not relevant for this proposal. (4) Using the track changes function, revise the catalog pages to demonstrate what the information should look like in next year’s catalog. (5) Check the revised catalog pages against the proposal form, especially making sure that program totals are correct if adding/deleting course credits. |

## D. Signatures

* Changes that directly impact more than one department/program MUST have the signatures of all relevant department chairs, program directors, and relevant dean (e.g. when creating/revising a program using courses from other departments/programs).
* Proposals that do not have appropriate approval signatures will not be considered.
* Type in name of person signing and their position/affiliation.
* Send electronic files of this proposal and accompanying catalog copy to [graduatecommittee@ric.edu](mailto:graduatecommittee@ric.edu) and a printed or electronic signature copy of this form to the current Chair of Graduate Committee. Check Graduate Committee website for due dates.

##### D.1. Approvals: required from programs/departments/deans who originate the proposal. may include multiple departments, e.g., for joint/interdisciplinary prposals.

| Name | Position/affiliation | [Signature](#_Signature" \o "Insert electronic signature, if available, in this column) | Date |
| --- | --- | --- | --- |
| Barbara Schapiro | Program Director of English MA |  |  |
| Daniel Scott | Chair of English |  |  |
| Earl Simson | Dean of Arts & Sciences |  |  |

##### D.2. [Acknowledgements](#acknowledge): REQUIRED from OTHER PROGRAMS/DEPARTMENTS IMPACTED BY THE PROPOSAL. SIGNATURE DOES NOT INDICATE APPROVAL, ONLY AWARENESS THAT THE PROPOSAL IS BEING SUBMITTED. List all other programs and departments affected by this proposal. Signatures from these departments are required in the signature section. CONCERNS SHOULD BE BROUGHT TO THE GRADUATE COMMITTEE MEETING FOR DISCUSSION.

| Name | Position/affiliation | [Signature](#Signature_2) | Date |
| --- | --- | --- | --- |
|  |  |  |  |
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|  |  |  | Tab to add rows |