

WICHITA STATE UNIVERSITY

MASTER OF FINE ARTS IN CREATIVE WRITING

The degree program for the Master of Fine Arts (MFA) in creative writing *places emphasis* on the development of attitudes, skills, and understanding in the practice of imaginative writing, along with related academic study. Unlike some MFA degree programs in creative writing, the WSU program is not conceived as a studio program. It encourages the development of fine writers who are also able, as a result of additional course work in English, to demonstrate skills useful in teaching, editing, and other areas related to creative writing. The program allows for a core of activity in creative writing leading to a final writing project in poetry, short fiction, the novel, or some other appropriate form. Flexibility is provided in other required course work to allow for a variety of possible interests.

All MFA students are required to take English 700 (Introduction to Graduate Study). Teaching Assistants are required to take the in-service training courses unless specifically exempted.

ADMISSION

Applicants must meet the general requirements of the Graduate School. The director of creative writing evaluates the applicant's transcript, prescribing additional undergraduate hours for those who have fewer than 24 credit hours of acceptable course work in English. Courses in freshman composition, grammar, teaching methods, journalism, speech, etc., may not be included in the required 24 hours. Exceptions may be made for outstanding students who have majored in related fields. Gifted writers may study in the program as special students with no specific degree intentions; however, their admission to any workshop will be at the discretion of the instructor.

Applicants who earned their undergraduate degrees more than ten years before the time of application for admission must be interviewed by the creative writing director before admission to the degree program.

Applicants who have earned their degrees at institutions in foreign countries (in which English is not the native language) must score at least 600 in the TOEFL (Test of English as a Foreign Language) Examination before being admitted to the MFA degree program in creative writing.

DEGREE PROGRAM STATUS

Applicants who seek to be admitted with *full standing* in the degree program must submit a sample of original writing in fiction (approximately twenty pages) or poetry (four to six poems) to the director of creative writing at the time (or before) they seek admission.

Determination of degree program status is made by vote of the members of the creative writing staff of the Department of English, who read the manuscripts submitted. A student may be allowed to submit manuscripts a second time if he or she is unsuccessful in obtaining degree program status. (Note: degree program status should not be confused with admission to candidacy; see *Plan of Study*, p. 4.)

COUNSELING

All MFA candidates in English are advised by the Creative Writing Program Director.

The director of creative writing will help the student establish a pattern of study which will take into account the student's interests and vocational plans. (See *Registration and Advising*, p.3, and *Plan of Study*, p. 4.)

GENERAL DEPARTMENTAL REQUIREMENTS

TRANSFER OF CREDIT

A minimum of 24 of the total 48 semester hours required for the degree in creative writing must be taken at Wichita State University. No more than 24 hours of credit may be counted toward the degree from other graduate work taken by the student at Wichita State or at another school. If the credit to be transferred comes from a program in which the student took a graduate degree, the time limits imposed by the Graduate School on other transfer of credit will not apply.

DEGREE PROGRAM

COURSE WORK

The 48 semester hours of degree course work are apportioned into two categories, required and elective courses.

Required Courses

A minimum of 3 hours per semester in English 801 (Creative Writing: Fiction), or 805 (Creative Writing: Poetry) to a maximum of 12 semester hours.

3 hours in English 700 (Introduction to Graduate Study in English) or the equivalent, required of all graduate students. English 700 should normally be included in the student's first semester of graduate study.

3 hours in English 714 (Graduate Studies in Drama), 712 (Graduate Studies in Fiction) 713 (Graduate Studies in Poetry). With departmental consent, each course may be repeated for a maximum of 6 hours credit.

3 hours in English 733 (Graduate Studies in Contemporary Literature), 860 (Graduate Seminar in Special Topics), or another suitable seminar in literature. With departmental consent, seminars may be repeated for a maximum of 12 hours credit.

2 to 6 hours in English 875 (MFA Final Writing Project). 6 hours over 2 semesters is typical.

For purposes of enrichment, candidates emphasizing fiction and poetry must take at least 3 graduate hours of comparative literature, literature in translation, foreign language or an applied course in another art or discipline. The choice is contingent upon the student's having the proper prerequisites.

Graduate Teaching Assistants are required to take English 780 (Advanced Theory and Practice in Composition), and English 681 (Editing American English) unless specifically exempted, and to participate in the appropriate syllabus group.

Elective Courses

Elective courses may be taken to strengthen areas of weakness; to pursue historical, technical, or theoretical studies that the candidates find useful; or to enrich their degree program appropriately. All candidates must successfully complete a minimum of 15 elective hours in English courses numbered 700 and above, with the exception of English courses numbered 512, 513, 514, 515, 517, 518, 520, 521, 522, 524, 526, 527, 532, 533, 536 and 681, which may be taken for graduate credit. Candidates may take up to 26 elective hours in English courses numbered 700 and above and in the approved 500-level courses. Other exceptions may be made as approved by the director of creative writing. Instructors in 500 or 600-level courses will impose more rigorous assignments upon students taking them for graduate credit. Within this unit, as many as 9 hours total of English 880 (Writer's Tutorial: Fiction), English 881 (Writer's Tutorial: Poetry), and English 850 (Directed Reading) may be taken. However, it should be further noted that the Graduate School limits its students to counting a maximum of six (6) hours which are graded S/U on a Plan of Study, so that, practically speaking, an MFA student can count only six (6) hours of the Writer's Tutorial toward graduation.

COMPREHENSIVE EXAMINATION

All candidates are required to pass a written comprehensive examination in the final semester of their course work. This examination is based on a reading list of 30 books chosen from the MFA master reading list by the candidate's final writing project director and the candidate

FINAL WRITING PROJECT

The MFA final writing project consists of a body of original work of publishable quality. The manuscript must be of such length as is appropriate to published books in its genre and is to be written under the direction of a member of the program staff. Candidates may preface their project with a short introduction if they choose.

FINAL WRITING PROJECT REVIEW

Once the candidate has submitted the final writing project, a committee composed of the project director and the 2nd reader will examine the work and determine whether or not the project meets the standards of acceptance.

GENERAL INFORMATION

REGISTRATION AND ADVISING

During pre-registration and prior to registration each semester, the director of creative writing will be available to advise students and to sign their registration materials. Times for advising will be posted. MFA graduate student registration materials should be approved only by the director of creative writing or the department chairperson.

COMPLETING THE PLAN OF STUDY

The Plan of Study should be completed by MFA students following the completion of 24 hours of study, but no later than the 20th day of classes during the fall or spring semester.

1st Page (Front of form)

Fill out only your name, address, and WSU ID. Check the box marked “Plan of Study.” The creative writing director will fill out any other necessary items.

2nd Page (Back of form)

List all of the courses, required and electives, that you have completed or that you will complete for the 48 hours of the degree.

1. If you have transfer credits (example: credits taken elsewhere; credits transferring from an MA), list those first. Transfer Institution, Transfer State, and Transfer Institution’s Course Equivalent number should be listed. This information should be determined when the MFA student enters WSU.
2. If you have no transfer credits, list required courses first, starting with the earliest taken and proceeding to the most recent and/or anticipated.
3. List electives second, starting with the earliest taken and proceeding to the most recent and/or anticipated.

EXAMPLE:

Revision A or D	Dept. and Course #	Course Title or Committee Member	Hours	Semester and Year	Transfer Institution	Transfer State	Course Equivalent or other Information
	ENGL 700		3	FL 12			

Sign and date the form and turn it in to the creative writing director’s mailbox. If further information is needed, the director will contact you. You will receive a signed copy of the Plan of Study after it has been approved.

Note: Plans of Study may be revised if circumstances call for that. The same form is used; the box marked “revision to Approved Plan of Study” is checked.

ENRICHMENT COURSES EXPLAINED

Students should be able to show that the course chosen for enrichment credit complements their course of study and is of significant academic merit. Before enrolling, students should seek the advice and consent of the creative writing director.

DIRECTED READINGS: LIMITATIONS AND PROCEDURE

English 850 is intended for the qualified student as an opportunity to do further work beyond the regular courses in the Department of English.

It is not permissible to use directed readings to make up deficiencies in the general areas of English and American literature, to cover areas which are already covered by regular courses in the department, or to accommodate schedule difficulties.

For MFA students, such hours may begin only after the student has completed a course in creative writing, only upon the recommendation of the instructor involved, and only upon approval of the director of creative writing.

In order to undertake a directed reading, the student must first find an instructor who is willing to direct the course. Having found such an instructor, the student may then develop and present a prospectus (which should include statement of purpose, method of evaluation, and bibliography, and must be signed by the instructor involved. The prospectus must be approved *prior to the student's enrollment in English 850* (preferably during the preceding semester).

BOOK LIST AND COMPREHENSIVE EXAMINATION PROCEDURE

MFA Master Reading List

When the MFA candidate enters the program, he or she will receive a master reading list (by genre), and be informed that when he or she is assigned a final writing project director, the two of them (candidate and director) will compose a candidate's reading list, using titles from the master list.

Candidate's Reading List

When the MFA candidate's project director is agreed upon, the project director and the candidate will compose a candidate's list of 30 titles. The candidate's list will include at least 5 titles from periods before the modern/post-modern, at least 15 titles from the modern/post-modern period, and at least 5 critical/theory titles. The candidate will be allowed to select 5 additional titles not on the master reading list, with the agreement of the project director. In exceptional cases, wherein the project director and the candidate wish to further modify the candidate's list, they may together petition the creative writing committee to do so.

Since an approved reading list (one signed by both the project director and by the candidate) must be submitted with the candidate's application to take the comprehensive examination, the reading list should be developed *well in advance of that application*.

Comprehensive Examination Procedure

The comprehensive examination for MFA candidates is based on the candidate's reading list of 30 books chosen from the MFA master reading list by the candidate's final writing project director and the candidate.

Students should take the comprehensive examination in the last semester of their course work or as close to that time as is feasible; in no event may a student sit for the comprehensive examination prior to his or her submission of the plan of study. The comprehensive examination

is given twice a year (in the fall and spring semesters); no comprehensive examination is given during the summer session.

Students are required to give the director of creative writing *four weeks in advance of the scheduled date of the examination*, written notice of their intention to take the comprehensive, including an approved book list.

The examination itself requires essay answers. It is divided into three segments requiring 1-1/2 hours each to complete. There will be alternative questions in each part, and there will be two readers for the examination, one the writer of the questions and the other a faculty member chosen by the director of creative writing. The possible grades are High Pass, Pass, and Fail. If, on any section of the exam, there is a split between passing and failing votes, a third reader will be asked to resolve the grade. Students will not be allowed to take one part of the examination on one date and another part on a following date. Students who fail all or part of an examination will be allowed to repeat the examination *once*.

FINAL WRITING PROJECT AND REVIEW PROCEDURE

Final Writing Project

The MFA work is concluded by the presentation of a creative project of book length, appropriate to the genre in which it is written--poetry, short fiction, or novel. It is intended to be the final demonstration of the student's creative proficiency and should be of publishable quality. It should not be a collection of miscellaneous items written in various genres, but rather, a coherent and single literary work.

Preliminary Steps

The candidate should establish as early as possible with the creative writing director (before enrolling in project hours) the kind of project he or she wishes to submit.

The candidate should discuss the project with the senior faculty member with whom he or she will develop the project.

The creative writing director will then name a director for the project, usually, but **not always**, the faculty member who helped develop the project. The director will also name a second reader.

The candidate will then submit to the creative writing director a statement called *English 875 MFA Final Writing Project: Prospectus* approved and signed by the project director and the second reader which contains the following:

Tentative title;

A tentative statement of the nature of the project (novel, collected short fiction, poetry);

An estimation of the length of the project.

After examining the proposal, the creative writing director will approve or disapprove the project and may offer specific suggestions about the future development of the approved

project. The director must provide written reason for declining a proposal. The sponsoring faculty member may appeal that decision to the creative writing committee as a whole.

The creative writing director will then file the approved project.

The candidate may then enroll in MFA Final Writing Project hours (English 875).

The Project Director and the Second Reader

The candidate and the project director will work together to fulfill the requirements for the final writing project.

When the project director feels that the project has been adequately completed, the candidate will submit it to a second reader appointed by the creative writing director in consultation with the student and his/her project director.

The second reader is empowered to make suggestions for revision of the project. His or her suggestions will be made both to the candidate and to the project director.

Final Writing Project Review

The deadline for the MFA candidate's Final Project Committee to take its vote on the project is November 15 for December graduation and April 15 for May graduation. At the end of this section, a schedule of typical deadlines is offered as examples.

By the end of the seventh week of the semester, any student who wishes to submit the project for review must apply to the director of creative writing for a date by which to submit the project to the review committee. (This form is called *Application to submit Final Writing Project*. Final dates for completion of the project review are available from the director of creative writing and are posted. No project review will be carried out during the summer session.

Upon receipt of the student's application for a submission date, the creative writing director will recommend a review committee. The full committee consists of the student's project director and his or her second reader. The project director presides at the review committee meeting. *The student will be notified in writing by the director of creative writing regarding the results of the final writing project review.*

If he or she chooses, the MFA student may provide, along with the project, a short written introduction for the members of the review committee. This introduction should not be lengthy; it is not to be an explanation of the project, nor should it be interpreted as an attempt to force the candidate to justify the project. Recommended length is 2 to 4 pages.

At least ten days before the scheduled date for the review, the student must submit one printed copy (letter quality) of the project to each member of his or her committee. (See *Guide to the Preparation of Theses and Dissertations* for mechanical requirements. Requirements are the same as for thesis except that the first page should use the term "Final Project," rather than "Thesis"). The copies of a project presented to members of the review committee should be "printer ready" and substantially free from errors. The project director will be responsible for insuring that the project is presentable.

If the members of the committee unanimously accept the project, the project will be approved and credit awarded for hours taken in MFA Final Writing Project: English 875. If the committee judges the candidate's project to be of exceptional merit, they may approve it *with distinction*. The award of *distinction* also requires a unanimous vote of the committee.

All review committee votes will be cast by secret ballot.

Regulations Concerning Rejection of Final Writing Project

If a project is rejected, the candidate will be advised by his or her committee to carry out one or more of the following suggestions:

Re-write the project (project unacceptable);

Take further coursework in prescribed areas (candidate not yet prepared to do the project properly).

The candidate must wait at least ninety days before resubmitting the project.

MFA FINAL WRITING PROJECT PREPARATION AND PROCEDURE

During the semester in which the project is submitted for review, the candidate is responsible for being aware of the following information in addition to that prescribed by the *Guide to the Preparation of Theses and Dissertations* (available from the Graduate School) and for observing the following deadlines.

Reading and Direction (Project Director and 2nd Reader)

In order to allow the candidate ample time to prepare the project, or to have the project prepared, the director should have completed his or her direction of the project by at least *one month prior* to the date upon which copies must be in the hands of review committee members. (Copies must be in the hands of review committee members by November 1 for fall review and April 1 for spring review .

Project length

Fiction—100 pages or more

Poetry—24 pages or more

Paper

The two copies specifically used by the review committee members may be photocopied on inexpensive 16-20 weight paper, as long as they will not be used for the bound project copies. The two copies submitted to Ablah Library for binding must be on acid-free, high quality paper.

Typing (or printing)

Fiction should be double spaced.

Poetry (unless form dictates otherwise) should be single spaced.

In both cases, margins must be 1 inch.

Symbols or illustrations not typed must be in black India ink.

Bound Final Project

Students must submit two copies of their final project to Ablah Library for binding. One bound copy is for the student; the second is for the English Department library. There is NO requirement that the final project be electronically submitted to the Graduate School; however, MFA candidates are referred to the Graduate School publication, *Guide to the Preparation of Theses and Dissertations*, available in the Rhatigan Student Center University Bookstore. It is also available in pdf under publications on the Graduate School website (a total of 65 pages). See the Creative Writing Director for departmental requirements.

MFA candidates must submit the two copies for binding before the project director will sign the Recommendation for Degree form.

After the project is accepted by the review committee, the project director will be responsible for the **Recommendation for Degree** form which he or she will sign when corrections (if any) have been made.

MFA Final Project Deadlines

Application to submit final project form: October 1; March 1

Completed Final Project to Director: October 1; March 1

Completed Final Project to 2nd and 3rd readers: November 1; April 1

Final Project Committee meeting and vote: November 15; April 15

Final Project submitted to Ablah Library for publication: November 15; April 15 (This date will depend on when corrections, if any, have been made by the student. The project must be submitted for binding before a Recommendation for Degree form can be signed by the project director.)

OTHER GRADUATE DEADLINES

At the beginning of each semester, the Graduate deadlines for the current academic year will be posted on the graduate bulletin board. This schedule will include deadlines for the following:

Application for degree card filed in the Graduate School office: this date varies;

Application to submit Final Writing Project date: October 1, March 1;

Intent to sit for the Comprehensive Examination date: October 15, March 15
(Book list signed by MFA final project director due to Creative Writing Program Director);

Comprehensive Examination date: this date varies;

All other degree requirements must be met date: this date varies.

Commencement is held each year in May and December at Wichita State University. Students completing degree requirements during the Summer Session following commencement may obtain their diplomas from the registrar's office or request that their diplomas be mailed. These students may attend Commencement exercises the following May. Each graduate's name appears in the Commencement program, with the completion date of the graduate work.

ENGLISH 850 DIRECTED READINGS: PROSPECTUS (MFA)

**(THREE SIGNED COPIES OF THIS FORM ARE REQUIRED: 1) STUDENT; 2) INSTRUCTOR;
3) CREATIVE WRITING DIRECTOR.)**

Student's name:

Date:

Name of sponsoring instructor:

Subject matter of course(s):

Method of evaluation:

Tentative bibliography:

Student's signature: _____

Instructor's signature: _____

Director of Creative Writing: : _____ approve _____ disapprov

MFA ENRICHMENT PROSPECTUS

(TWO SIGNED COPIES OF THIS FORM ARE REQUIRED: 1) STUDENT; 2) CREATIVE WRITING DIRECTOR).

Student's name:

Date:

Proposed course (in another department):

Statement of the rationale for taking the proposed course (how will it enrich the primary endeavor--the writing of fiction or poetry?):

Student's signature: _____

Director of Creative Writing: _____

ENGLISH 875 MFA FINAL WRITING PROJECT: PROSPECTUS

(FOUR SIGNED COPIES OF THIS FORM ARE REQUIRED: 1) STUDENT; 2) PROJECT DIRECTOR; 3) SECOND READER; 4) CREATIVE WRITING DIRECTOR).

Student's name:

Date:

Name of Director:

Name of Second reader:

Tentative title:

Tentative statement of the nature of the project (novel, collected short fiction, poetry):

Estimation of the length of the project:

Student's signature: _____

Director's signature: _____

Second reader's signature _____

Director of Creative Writing: _____

APPLICATION TO SUBMIT FINAL WRITING PROJECT

This form should be completed by the end of the eighth week of the semester during which the applicant will be submitting the Final Writing Project. Applicants should be prepared to meet with the Director of Creative Writing in order to discuss possibilities regarding the committee.

Student's name:

Date:

Name of Director:

Name of Second reader:

Student's signature: _____

Director's signature: _____

Criteria and Procedures —MFA Fellowships

The following criteria and procedures are used for the recommendation of MFA students for the MFA Fellowships.

Criteria:

Advanced standing (2nd semester or beyond);

Recommendation of regular Creative Writing faculty on the basis of achievement as a writer;

Recipients may hold a fellowship for no more than a total of two (2) semesters;

Recipients must enroll full time in their degree program and pursue their scholarly work;

Recipients must be eligible for a graduate research assistantship;

Recipients may not hold any other remunerative employment, except by special approval of the department chairperson and the dean of the Graduate School.

Procedure:

The director of creative writing compiles a list of those MFA students whose records conform to 1) under **Criteria**.

When nominations are returned, the creative writing faculty votes (either by ballot or in a meeting of the committee) to award the MFA Fellowships.

The results of the vote are communicated to the department chairperson who, in turn, submits the recommendation to the graduate dean.

In any given semester, if the committee determines that a sufficient number of students have not been doing work of appropriate quality in one or another genre, the committee may award fewer than the available fellowships.

Directed Readings Credit for Editing *Mikrokosmos*

If the individual chosen to be editor of *Mikrokosmos* is an MFA degree candidate, that individual may receive up to 3 hours of English 850—Directed Readings credit for editing the magazine. The supervising faculty member is the advisor to *Mikrokosmos*. An 850 prospectus must be filed with the director of creative writing in order for credit to be awarded.

TEACHING ASSISTANTSHIPS IN ENGLISH

Except for special fellowships usually awarded to students already enrolled in our programs, the teaching assistantship is the only regular form of financial aid that the Department of English is able to offer. A number of assistantships are available each year and are awarded on a competitive basis. With satisfactory performance and progress toward the degree, a teaching assistant may have his or her assistantship renewed each year for the duration of his or program (3 years).

Teaching assistants normally teach two sections of English Composition while taking six to nine hours of course work. Those who lack prior experience are required to take English 780, a degree credit course in the teaching of composition, and English 681, Editing American English. Because of the amount of time that teaching takes and courses require, teaching assistants may not accept outside employment unless they have the written permission of the English department chairperson.

Teaching assistants are employed for the regular school year. Summer employment is a possibility, but the opportunities to teach in the summer are fairly irregular, and a teaching assistant should not make plans that are built upon the prospect of summer teaching. In addition to a stipend, teaching assistants receive a 100% reduction in basic tuition though not of other student fees.

MIKROKOSMOS CONSTITUTION

Preamble

Mikrokosmos exists to provide an outlet for the creative works of Wichita State University students, faculty, and alumni. It is intended for distribution to WSU students and faculty and to other academic institutions, and it shall not claim rights to any material published.

Article I The Association

Section 1. Name

The name of this student organization and its publication shall be *Mikrokosmos*

Section 2. Membership

All students and faculty of Wichita State University are *ipso facto* participants in *Mikrokosmos* activities, insofar as they are the intended audience of *Mikrokosmos* and insofar as they are invited to submit their creative works for publication in *Mikrokosmos*.

Section 3. Duties

The duties of *Mikrokosmos* shall be:

- a. to provide a publication outlet for original creative works by interested students, faculty, and alumni of Wichita State University;
- b. to provide a quality literary journal for Wichita State University;
- c. to provide editorial, production, and management experience for the staff of *Mikrokosmos*, who will be, with the exception of the faculty advisor(s), Wichita State University students.

Article II Officers

Section 1. Composition

The officers of the association shall be the faculty advisor(s), the Editor-in-Chief, the assistant editors, and the staff.

Section 2. Appointment

The Editor-in-Chief of *Mikrokosmos* shall be nominated by a committee consisting of the faculty advisor(s) and the outgoing Editor-in-Chief. This nomination must be approved by the creative writing committee of the Department of English, WSU.

Assistant editors and staff shall be appointed by the new Editor-in-Chief, after consultation with the faculty advisor(s). These appointments must be approved by the Creative Writing Committee.

The faculty advisor(s) shall be appointed by the creative writing committee upon recommendation by the Editor-in-Chief.

Section 3. Faculty Advisor(s)

The faculty advisor(s) of *Mikrokosmos* shall have the following duties and responsibilities:

- a. to appoint officers in conjunction with the Editor-in-Chief;
- b. to serve in a consulting capacity to the editorial staff;
- c. to arrange monthly meetings with the Editor-in-Chief and necessary staff in order to ascertain progress and success with the publication of *Mikrokosmos*;
- d. to be the final authority in financial and technical matters concerning *Mikrokosmos*, upon the approval of the creative writing committee of the Department of English, WSU.

Section 4. Editor-in-Chief

The Editor-in-Chief of *Mikrokosmos* shall have the following duties and responsibilities:

- a. to appoint the assistant editors and staff in conjunction with the faculty advisor(s);
- b. to oversee the selection and editing of materials published by *Mikrokosmos*;
- c. to be responsible for *Mikrokosmos* budget procedures and to serve as custodian of funds.

Section 5. Assistant Editors

The assistant editors shall have the following duties and responsibilities:

- a. to assist in the selection and editing of materials published by *Mikrokosmos*;
- b. to distribute *Mikrokosmos* to the faculty and student body of WSU;
- c. to assist the Editor-in-Chief with any other duties necessary for the publication of *Mikrokosmos*.

Section 6. Staff

The staff shall have the following duties and responsibilities:

- a. to assist the Editor-in-Chief with duties necessary for the publication of *Mikrokosmos*;
- b. to distribute *Mikrokosmos* to the faculty and student body of WSU.

Section 7. Recall

The following are grounds for the removal of any individual charged with duties and responsibilities to *Mikrokosmos*:

- a. gross in competency (i.e. failure to attend meetings, failure to carry out assignments or to discharge duties, etc.);
- b. attempted or actual mismanagement of funds.

Removal procedures, which may be initiated by the Editor-in-Chief or the faculty advisor(s) are subject to approval, in all cases, by the Creative Writing Committee, Department of English, WSU.

Section 8. Meetings

The meetings of *Mikrokosmos* staff shall occur at the request of the Editor-in-Chief or the faculty advisor(s).

Article III Editorial Policies

The following articles shall be the editorial policy of *Mikrokosmos*:

- a. submissions shall be taken from WSU students, faculty, and alumni, (*Student* shall be defined as any individual enrolled at WSU. *Faculty* shall be defined as any individual hired by the university for instructional purposes. This includes part-time and guest faculty. *Alumnus* shall be defined as any individual who has previously enrolled at WSU.);
- b. Editors-in-Chief should not publish their own works in *Mikrokosmos*; however, material from assistant editors and staff may be published at the editor's discretion;
- c. the academic freedom of the student organization known as *Mikrokosmos* shall be respected by the faculty advisor(s), the Creative Writing Committee, and other members of the University.

Article IV Constitutional Amendments

This constitution shall be amended if such an amendment is agreeable both to the faculty advisor(s) and the Editor-in-Chief and if such an amendment is approved by a majority vote of the Creative Writing Committee, Department of English, WSU.

Article V Discrimination

No person interested in participating in *Mikrokosmos* shall be discriminated against for reasons of race, sex, religious beliefs, or national origin.

EGSA (English Graduate Student Association) constitution

Preamble

The English Graduate Student Association (EGSA) exists to represent English graduate students and to act as their advocate within the department, the university, and the community.

Article I

The Association

Section 1. Name

The name of the Association shall be the English Graduate Student ~Association, hereafter denoted as EGSA.

Section 2. Membership

Students admitted to the Graduate School of the Wichita State University and assigned to the Department of English for advising automatically shall be members of the EGSA with voting privileges and the right to attend all meetings, regardless of sex, race, religious faith, or national origin.

Section 3. Function

The EGSA is intended to provide a forum where members may exchange information, focus on common problems in the study and teaching of English, and unite to present proposals, recommendations, or grievances to the Department of English.

Article II

The Executive Committee

Section 1. Composition and Function

The Executive Committee shall be elected by the membership and shall consist of the President, Vice-President, Secretary, and Treasurer. The Executive Committee shall be responsible for the administration of all EGSA activities, including research, policy, correspondence, programs, and financial and fund-raising functions.

Section 2. Officers

(A) President

- (1) The President shall be responsible for conducting all EGSA meetings.
- (2) The President, directed by and subject to the Executive Committee, shall be considered official spokesperson for the EGSA.
- (3) Any agreements reached by the President during negotiations on any matter with any body on behalf of the EGSA are provisional and subject to ratification by the Executive Committee.

(B) Vice-President

- (1) The Vice-President, in the event of absence of the President, shall conduct EGSA meetings.
- (2) The Vice-President shall be responsible for the coordination, planning and publicity for programming sponsored by the EGSA.
- (3) The Vice-President shall oversee the functions and progress of the various program committees.

(C) Secretary

- (1) The Secretary shall be responsible for keeping minutes of all EGSA meetings.
- (2) The Secretary, directed by the President, shall be responsible for notifying all appropriate parties of EGSA meetings, including committee meetings.
- (3) The Secretary shall be responsible for conducting elections.
- (4) The Secretary shall be responsible for assisting the Vice-President in the coordination of programming sponsored by the EGSA.

(D) Treasurer

- (1) The Treasurer, under the direction of the Executive Committee, shall be responsible for handling any funds passing through the jurisdiction of the EGSA and for keeping appropriate records.
- (2) The Treasurer shall be responsible for conducting budget negotiations between EGSA and the Student Government Association (SGA).

Section 3. Procedures**(A) Meetings**

The Executive Committee shall meet at least once every calendar month at the time most convenient to its members. The President is empowered to call additional meetings of the Executive Committee at his or her pleasure. A meeting of the Executive Committee may be called by two members of the Committee provided a written request is delivered to the President at least two days in advance of the meeting. Members of the Executive Committee are expected to attend all meetings of both the Committee and the Association. All Executive Committee meetings, unless otherwise specified by the President, will be open to any EGSA member who wishes to attend.

(B) Resolutions

A simple majority shall be sufficient to pass any motion or resolution before the Executive Committee.

(C) Appointments

- (1) The Executive Committee shall be responsible for the appointment of an EGSA representative to the Creative Writing Committee and to any other departmental or university committees in which EGSA participates.
- (2) The Executive Committee shall appoint a member to secure and post information on meetings, symposiums, and seminars of interest to students in both the MA and MFA programs.
- (3) The Executive committee shall have the privilege of proposing formation of ad-hoc committees to serve at the pleasure of the Committee.

(D) Loans

The Executive Committee may make personal loans to EGSA members when adequate funds are available in the EGSA Treasury. Terms will be negotiable on an individual basis.

Article III

General Procedures

Section 1. Meetings

There shall be general meetings within the first three (3) weeks of the beginning of the fall semester and within the last month of the spring semester. Additional meetings will be scheduled at the discretion of the Executive Committee. Notice of general meetings must be posted at least one week in advance.

Section 2. Elections

(A) Nominations

Nominations for officers must be filed with the Secretary at least seven (7) days before the election and must carry the signature of the nominee.

(B) Term of Office

Elections shall be held during the last month of the spring semester with the new Executive Committee taking office at the beginning of the fall semester for a term of one year.

(C) Removal from Office

- (1) In the event of conflicts of interest, irresponsibility, incompetence, failure to represent, or other such offenses as may be determined by the Committee, the Executive Committee may propose the removal of any of its own members by three votes.
- (2) A motion of no confidence can be brought against the Executive Committee at any general meeting upon the signed request of at least one-third of the members of the EGSA.
- (3) A motion of no confidence shall be passed only if a two-thirds majority of all the members of the EGSA vote for its passage at a general meeting. In the event of the passage of a motion of no confidence, the Executive Committee shall resign immediately, and the Secretary of the

outgoing Executive Committee shall call for a by-election within one week following, and shall conduct such election.

(D) Replacement of Officers

In the event of resignation or removal of a member of the Executive Committee, the Committee shall nominate a replacement, whose nomination shall be reviewed and affirmed or rejected by the membership of the EGSA.

Article IV

Amendments

- (A) Proposed amendments to this Constitution must be passed by the Executive Committee for recommendation to the general membership.
- (B) Proposed amendments shall be made available to the general membership no later than one week before consideration at a general meeting.
- (C) Proposed amendments must be passed by a two-thirds majority of those EGSA members present and voting at a general meeting.

TEACHING ASSISTANTSHIPS IN ENGLISH

Except for special fellowships usually awarded to students already enrolled in our programs, the teaching assistantship is the only regular form of financial aid that the Department of English is able to offer. A number of assistantships are available each year and are awarded on a competitive basis. With satisfactory performance and progress toward the degree, a teaching assistant may have his or her assistantship renewed each year for the duration of his or her program.

Teaching assistants normally teach two sections of English Composition while taking six to nine hours of course work. Those who lack prior experience are required to take English 780, a degree credit course in the teaching of composition, and English 667, a non-degree credit course in English Syntax. Because of the amount of time that teaching takes and courses require, teaching assistants may not accept outside employment unless they have the written permission of the English department chairperson.

Teaching assistants are employed for the regular school year. Summer employment is a possibility, but the opportunities to teach in the summer are fairly irregular, and a teaching assistant should not make plans that are built upon the prospect of summer teaching. In addition to a stipend, teaching assistants receive a 100% reduction in basic tuition though not of other student fees.