
A Guide to English Undergraduate Studies

A Comprehensive resource for the Director of Undergraduate Studies and other faculty and staff working closely with undergraduate students in the English Department.

Key Suggestions:

1. *Never argue with Amy; Amy is always right.*
2. *After Amy, Ross Blair is your chief support.*
3. *Be kind.*



Auburn University

Written by Craig E. Bertolet,
(Director of Graduate Studies 2004-2007, 2009-2012, and 2018-2021.)

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ASSESSMENT

This annual labor-intensive task, which only seems to be like organizing the contents of a child's room alphabetically, 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 committee member who taught a Capstone course should assess their own projects. It is like déjà vu, but not the good kind. I numbered every project by major track (e.g., CW 1, CW 2, CW 3, etc.). I also did a spreadsheet listing every committee member and their project numbers to ensure that there were two readers per project. It was easier to track who had what and who I was waiting on.

Assessment Steps

- 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). 6
- 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 portfolio on a thumb drive or other portable device since we have found that students turn their 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 datagathering 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.

IMPORTANT CONTACT

last updated Dec.2023

	College of Liberal Arts	
Associate Dean of Undergraduate Studies	Charles Israel	
Dean's Administrator Awards and Scholarships	Lee Anne Caudle	
International Studies Major Coordinator ENGL has a significant presence in this major	Giovanna Summerfield	
CLA Recruiter	Tori Close (Jones)	
English Department Student Recruiter	Vacant	N/A
CLA Advisor	Ross Blair	
Dean's Office Executive Director, Communications & Marketing Webpage updates	Wendy Bonner	
World Languages and Literatures Chair Coordinate linguistics offerings	Traci O'Brien	
	College of Education	
Secondary Ed/Language Arts Faculty Coordinator Schedule updates	Michael (Mike) Cook	
College of Education advisor, Secondary Ed specialist Schedule updates	Jennifer Monkman	
	Miscellaneous	
Director, Study Abroad Office	Deborah Weiss	
Director of University Writing	Chris Basgier	

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 Undergraduate **Studies Committee plays the role of the English Department Awards** 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

- 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 17 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.

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 the current year 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; everyone will thank you. We cannot really

evaluate moral character (and I have no curiosity to do so). We can evaluate for grades and number of credits. Puns are optional.

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 Lee Anne 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, make it \$300. The \$15.64 can be reinvested for next year. Maybe it will generate a quarter.

Transfer of Funds

The Yates's Award is in the form of a check that Jon will write to the recipient after the ceremony. All the others will have the amounts deposited in their bursar accounts. Donna Kent, the administrative support associate, will need all the recipients to verify their home addresses 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.

CURRICULUM

Here are the three major tracks and what they require:

Creative Writing

Category	Courses	Credits
Linguistics & Rhetoric	3110, 3120, 4140, 4150, 4160, 4170, 4180	3
Globalism, Sustainability, or Diversity (GSD)	3730, 3740, 3750, 3850, 3870, 4160, 4450, 4710, 4720, 4740, 4760	3
4000-level Literature	Any 4000-level Literature course	3
Introduction to Creative Writing	ENGL 2000	3
Two of the following	ENGL 3210, 3230, 3250	6
Two to complete two sequences	ENGL 4210, 4230, 4250	6
Capstone in Creative Writing	ENGL 4820	3
ENGL Electives	Any 3000/4000-level English Electives	9

Literature

Category	Courses	Credits
Linguistics & Rhetoric	3110, 3120, 4140, 4150, 4160, 4170, 4180	3
Globalism, Sustainability, or Diversity (GSD)	3730, 3740, 3750, 3850, 3870, 4160, 4450, 4710, 4720, 4740, 4760	3
Introduction to Literary Studies	ENGL 2020	3
Survey of Critical Theory	ENGL 3130	3
British Literature	43X0	3
American Literature	44X0	3
Genre	45X0, 3760	3
Author or Topics course	46X0, 47X0	3
Seminar in Literature (Capstone)	ENGL 4800	3
ENGL Electives	Any 3000/4000-level English Electives	9

N.B. At least 6 credits must include coursework in literature written before 1800.

Professional and Public Writing (PPW)

Category	Courses	Credits
Linguistics	3110, 4140, 4150, 4160, 4170	3
Rhetoric	3120, 4180	3
Globalism, Sustainability, or Diversity (GSD)	3730, 3740, 3750, 3850, 3870, 4160, 4450, 4710, 4720, 4740, 4760	3
4000-level Literature	Any 4000-level Literature course	3
Upper-Division Writing	3220, 3040, 3060, 3080, 4000	3
Upper-Division Writing	4020, 4030	3
Technology and Writing	4010, 4040, 4160	3
Capstone in PPW	ENGL 4810	3
ENGL Electives	Any 3000/4000-level English Electives	3

All English Majors regardless of track must take an approved 15-credit-hour 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 Writing minor.

Creative Writing Minor (15 credits)

ENGL 2000 Introduction to Creative Writing

Two of the following courses
ENGL 3210, 3230, 3250

Two to complete two sequences
ENGL 4210, 4230, 4250

English Minor (15 Credits)

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

Linguistics (15 credits)

ENGL 3110 Survey of Linguistics
ENGL 4150 Topics in Language Study
ENGL 4170 History of the English Language

&

Two of the following courses:
ENGL 4140 Language Variation
ENGL 4160 Technology, Literacy, and Culture
ENGL 3110 Introduction to Linguistics

Technical and Professional Communication (15 credits)

ENGL 2010 Introduction to PPW
ENGL 4020 TPC Editing
ENGL 4030 Document Design
ENGL 4040 Public Writing

One of the following courses:
ENGL 3020, ENGL 3040, ENGL 3060, ENGL 3080, ENGL 4010, ENGL 4150, ENGL 4160

SCHEDULING AND COURSE ROTATION

Amy will ask for the schedule for summer & fall in November and for spring in September. Don't panic. 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. Having the DGS go first with scheduling and staffing the graduate classes is better because that staffing works on a strict rotation and has fewer time slots to work with. The undergraduate program is comparatively more flexible.

So many of our courses are topic-based classes. Try not to offer similar topics in the same semester. Also, some faculty members may imagine that their topics will be more popular than evidence may show. Use your best judgment to decide whether any topic that might seem attractive to a 30–60-year-old English professor would be as attractive to 17–21-year-olds. I have often found a pronounced disparity (and then needed a way to pronounce it politely).

Alternatively, be bold. We have made great strides to open our curriculum and decenter it from the west as best as possible. Our new 3000-level literature classes have been growing in popularity. Try also to accommodate as many lecturers in teaching our major 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. I'd say it's a win-win, but it is more like a win-win-win and then I sound like I'm stuttering.

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 our careers.

You and the DGS should retain copies of both graduate and undergraduate schedules.

The chair and the Associate Chair get the schedules. The chair certifies it so that Amy can start building the schedule and securing the rooms. Amy will also forward the course descriptions to the dean's office and draft the schedule for your approval or revisions.

ENROLLMENTS AND REGISTRATION

All 2000-level Introductory classes, 3000-level 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:

1. Go to **AU Access**;
2. Choose the **"Faculty/Staff"** page;
3. From there, select **"Schedule of Classes"** (this action will trigger your Duo Mobile alert);
4. Under all the dropdown boxes, click **"Advanced"** at the bottom left;
5. Select the dropdown box for the desired term (e.g., Fall 2021);
6. In the box below, scroll down to find **"English;"**
7. 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 11 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 12 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.

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 the term prior to the term in which the Internship will be undertaken.**

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

- a) have at least five 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 this form and a one-page typed description of the proposed internship to the Director of Undergraduate Studies. 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 the 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 email 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 _____
 _____ Date _____
 (Signature of English faculty member)
 _____ Date _____
 (Signature of internship supervisor)
 _____ Date _____
 (Signature of Director of Undergraduate Studies)

Revised 29/10/2018.

TWO-YEAR ROTATION

All 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. Remember that you must ensure that you offer enough courses that satisfy our many major requirements. There are many of these requirements; that is why we have this rotation so that nothing falls off when things are rotating.

ROTATION YEAR A (ODD TO EVEN LIKE 2021-22)

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 the Globalism, Sustainability and Diversity requirement [Ensure at least two a term and on both MWF & TTH; depending on topics, some non-GSD courses 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 (2X) 3080 Business Writing (2X)	3760 Popular Literature 3850 Study in London

Fall- (Year A)

2000 Introduction to Creative Writing (3X) 2010 Introduction to Professional & Public Writing (2X) 2020 Introduction to Literary Studies	3000 Writing Academic Research 3040 Technical Writing (6) 3060 Writing in the Health Profession 3080 Business Writing (8X)
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 (2X)
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 Twentieth-Century American Literature 4430 Twenty-First-Century American Literature	4520 Nineteenth-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)	3020 Legal Writing 3040 Technical Writing (6X)
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2010 Introduction to Professional Writing 2020 Introduction to Literary Study	3080 Business Writing (8X)
3130 Survey of Critical Theory 3210 Fiction Writing I (2X) 3230 Poetry Writing I (2X) 3250 Creative Nonfiction Writing I (2X)	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 Nineteenth-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 (EVEN TO ODD LIKE 2022-23)

Summer (Year 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	

Fall (Year 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 (7X)
3110 Survey of Linguistics 3120 Survey of Rhetoric 3130 Survey of Critical Theory	3210 Fiction Writing I (2X) 3230 Poetry Writing I (2X) 3250 Creative Nonfiction Writing I (2X)
3740 Identities 3750 Cultural Studies	4020 Technical & Professional Editing 4030 Document Design 4040 Public Writing
4210 Fiction Writing II 4230 Poetry Writing II	4340 Nineteenth-Century British Literature 4350 Twentieth-Century British Literature

4410 Nineteenth-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 (Year B)

2000 Introduction to Creative Writing (4X) 2010 Introduction to Professional Writing 2020 Introduction to Literary Study (2X)	3020 Writing in Law & Justice 3040 Technical Writing (6X) 3080 Business Writing (8X)
3130 Survey of Critical Theory	3210 Fiction Writing I (2X) 3230 Poetry Writing I (2X) 3250 Creative Nonfiction Writing I (2X)
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 Twentieth-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

20X0 Introduction/Gateway courses (Capped at 15)

30X0 Intermediate Writing courses (Capped at 24)

31X0 Introductory Surveys (Capped at 25)

32X0 Intermediate Creative Writing Courses (Capped at 15)

37X0 Intermediate Literature Courses Not Emphasizing Research (Capped at 25)

38X0 Specialty Intermediate-level courses (Capped at 25)

- 40X0 Advanced Professional and Public Writing Courses (Capped at 15)
- 41X0 Linguistics or Rhetoric Courses (Capped at 20; 4170 at 25)
- 42X0 Advanced Creative Writing Courses (Capped at 15)
- 43X0 British Literature Courses (Capped at 20)
- 44X0 American Literature Courses (Capped at 20)
- 45X0 Genre Courses (Capped at 20)
- 46X0 Authors Courses (Capped at 20)
- 47X0 Topics in Literature Courses (Capped at 20)
- 48X0 Capstone Courses (Capped at 12)
- 49X0 Individual Studies Courses (Individually scheduled)

N.B. Caps reflect the emphasis on writing. If you change the caps twice, that would be a recap.

APPENDIX 1

SAMPLE COURSE PREFERENCE FORMS

Creative Writing Summer (Year A) Course Preferences

Name: _____

Below you will find a list of proposed courses for Summer Year A. 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 (online): _____

ENGL 1120 Composition 2: _____

ENGL 1123 Composition 2 (online): _____

ENGL 2200 World Literature Before 1600: _____

ENGL 2203 World Literature Before 1600 (online): _____

ENGL 2210 World Literature After 1600: _____

ENGL 2213 World Literature After 1600 (online): _____

ENGL 2230 British Literature Before 1789: _____

ENGL 2233 British Literature Before 1789 (online): _____

ENGL 2240 British Literature After 1789: _____

ENGL 2243 British Literature After 1789 (online): _____

ENGL 2250 American Literature Before 1865: _____

ENGL 2253 American Literature Before 1865 (online): _____

ENGL 2260 American Literature After 1865: _____

ENGL 2263 American Literature After 1865 (online): _____

ENGL 3040 Tech Writing: _____

ENGL 3043 Tech Writing (online): _____

ENGL 3080 Business Writing: _____

ENGL 3083 Business Writing (online): _____

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

Term	Duration	Ranking
First 5-week mini-semester	May 19 – June 25	
Second 5-week mini-semester	June 28 – Aug 06	
10-week summer semester	May 19 – Aug 06	

Creative Writing Preferences for Year B

Name: _____

Listed below are the course offerings at the graduate and undergraduate level in Creative Writing for academic year A. 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 with the Chair of the department.

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

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

LITERATURE SUMMER YEAR A COURSE PREFERENCES

Name: _____

Below you will find a list of proposed courses for summer year A. 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 (online): _____
 ENGL 1120 Composition 2: _____
 ENGL 1123 Composition 2 (online): _____

 ENGL 2200 World Literature Before 1600: _____
 ENGL 2203 World Literature Before 1600 (online): _____
 ENGL 2210 World Literature After 1600: _____
 ENGL 2213 World Literature After 1600 (online): _____
 ENGL 2230 British Literature Before 1789: _____
 ENGL 2233 British Literature Before 1789 (online): _____

ENGL 2240 British Literature After 1789: _____
 ENGL 2243 British Literature After 1789 (online): _____
 ENGL 2250 American Literature Before 1865: _____
 ENGL 2253 American Literature Before 1865 (online): _____
 ENGL 2260 American Literature After 1865: _____
 ENGL 2263 American Literature After 1865 (online): _____
 ENGL 2270 African American Literature Before 1900: _____
 ENGL 2280 African American Literature After 1900: _____
 ENGL 3040 Tech Writing: _____
 ENGL 3043 Tech Writing (online): _____
 ENGL 3080 Business Writing: _____
 ENGL 3083 Business Writing (online): _____

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

Term	Duration	Ranking
First 5-week mini-semester	May 19 – June 25	
Second 5-week mini-semester	June 28 – Aug 06	
10-week summer semester	May 19 – Aug 06	

LITERATURE PREFERENCES FOR YEAR A

Name: _____

Listed below are the course offerings at the graduate and undergraduate level in Literature for academic year A. 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 plan 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 Year A

Please identify which core literature courses you would be interested to teach in a ranked order and whether you would teach it in a 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 Twentieth-Century American Literature
 ENGL 4430 Contemporary American Literature
 ENGL 4520 Nineteenth-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 Year B

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 Nineteenth-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 Literature
 ENGL 7210 Contemporary Literature and Culture
 ENGL 7800 Studies in Literary Theory

N.B. Email this completed form to Craig Bertolet by 11:45 a.m. Friday 23 October.

PPW SUMMER YEAR A COURSE PREFERENCES

Name: _____

Below is a list of proposed courses for Summer Year A. If you are interested in summer teaching, please rank all the courses you are willing to teach. As always, course availability is subject to enrollment. It is unclear at this time whether any or all 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 (online): _____

ENGL 1120 Composition 2: _____

ENGL 1123 Composition 2 (online): _____

ENGL 2200 World Literature Before 1600: _____

ENGL 2203 World Literature Before 1600 (online): _____

ENGL 2210 World Literature After 1600: _____

ENGL 2213 World Literature After 1600 (online): _____

ENGL 2230 British Literature Before 1789: _____

ENGL 2233 British Literature Before 1789 (online): _____

ENGL 2240 British Literature After 1789: _____

ENGL 2243 British Literature After 1789 (online): _____

ENGL 2250 American Literature Before 1865: _____

ENGL 2253 American Literature Before 1865 (online): _____

ENGL 2260 American Literature After 1865: _____

ENGL 2263 American Literature After 1865 (online): _____

ENGL 3040 Tech Writing: _____

ENGL 3043 Tech Writing (online): _____
 ENGL 3080 Business Writing: _____
 ENGL 3083 Business Writing (online): _____

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

Term	Duration	Ranking
First 5-week mini-semester	May 19 – June 25	
Second 5-week mini-semester	June 28 – Aug 06	
10-week summer semester	May 19 – Aug 06	

APPENDIX 2

PROFESSIONAL & PUBLIC WRITING /TPC/COMP/RHET PREFERENCES FOR YEAR A

Name: _____

Attached is a list of course offerings at the graduate and undergraduate level in Professional & Public Writing for Year A. 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.

N.B. 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 Year A

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 Year B

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

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

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	3110 Survey of Linguistics 3120 Survey of Rhetoric 3130 Survey of Critical Theory
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	3200 Topics in Creative Writing ² 3210 Fiction Writing I 3230 Poetry Writing I 3250 Creative Nonfiction Writing I
3360 Bible for Students of Literature	3730 Representations 3740 Identities 3750 Cultural Studies 3760 Popular Literature & Culture ³
3850 Study in London ⁴ 3870 World English Literatures	4000 Advanced Composition 4010 Topics in Writing 4020 Technical & Professional Editing 4030 Document Design 4040 Public Writing ⁵
4140 Language Variation ⁶ 4150 Topics in Language Study 4160 Technology, Literacy & Culture 4170 History of the English Language 4180 Rhetorical Theory & Practice	4210 Fiction Writing II 4230 Poetry Writing II 4250 Creative Nonfiction Writing II
4300 Medieval Literature in Translation	4400 Early American Literature

4310 Renaissance English Literature 4320 Restoration & 18 th -Century Literature 4330 Age of Revolution in British Literature 4340 19 th -Century British Literature 4350 20 th -Century British Literature 4360 21 st -Century British Literature 4370 Irish Literature	4410 19 th -Century American Literature 4420 20 th -Century American Literature 4430 21 st -Century American Literature 4440 Southern Literature <i>4450 Topics in African American Literature</i>
4500 Studies in Poetry 4510 18 th -Century Novel 4520 Nineteenth-Century Novel 4530 Twentieth-Century Fiction 4540 Studies in Drama 4550 Studies in Film & Literature 4560 Studies in Critical Theory ⁷ 4570 Studies in Comparative Literature	4600 Chaucer 4610 Shakespeare ⁸ 4620 Milton 4630 British Author(s) 4640 American Author(s)
4700 Topics in Literature <i>4710 Topics in Gender & Literature</i> <i>4720 Topics in Ethnic Literature</i> 4730 Topics in Popular Culture <i>4740 Environment, Literature, and Culture</i> 4750 Topics in Mythology & Folklore ⁹ <i>4760 Topics in Diaspora Literature</i>	4800 Seminar in Literature 4810 Capstone in PPW 4820 Capstone in Creative Writing
4920 Internship in English ¹⁰ 4960 Special Problems in English (Independent Study) ¹¹ 4967 Honors Special Problems in English (Honors Independent Study) 4997 Honors Thesis ¹²	5840 Approaches to English Grammar ¹³

Last updated Dec.2023

NOTES

¹ This course is controlled by the office of university writing and is offered once a year. Chris Basgier usually is the teacher-of-record. He will report whether he wants to offer it or not.

² 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).

³ ENGL 3760 Popular Literature & Culture also satisfies the genre requirement in the Literature major.

⁴ 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. Anya and I 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).

⁵ 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.

⁶ This course basically focuses on sociolinguistics, which was Robin Sabino's specialty. We have no one on staff currently who has credentials or willingness to teach this. We may hire someone in Rhetoric/Comp with a secondary specialty in it sometime in the future. We should not permanently eliminate this course.

⁷ ENGL 4560 & ENGL 4570 rarely get offered because no one requests them. For 4570, I am the only comparatist in the department. These may be classes that should be put in rotation but will probably never be offered again.

⁸ 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.

⁹ ENGL 4750 Topics in mythology and folklore is a class that joined two older courses: Classical Mythology and Greco-Roman Literature. Years ago, the classicist in foreign languages argued successfully to the dean that she was the expert in these fields and should teach them. In my 2008 revision to the curriculum, I combined them and made the focus less traditionally western. This did deprive the Classicist of the opportunity to teach in our department. However, the current classicist has been working to get students enrolled in her classes that specifically focus on Ancient Greek Literature and on Ancient Roman Literature. Our course was competing against hers. The change to this course to de-emphasize the mythology of the northern Mediterranean basin removed the competition. It also was intended to be a course Jeremy could teach. He taught it once, which was the only time it was offered. We should keep it in rotation to see whether Jeremy or someone else wants to teach it.

¹⁰ Internship is a course that basically provides credit for a student's internship. The college is keen to increase these. For English, there is a form (Appendix 2) that requires the student to identify a Supervisor at Place of Employment (this person is usually NOT an Auburn faculty member, but it could be) and an Auburn faculty member. The Auburn faculty member is basically included so that a grade of either Satisfactory or Unsatisfactory gets assigned at the end. While this is uncompensated work for the Auburn faculty member, there is really nothing to it after signing the student's form. The student should send this Auburn faculty member an emailed report at least every other week just to document what the intern has been learning. This gives a check for the faculty member to ensure that the student is not being just a glorified coffee-fetcher. The supervisor should deliver to the faculty member at the end of the internship a progress report or copy of a

recommendation letter. This is not required, but it seems to be standard practice. The faculty member then assigns S or U. It's always S. If the student does not perform the duties for the internship, it's between the student and the Supervisor at Place of Employment, not the Auburn faculty member. So, as uncompensated work, it is nearly unobtrusive: sign a form, get a few emails that you don't need really to respond to, assign an S at the end of it. I rarely have had faculty members say NO to this. The CLA Career Office is a good resource for students to visit to find out about internships.

¹¹ Several years ago, the provost's office issued a sweeping change to the names of all Independent Study courses, mandating that they now be called "Special Problems," bringing them all in line with what the College of Engineering did with their Independent Study courses, thereby solving a problem we did not have. Independent Studies are labor-intensive and uncompensated work for a faculty member; that is, they do NOT get any credit for doing them. In essence, they live up to their new name. I'd discourage them.

¹² Honors Special Problems and Honors Thesis are 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. We deliberately made these courses more rigorous than they needed to be to argue that they should be two separate courses. However, since the Honors Program have really moved away from theses, these courses may have outlived their usefulness. I have not signed off on any Honors Theses during this term. Since these courses do not need to be scheduled until needed, they can remain on the books.

¹³ This is our last surviving piggy-back course, meaning it has a 6000-level graduate equivalent. We have never had a grammarian on staff for as long as I have been here. 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. Graduate students do not want to take classes that meet more than once a week (and they are a nightmare for Amy to schedule). Undergraduates tend not to do well in three-hour seminars. It was originally an idea to increase enrollments in both classes without considering how uncomfortable it was for the students in them or unworkable for the faculty members teaching them. I did it once. I would rather make quilts out of pasta.