

Appendix A

English Liberal Arts Major—Degree Requirements

To earn a Bachelor of Science degree in English, students complete General Education writing courses designated for English majors and thirteen courses (thirty-nine credit hours) in English and American literature and the English language. Because Liberal Arts majors satisfy seven elective requirements, they are able to match course work to their interests or career objectives. Bachelor of Arts English majors also complete two years of a foreign language. Dr. Jakaitis's website: <http://isu.indstate.edu/jakaitis>

Required Writing Courses	Semester	Grade	Instructor
ENG 101 (if SATV is below 510 or ACT below 20)			
ENG 108: Writing about Literature and Culture			
ENG 308: Practical Literary Criticism [Spring Only]			

Required Foreign Language for B.A.	Semester	Grade	Instructor
FL 101			
FL 102			
FL 201			
FL 202			

Required English Courses	Semester	Grade	Instructor
230: Literary Analysis			
236: World Literature & Culture I			
237: World Literature & Culture II			
240: Survey of American Literature			
250: Survey of British Literature			
460: Shakespeare			

Elective Requirements	Course #	Semester	Grade	Instructor
English Language				

Alternative Literature				
Advanced American Literature				
British Literature before 1800				
British Literature after 1800				
Open Departmental Elective				
Open Departmental Elective				

English Liberal Arts—Elective Courses

English Language

- 310 English Grammar
- 410 History of the English Language [Spring Only]
- 412 Varieties of American English
- 450 Chaucer

Alternative Literature

- 243 Black American Writers
- 244 Literature of the Black World
- 335 Science Fiction as Social Criticism
- 336 Popular Literature in the Mass Media
- 340 Multicultural American Literature
- 346 Modern Black American Literature
- 349 Women Writers of the United States
- 359 Women Writers of Great Britain
- 370 Survey of Folklore
- 371 Folk Literature
- 373 American Folklore
- 379 Topics in Folklore

Advanced American Literature

- 340 Multicultural American Literature
- 342 Native American Literature
- 346 Modern Black American Literature
- 349 Women Writers of the United States
- 440 Early American Literature
- 441 American Renaissance Literature
- 442 American Realism and Naturalism

- 444 Modern American Literature
- 447 Seminar in American Literature
- 448 Forms of American Literature

Advanced British Literature before 1800

- 430 Literature and Culture of the Middle Ages
- 431 Literature and Culture of the Renaissance
- 432 Literature and Culture of the Seventeenth and Eighteenth Centuries
- 449 Middle English Literature
- 450 Chaucer
- 451 English Renaissance Literature
- 452 Restoration and Eighteenth-Century Literature
- 462 Seminar in British Literature before 1800
- 465 The British Novel
- 464 British Drama

Advanced British Literature after 1800

- 359 Women Writers of Great Britain
- 433 Literature and Culture of the Nineteenth Century
- 434 Literature and Culture of the Twentieth Century
- 453 British Romantic Literature
- 454 Victorian Literature
- 455 Twentieth-Century British Literature
- 463 Seminar in British Literature after 1800
- 465 The British Novel

Appendix B

English Teaching Major—Degree Requirements

To earn an English Teaching degree, students complete General Education writing courses designated for English majors and thirteen courses (thirty-nine credit hours) in English and American literature and the English language. Teaching majors also satisfy state licensure requirements through course work in the College of Education and successful completion of a student teaching experience. Dr. Jakaitis’s website: <http://isu.indstate.edu/jakaitis>

Required Writing Courses	Semester	Grade	Instructor
ENG 101 (if SATV below 510 or ACT below 20)			
ENG 108: Writing about Literature and Culture			
ENG 307: Writing for Teachers of English [Fall Only]			

Required English Courses	Semester	Grade	Instructor
230: Literary Analysis			
236: World Literature & Culture I			
237: World Literature & Culture II			
240: Survey of American Literature			
250: Survey of British Literature			
310: English Grammar			
336: Popular Literature in Mass Media			
340: Multicultural American Literature			
410: History of the English Language [Spring Only]			
460: Shakespeare			

Elective Requirements	Course #	Semester	Grade	Instructor
Advanced American Literature				

British Literature before 1800				
British Literature after 1800				

Teacher Education Requirements

Phase One Requirements	Semester	Grade	Instructor
ESPY 202: Educational Psychology			
SPED 226: Special Education			
PPST: Praxis I Test			

Phase II Requirements	Semester	Grade	Instructor
CIMT 301: Teaching I			
CIMT 302: Teaching II (Taken Concurrently with CIMT 301)			
ENG 307: Writing for Teachers of English [Fall Only]			
ENG 486: Teaching English [Spring Only]			
EPSY 341: Multicultural Education			

Phase III Requirements	Semester	Grade	Instructor
CIMT 400: English Teaching II			
CIMT 400L			

Phase IV Requirements	Semester	Grade	Instructor
CIMT 401: Student Teaching			
ENG 402: Report on Student Teaching			
Praxis II Test			

English Teaching Major—Elective Courses

Advanced American Literature

- 342 Native American Literature
- 346 Modern Black American Literature
- 349 Women Writers of the United States

- 440 Early American Literature
- 441 American Renaissance Literature
- 442 American Realism and Naturalism
- 444 Modern American Literature
- 447 Seminar in American Literature
- 448 Forms of American Literature

Advanced British Literature before 1800

- 430 Literature and Culture of the Middle Ages
- 431 Literature and Culture of the Renaissance
- 432 Literature and Culture of the Seventeenth and Eighteenth Centuries
- 449 Middle English Literature
- 450 Chaucer
- 451 English Renaissance Literature
- 452 Restoration and Eighteenth-Century Literature
- 462 Seminar in British Literature before 1800
- 464 British Drama

Advanced British Literature after 1800

- 359 Women Writers of Great Britain
- 433 Literature and Culture of the Nineteenth Century
- 434 Literature and Culture of the Twentieth Century
- 453 British Romantic Literature
- 454 Victorian Literature
- 455 Twentieth-Century British Literature
- 463 Seminar in British Literature after 1800
- 465 The British Novel

Appendix C

General Education Degree Requirements for English Majors

Dr. Jakaitis's website: <http://isu.indstate.edu/jakaitis>

General Education: Basic Studies	Course	Semester	Grade
ENG 101 (if SATV below 510 or ACT below 20)			
ENG 108: Writing about Literature and Culture			
ENG 307 [Teaching—Fall Only] or ENG 308 [Liberal Arts—Spring Only]			
COMM 101 (Speech Communication)			
Quantitative Literacy (or QLET)/MATH			
FL 101			
FL 102			
Information Technology Literacy			
PE 101 + 101 L			

General Education: Liberal Studies	Course	Semester	Grade
Science and Math Studies: Foundational			
Science and Math Studies: Elective			
Social and Behavioral Studies: Foundational			
Social and Behavioral Studies: Elective			
Literary, Artistic, and Philosophical Studies: Elective			
Historical Studies			
Multicultural Studies: U.S. Diversity			
Multicultural Studies: International Cultures			
Capstone Course for Liberal Arts Majors: ENG 484: Interrelations of Literature [Fall Only]			
Capstone Course for Teaching Majors: ENG 486 [Spring Only]			

Appendix D

General Education Offerings in English

English majors *may not* use the courses below to fulfill General Education requirements, unless specifically noted. They can, however, be used to fulfill the requirement for 50 hours at the 300–400 level.

Social and Behavioral Studies (SBS)—Elective (SBS: E)

- English 310: English Grammar for Teachers and Writers

Literary, Artistic, and Philosophical Studies (LAPS)—Literature and Life (LAPS:LL)

Topic Courses

- English 239: Literature and Life

The following topics are offered with some regularity: “Adolescent and Young Adult Literature,” “Baseball in American Literature,” “Biography and Autobiography,” “Depictions of Masculinity in Literature and Film,” “Depictions of Race in Literature, Film, and Music,” “Early American Literature and Life,” “Film Literature and Life,” “Hope: Literary Responses to Ancient and Modern Challenges,” “Humans, Technologies, Civilizations,” “Literature of Rebellion (Ireland 1916),” “Monsters,” “Relationships,” “Race and Science in American Life,” “Shakespeare in Film,” “War and the British Imagination: 1914–1918,” and “Women’s Folk Literature.”

- English 338: Literature and Public Life

The following topics are offered with some regularity: “Arthurian Legend,” “Education in Literature,” “Law and Literature,” and “War Literature.”

Individual Courses

- English 219: Introduction to Creative Writing

- English 231: Introduction to Fiction
- English 243: Introduction to Black American Writers
- English 335: Science Fiction as Social Criticism
- English 336: Popular Literature in the Media
- English 346: Modern Black American Literature
- English 349: Women Writers of the United States
- English 359: Women Writers of Great Britain

Multicultural Studies (MCS)—U.S. Diversity (MCS:USD)

- English 340: Multicultural American Literature
- English 373: American Folklore

Multicultural Studies (MCS)—International Cultures (MCS:IC)

- English 244: Literature of the Black World
- English 370: Survey of Folklore

Capstone Courses (CAP)—Majors Only

- English 486: Teaching English
- English 487: Crime and Punishment (Correctional Education)

Capstone Course (CAP)—Open to All Majors

- 484: Interrelations of Literature
- English 487: Crime and Punishment

Appendix E

Arranged Courses

English 492 Internship in English

Because internships provide flexible work experiences for students, they are more difficult to describe than traditional arranged courses. However, sponsoring faculty should describe as clearly as possible the kind and amount of work students will complete, with the understanding that the work patterns may change.

A “Statement of the Project”—to be submitted with an “Arranged Course Proposal Form”—should include as much of the following information as is appropriate:

Identifying Information: A Statement of the Project should include

- the course number and a descriptive title for the project.
- the semester and year.
- the instructor’s and student’s names.
- the proposed meeting times.

Description of the Project: A Statement of the Project should include

- a brief rationale for the project.
- the project goals.
- a week-by-week schedule of work related to the project.

Description of Assignments: A Statement of the Project should include

- an explanation of work to be completed
- a description of written work required for the arranged course, including brief explanations of the number, type, and length of papers.
- an explanation of other course requirements, i.e., faculty–student conferences.

Description of Criteria for Evaluation: A Statement of the Project should include

- a table, outline, list, or easily interpreted form that identifies all graded work for the project.
- an explanation of the proportional value of all graded work.

Preliminary Reading List: A Statement of the Project should include

- full citations for the textbooks required for the project, including edition, when necessary.

English 495 Individual Studies in English

When arranged courses follow the patterns of previously offered courses, a standard syllabus and schedule (which follow the guidelines on pages 00-00) may be used. However, when the arranged course provides an individualized plan of study, a “Statement of the Project”—to be submitted with an “Arranged Course Proposal Form”—should include the following information:

Identifying Information: A Statement of the Project should include

- the course number and a descriptive title for the project.
- the semester and year.
- the instructor’s and student’s names.
- the proposed meeting times.

Description of the Project: A Statement of the Project should include

- a brief rationale for the project.
- the project goals (which may replicate goals for similar but regularly scheduled courses).
- a week-by-week schedule of work related to the project (this should include faculty–student conferences, readings, due dates for work, and so on)

Description of Assignments: A Statement of the Project should include

- a description of written work required for the arranged course, including brief explanations of the number, type, and length of papers.
- an explanation of the number and kind of exams required for the arranged course, with brief explanations of coverage (for example, comprehensive) and testing formats.
- an explanation of the number and type of presentations or projects.

- an explanation of other course requirements, i.e., faculty-student conferences.

Description of Criteria for Evaluation: A Statement of the Project should include

- a table, outline, list, or easily interpreted form that identifies all graded work for the project.
- an explanation of the proportional value of all graded work.

Preliminary Reading List: A Statement of the Project should include

- full citations for the textbooks required for the project, including edition, when necessary.
- detailed descriptions of required class materials.

Appendix F

The Indiana State University Code of Student Conduct and Rights of Students

These regulations and other University policies and regulations referenced herein govern the conduct of individual students and student organizations. Students and student organizations will be held accountable for the conduct of their guests. Students and student organizations will be subject to these regulations for conduct occurring away from the campus when that conduct affects the educational interests or mission of Indiana State University.

Section I

Misconduct Activities Which Subject a Student or Student Organization to Disciplinary Action

A. Policy on Academic Integrity

(Approved by the Indiana State University Board of Trustees on April 27, 2007 for implementation at the beginning of the 2007 Fall Semester on August 22, 2007)

Because academic integrity is a cornerstone of the University's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards in research, writing, assessment, and ethics. In the academic community the high value of honesty mandates a corresponding intolerance of dishonesty. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism, and other forms of dishonest or unethical behavior, is prohibited.

A summary of behaviors that constitute academic dishonesty appears below. The definitions and clarifications provide additional information and examples of prohibited behaviors. They are not all-inclusive. Questions regarding this policy or requests for additional clarification should be directed to the Office of the Provost, Student Affairs, or to Student Judicial Programs. The types of academic dishonesty described include:

- Cheating on examinations
- Plagiarism
- Falsification, forgery, and obstruction
- Multiple submission
- Facilitating academic dishonesty
- Misconduct in research and creative endeavors
- Misuse of academic resources

- Misuse of intellectual property
- Violation of ethical and professional standards

Academic dishonesty includes:

1. Cheating on Examinations

Definition

Cheating is using or attempting to use materials, information, notes, study aids, or other assistance not authorized by the instructor during an examination or evaluation.

Clarification

- a. While taking an examination or being evaluated, students are prohibited from looking at other students' materials and from using external aids (e.g., books, notes, computers, calculators, electronic devices, and conversation with others) unless the instructor has specifically indicated in advance that this will be allowed.
- b. Students are prohibited from taking examinations, undergoing evaluations, or completing any assignments for others. Students shall not allow other persons to take examinations or participate in evaluations or complete any assignments for them.
- c. Students shall not acquire unauthorized information about an examination or evaluation and shall not use such information acquired by others.

2. Plagiarism

Definition

Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another. It also includes the presentation of the work, ideas, representations, or words of another without customary and proper acknowledgement of sources. Students must consult instructors for clarification in any situation in which documentation is an issue. Students will be considered to have plagiarized whenever their work is not properly documented.

Clarification

- a. Information, quoted or paraphrased, gained in reading or research that is not common professional knowledge must be acknowledged in a footnote, endnote, or by parenthetical citation in the text.

- b. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged in a footnote, endnote, or by parenthetical citation in the text.
- c. When source material is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged in a footnote, endnote, or by parenthetical citation in the text.
- d. The prohibition of plagiarism applies, but is not limited to, papers, reports, projects, and other work submitted to fulfill course requirements.
- e. "Turnitin" is a plagiarism prevention program which analyzes papers, reports, and other documents for indications of plagiarism. Questions should be directed to the Turnitin coordinator at extension 7685.

3. Falsification, Forgery, and Obstruction

Definition

Falsification is the intentional and unauthorized fabrication or invention of any information or citation in an academic exercise. Falsification includes knowingly reporting data, research, or reports so that the resulting process or product is different from what actually occurred. Forgery is the imitating or counterfeiting of images, documents, signatures, and the like. Obstruction is any behavior that limits the academic opportunities of other students by:

- improperly impeding their work or their access to educational resources
- disrupting instruction.

Clarification

- a. Fabricated or forged information shall not be used in any laboratory experiment, report of research, research paper, or academic exercise. Invention for artistic or creative purposes is legitimate under circumstances explicitly authorized by an instructor.
- b. Students shall not furnish or attempt to furnish fabricated, forged, or misleading information to University officials on University records, or on records of agencies in which students are fulfilling academic assignments.
- c. Students shall not steal, change, or destroy other students' work. Students shall not impede the work of others by theft, defacement, or mutilation of resources so as to deprive others of their use.

- d. Students shall not falsely report meeting responsibilities of attendance or participation in classes, practica, internships, or other field work experiences, or submit falsified excuses for attendance or participation in such experiences.
- e. Students shall not engage in conduct that obstructs or disrupts any instructional activity. Prohibited conduct includes, but is not limited to:
 - Conversation with others during lectures or instructional exercises.
 - Unauthorized or inappropriate use of computing resources.
 - Operating electrical or communication devices in a disruptive manner.
 - Engaging in verbal or physical conflict.
 - Failing to enter class on time and remain during the entire scheduled period.
 - Failing to comply with directions from an instructor to cease disrupting any instructional activity.

4. Multiple Submission

Definition

Multiple submissions are the submission of all or part of the same or substantially the same work for credit in two or more courses.

Multiple submissions include the use of any academic work previously submitted for academic credit at this or another institution, including high school work.

Multiple submissions shall not include those academic exercises when written approval by the current course instructor authorizes use of prior academic work.

When multiple submissions are allowed, instructors will specify the expected academic effort applicable to their courses.

Clarification

- a. Students may not normally submit any work for academic credit in more than one course. This will apply to submissions of the same or substantially the same work whether in the same or in different semesters.
- b. Students may not normally submit all or part of the same or substantially the same work for academic credit in two different courses even if the work is being graded on different bases in the separate courses (e.g., graded for research effort and content versus grammar and spelling).
- c. Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor's permission to use it **prior** to the submission of the current endeavor.

- d. Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Failure by the student to obtain the written permission of each instructor shall be considered a multiple submission. This authorization is required whether the courses occur in the same or in different terms.
- e. Collaboration on any academic exercise is forbidden unless specifically authorized by the instructor for a specific exercise. Students should not assume that collaboration is authorized unless the course instructor gives approval. Students authorized to engage in collaboration shall be required to demonstrate that the work submitted reflects an appropriate level of the student's individual work.

5. Facilitating Academic Dishonesty

Definition

Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty. Facilitating academic dishonesty includes behavior that may not directly benefit the accused but assists another student in violating the policy.

Clarification

- a. Students shall not allow others to copy from their papers during any examination, or on any paper or other assignment.
- b. Students shall not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other University official.
- c. Students shall not provide information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor.

6. Violation of Professional Standards in Research and Creative Endeavors

Definition

Misconduct in research is serious deviation from accepted professional practice within a discipline or from the policies of the University in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It includes:

- Plagiarism.
- Fabrication or falsification of data.
- Misrepresentation of scientific or creative works.

Misconduct in research does not include honest error or honest disagreement about interpretation of data.

Clarification

- a. Students shall not invent or counterfeit information.
- b. Students shall not report results dishonestly, whether by dishonest or selective reporting of data, altering or improperly revising data, selective reporting or analysis of data, or negligence in the collection or analysis of data.
- c. Students shall not represent another person's ideas, writing, or data as their own.
- d. Students shall not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
- e. Students shall not publish, exhibit, or perform work in circumstances that will mislead others. They shall not misrepresent the nature of material or its origin, and they shall not add or delete names of authors without permission. Student artists produce works under artistic license and have great liberty in artistic expression; however, they are still accountable for inappropriate practices that are not within the professional norm of a given discipline.
- f. Students shall adhere to all federal, state, municipal, and University regulations as outlined in the policies of the Institutional Review Board (www.indstate.edu/osp/irb/home.html) for the protection of human subjects, and the Institutional Animal Care and Use Committee (www.indstate.edu/ecology/IACUC.htm) for studies involving animals, and adhere to the standards of professional conduct prescribed by the *Indiana State University Handbook* (www.indstate.edu/osp/re_admin/index.html).
- g. Students authorized to access the institutional record system (BANNER) shall utilize the system in accord with University policy and any other pertinent regulations (for example the Family Education Rights and Privacy Act/FERPA).

7. Misuse of Academic Resources

Definition

Misuse of academic resources involves the intentional use, misuse, or alteration of University materials or resources to make them inaccessible to others. Such misuse includes the unauthorized or inappropriate use of computer accounts, alteration of passwords, violation of library procedures, or other intentional misuse or destruction of educational materials.

Clarification

- a. Students shall not use the University computer system to support plagiarism.
- b. Students shall not monitor or tamper with another person's electronic communications.
- c. Students shall not use University computer resources to engage in illegal activity, including but not limited to: illegally accessing other computer systems, exchanging stolen information, or violating copyright agreements.
- e. The ISU computing policies are at the following web address: <http://www.indstate.edu/oit/official_docs/computing_policy_procedures.Html>.

8. Misuse of Intellectual Property

Definition

Misuse of intellectual property is the improper use of copyright materials, trademarks, trade secrets, or intellectual property.

Clarification

Students shall not violate University policy concerning fair use. This policy appears in Appendix J of the *Indiana State University Handbook* and at <http://web.indstate.edu/adminaff/handbook/AppendixJ.pdf>

9. Violation of Ethical and Professional Standards

Definition

Students shall adhere to the standards, guidelines, and/or codes associated with the ethics and conduct established for academic programs and courses.

Clarification

Such standards generally are communicated by instructors and are available in professional publications. Assistance in accessing these standards is available through the appropriate academic department. Unethical or unprofessional behavior is a violation of the Policy on Academic Integrity.

Special acknowledgement is given to Central Michigan University for allowing Indiana State University to utilize its Policy on Academic Integrity for Off-Campus Students as a model in developing this document.

This policy applies to all student experiences involving academic credit (e.g., on-campus

and distance education courses, internships, practica, theses) and is one of the regulations for student ethical behavior referenced in the Indiana State University Code of Student Conduct.