

## English Department Handbook for Majors and Minors

### 1. Goals and Objectives of the Major:

Our goal is to provide English majors with a comprehensive program that affords them the opportunity to read and think critically, to write coherently, and to understand the variety of periods, genres, and cultures covered in the two concentrations (literature and writing) in the department.

To meet its goal of educating its undergraduate majors and minors, Loyola's English department offers students the opportunity to participate in small classes taught by professors rather than graduate students. The English program also gives students the chance to work on all areas of production of the internationally distributed *New Orleans Review*. Further, two other publications, *ReVisions* and *The Reader's Response*, are entirely student run. The department also has an internship program that affords both literature and writing majors the opportunity to gain on the job experience at magazines, businesses, and on-line services.

### 2. Departmental Services

**Advising:** Every English major and minor is assigned an advisor to work with on academic program advising, career objectives, graduate school and professional school applications, and on general preparation for the future. Before you go to your advisor for an appointment, pick up your file in Bobet 319. Sign it out, bring it to your appointment, and then return it to the office and sign it in.

Advisor Information:

Name: \_\_\_\_\_ Office #: \_\_\_\_\_

Telephone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**English Department Listserv:** When you get your e-mail account at Loyola, please subscribe to the department listserv. Send an e-mail to [majordomo@loyno.edu](mailto:majordomo@loyno.edu) and in the message section write: subscribe english. Do not use capitals or any end punctuation. You will receive a confirmation of subscription, and the department will be able to send you information about meetings, events, etc. This is a very important listserv, so subscribe immediately.

### English Department Organizations

- **ALEPH:** The English students club. This organization is open to all majors and minors, and encourages group activities among the students. This is a particularly helpful organization for freshmen and sophomores as it provides an opportunity to meet upper level majors, and it helps new students get to know the department.
- **Sigma Tau Delta:** The International English Honor Society is open to students with a 3.0 GPA and a 3.3 GPA in English at the end of their third semester.
- **A Capella:** A student published monthly tear sheet of experimental poetry and prose. All are invited to participate.
- **The Reader's Response:** A journal of the best papers from the literature classes taught each year. Entries are selected by the professors of the classes and published by students with the help of Sigma Tau Delta.
- **ReVisions:** The Student literary journal, this magazine appears in the spring. Students submit their work for blind selection by the editorial board for publication.

**English Honors Thesis:** Loyola's English Department offers an undergraduate thesis that is based on two semesters (six hours of credit) of independent work proposed by late April of a student's junior year and then done in the senior year. Projects may be literary-critical or creative. Upon completion of the fifty-page thesis or collection of creative work (poems, stories, essays, or script), the student is awarded "Honors in English" a distinction noted on the transcript. Students who have completed ninety hours of credit, with a 3.5 GPA in the major and a 3.0 GPA overall, are eligible to undertake the Honors Thesis. The thesis program begins with the student's proposal of a project and with the choosing of an appropriate director, through the cooperation of the Thesis Program Director. It continues during the summer between junior and

senior years, with extensive readings in primary sources, as arranged between student and project director. In the fall semester of the senior year, the student signs up for English 499, Independent Study, 3 credits; reads primary and secondary sources, holds regular office conferences with the project director, establishes a bibliography, propounds a thesis, and begins drafting. In the last semester, the student again signs up for English 499 and completes a draft of the thesis. April 1 is the date for submission of the complete thesis to the project director, and April 15 is the date for submission of thesis to second reader (adjustments in this schedule can be made for December graduates). For students who undertake the English Honors Thesis, the experience of researching and writing a paper of greater scope offers good preparation for the kind of extensive writing expected in graduate school, the professions, and business. For more information, contact Ted Cotton ([cotton@loyno.edu](mailto:cotton@loyno.edu))

**Internship:** The internship program in the English department is coordinated by Professor John Biguenet. Students can sign up for an internship for variable credits and work with both an employer and Professor Biguenet to coordinate the work and the academic component of the course. There are also a limited number of *New Orleans Review* internships available each semester, and these allow students to participate in every aspect of production of the magazine. The Editor of the *NOR* coordinates the work for that internship. For more information contact John Biguenet ([biguenet@loyno.edu](mailto:biguenet@loyno.edu)).

### Questions and Answers Concerning Internships

• **What is the purpose of an internship?**

The English department offers various forms of writing, editing, and teaching internships to enable our majors and minors to improve their skills, gain professional experience, and make important contacts in the business community.

• **What types of positions are available?**

Each term, internship opportunities are available at magazines, at book publishers, at technical writing offices, and at other locations. An internship will involve professional level work, well supervised by the employer.

• **How do I set up an internship?**

On the wall by Room 316, Bobet Hall, is a bulletin board with announcements concerning employers looking for interns. Additional information is available through the English department's web site. After you have looked in these locations, you should speak to the director of the internship program, Professor John Biguenet. Then you will need to contact the employer and set up an interview. When you are accepted for a position, you will set up your work schedule with the employer and register for English 497 with Mr. Biguenet. This last stage is extremely important; you must register for internships by filling out internship forms, having them signed by the English Department Chair and by the Dean, and then taking the form to the Registrar's Office to enroll in the internship.

• **When would I do an internship?**

Internships are typically completed in the junior and senior years after students have taken at least one or two advanced writing classes. You can do an internship during the school year or summer, in New Orleans or another city.

• **What kind of schedule would I follow?**

The schedule of hours is agreed upon by the student and employer. Many different arrangements can be negotiated to accommodate a student's schedule. You should expect to work a minimum of 135 hours and meet with Mr. Biguenet several times during the term (at least four) to obtain three hours of credit.

• **Would I be paid for this work?**

Some internships offer income as well as experience. More frequently, internships are unpaid: students receive credit and valuable training but no pay. If they continue working beyond the time of the internship, they should then be compensated.

**Dawson Gaillard Writing Contest:**

The Dawson Gaillard Writing Awards, sponsored by Loyola's English department since 1982, is a university-wide competition dedicated to the memory of Dawson Gaillard, a highly respected former member of the English faculty. These awards, initially presented in expository and in creative writing, are now presented in long and short exposition, and in poetry, fiction and t.v./film script writing. The competition, conducted during the spring semester, is open to all university students. Submissions are distributed to two groups of English department faculty members who volunteer for evaluation (one group for creative writing and one group for expository prose). Each committee reads and evaluates the work of each student writer before reaching a decision about the "winning" submissions. Then the Director forwards names of the five award winners to the Dean of Arts and Sciences, who has a special certificate made for each. These award certificates are then presented during a public Convocation ceremony in May, when the five winners receive a tribute for their work. The Dawson Gaillard Awards are a collegial competition among student peers across the lines of gender, ethnicity, and intellectual discipline; they foster both creative literacy and the self-respect that comes from work well done. For more information contact Ron Foust ([refoust@loyno.edu](mailto:refoust@loyno.edu)).

**English Writing Lab:** The English Writing Lab provides help for students enrolled in Freshman English courses (ENGL 100, 105, 122, and 125), as well as for students who have completed the composition requirement but desire ongoing help with their writing for other English courses. The Lab provides tutoring in all stages of the writing process, from initial planning to final editing of papers. The Lab is staffed by students trained in peer tutoring and by a Senior Tutor (a writing specialist and member of the composition faculty). Students with special expertise in writing receive assistantships and work-study stipends to tutor in the lab. Students wishing to tutor in the lab must enroll for the English Practicum in Teaching Writing. For more information about tutoring or receiving help, contact Mary Waguespack ([wagues@loyno.edu](mailto:wagues@loyno.edu)).

**Department Work Study:** There are a limited number of work-study positions available in the English department office. Student workers help the office staff prepare work for courses, run errands for the department, answer the phone, do light filing, and help with other office tasks. For more information, contact Donna Goforth ([dgoforth@loyno.edu](mailto:dgoforth@loyno.edu)).

**WAC Work Study:** Writing across the Curriculum also has work-study positions to tutor and help in the WAC lab. There are also Senior Writing Fellow positions that students may apply for. In order to work in the WAC lab, students must enroll for the English Practicum in Teaching Writing. For more information on fellowships, contact Melanie McKay ([mckay@loyno.edu](mailto:mckay@loyno.edu)). For information about work-study, contact Donna Goforth ([dgoforth@loyno.edu](mailto:dgoforth@loyno.edu)).

**The Loyola Croquet Society:** Croquet is open to all members of the Loyola community. Games are held every Thursday afternoon at 5 p.m. in the Peace Quad. For more information or to order a t-shirt, contact Dorothy Villani ([devillan@loyno.edu](mailto:devillan@loyno.edu)).

### 3. English Department Sponsored Study Abroad Programs

**Loyola Irish Studies Program:** The Irish Studies Program runs during July each summer. The program, located at Trinity College in the heart of Dublin, offers a variety of common curriculum and English courses. The program includes tours of Dublin, Galway, Sligo, and other sites around the country. The program also provides tickets for plays, for lectures by Irish writers and scholars, for museums and other national monuments and for some community activities. Price: \$3000.00 includes: tuition for two courses, room, breakfast, tours, events, and group activities. Airfare is not included, but the program does get a group rate for students. For more information see the Irish Studies Program Home Page or contact Mary McCay ([mccay@loyno.edu](mailto:mccay@loyno.edu)).

**Keele University Exchange Program:** Each fall three Keele University students study at Loyola, and each spring three students from Loyola take their classes at Keele University in Staffordshire, U.K. Students may study any discipline, and their courses are translated into Loyola courses. Students pay their tuition and room fees to Loyola for the spring semester and take their courses and live in the Keele dormitories.

Students must pay their own travel expenses. For more information, contact Mary McCay ([mccay@loyno.edu](mailto:mccay@loyno.edu)).

**Americans in Paris Program:** This Loyola program is sponsored jointly by English and Modern Foreign Languages. Students study American expatriate literature of the twenties and study French history and culture of the same period. The program includes tours of Paris, museum tours and lectures, a trip to the wine country, and a trip to Chartres. The price is \$3,350.00. This includes room, breakfast and one other meal, museum tours, metro passes, and other group activities. Airfare is not included. For more information contact Mary McCay ([mccay@loyno.edu](mailto:mccay@loyno.edu)) or Eileen Doll ([edoll@loyno.edu](mailto:edoll@loyno.edu)).

**Nijmegen University Exchange Program:** Nijmegen University, in the Southeastern part of The Netherlands, sends two or three students to Loyola each year, and Loyola sends the same number of students to Nijmegen. Students may study any courses offered in English, and those course are translated into Loyola courses. Students pay their tuition to Loyola and may apply all scholarships and grants. Travel expenses must be covered by the students. For more information, contact Mary A. McCay ([mccay@loyno.edu](mailto:mccay@loyno.edu)).

#### 4. English DPCL

- Literature
- Writing

#### 5. English Department Faculty:

**Katherine H. Adams:** Professor and Director of Freshman English, Advanced Writing and 18<sup>th</sup> Century British Lit ([kadams@loyno.edu](mailto:kadams@loyno.edu)).

**Vick Adams:** Lecturer, Freshman English ([jladams@loyno.edu](mailto:jladams@loyno.edu)).

**Robert Bell:** Lecturer, Freshman English. Assistant Director, WAC ([rcbell@loyno.edu](mailto:rcbell@loyno.edu)).

**John Biguenet:** Robert Hunter Distinguished Professor, Creative Writing ([biguenet@loyno.edu](mailto:biguenet@loyno.edu)).

**Christopher Chambers:** Assistant Professor, Creative Writing ([crchambe@loyno.edu](mailto:crchambe@loyno.edu)).

**Jeff Chan:** Lecturer, Freshman English ([jchan@loyno.edu](mailto:jchan@loyno.edu)).

**William Cotton:** Associate Professor, Honors Director, Honors English and Renaissance ([cotton@loyno.edu](mailto:cotton@loyno.edu)).

**Phanuel Egejuru:** Professor, African Literature and Theory, 19<sup>th</sup> Century British ([pegejuru@loyno.edu](mailto:pegejuru@loyno.edu)).

**Josh Emmons:** Lecturer, Freshman English and Creative Writing ([jemmons@loyno.edu](mailto:jemmons@loyno.edu)).

**David Estes:** Associate Professor, Southern Literature and Folklore ([estes@loyno.edu](mailto:estes@loyno.edu)).

**Faye Felterman:** Lecturer, Freshman English ([ffelterm@loyno.edu](mailto:ffelterm@loyno.edu)).

**Katie Ford:** Assistant Professor, Creative Writing ([kford@loyno.edu](mailto:kford@loyno.edu)).

**Ron Foust:** Associate Professor, 20<sup>th</sup> Century British and American, Critical Theory ([refoust@loyno.edu](mailto:refoust@loyno.edu)).

**Anne Frey:** Assistant Professor, Romanticism ([afrey@loyno.edu](mailto:afrey@loyno.edu)).

**Tony Lala:** Associate Professor, Shakespeare and Drama ([alala@loyno.edu](mailto:alala@loyno.edu)).

**Mark Lane:** Lecturer, Freshman English and Creative Writing ([mlane@loyno.edu](mailto:mlane@loyno.edu)).

**Andrew Macdonald:** Associate Professor, Grammar and Language, Multicultural Literatures ([mdonald@loyno.edu](mailto:mdonald@loyno.edu)).

**Mary McCay:** Professor, Chair of Department, Pre-1900 American, Film, Travel Writing ([mccay@loyno.edu](mailto:mccay@loyno.edu)).

**Peggy McCormack:** Professor, Film and Theory, 19<sup>th</sup> Century British and American ([cormack@loyno.edu](mailto:cormack@loyno.edu)).

**Raymond McGowan:** Lecturer, Lecturer, Freshman English ([remcgowa@loyno.edu](mailto:remcgowa@loyno.edu)).

**Melanie McKay:** Associate Professor, WAC Director, Professional Writing and Women's Literature ([mckay@loyno.edu](mailto:mckay@loyno.edu)).

**John Mosier:** Professor, 18<sup>th</sup> and 19<sup>th</sup> Century British Literature, Literatures in Translation ([jmosier@loyno.edu](mailto:jmosier@loyno.edu)).

**Paulette Richards:** Assistant Professor, African-American Literature, Writing and Technology ([zamba@loyno.edu](mailto:zamba@loyno.edu)).

**Jennifer Shimek:** Lecturer, Freshman English ([jlshimek@loyno.edu](mailto:jlshimek@loyno.edu)).

**Marcus Smith:** Associate Professor, Literature and Law, 20<sup>th</sup> Century American Literature ([marcus@loyno.edu](mailto:marcus@loyno.edu)).

**Paulette Swartzfager:** Lecturer, Critical Reading and Writing, A&S Technology Consultant ([pswartz@loyno.edu](mailto:pswartz@loyno.edu)).

**Mary Waguespack:** Lecturer, Senior Tutor Writing Lab, Critical Reading and Writing, Emerging Self ([wagues@loyno.edu](mailto:wagues@loyno.edu)).

**Kelly Wilson:** Lecturer, Critical Reading and Writing. ([klwilson@loyno.edu](mailto:klwilson@loyno.edu)).

#### 6. Office Staff:

**Carey Herman:** Bobet 319, 865-2275 ([herman@loyno.edu](mailto:herman@loyno.edu)).

**Erin O'Donnell:** Bobet 318, 865-2295 ([eeodonne@loyno.edu](mailto:eeodonne@loyno.edu))

#### 7. DSAC Representatives 2003-2004

**Alexia Gonzales** ([algonzal@loyno.edu](mailto:algonzal@loyno.edu)).

**Joanna Krawczyk** ([jakrawczy@loyno.edu](mailto:jakrawczy@loyno.edu)).

#### 8. College of Arts and Sciences and University Procedures

- **Independent Study:** Students wishing to do an independent study should speak to a faculty member with expertise in the area of study; arrange goals and objectives for the course, fill out all departmental and university forms; and register in the registrar's office. Independent Studies, Internships, and Directed Readings may not be registered for on LSTAR or on-line by the advisor. Sample forms are available in the English department office, Bobet 318.
- **Drop/Add:** Students may only drop and add courses during the first week of classes. They should see their advisor before dropping or adding courses. After the drop-add period is over, students may withdraw from a course, but may not add courses except in special circumstances. To make changes after drop-add period, students should consult the Chair.
- **Withdrawal from a course:** While it is not advised, students may withdraw from a course or courses. Students may withdraw from courses until one week after mid-term grades are mailed. Students should consult their advisors before withdrawing from a course.
- **Incompletes:** It is the student's responsibility to complete all work to remove an incomplete within the allotted period of time. Students should consult the teacher for a schedule for completing work. An incomplete changes to an "F" six weeks into the term following the assignment of an incomplete grade.

#### 9. Most Often Asked Student Questions:

- **How do I get the most out of my major?**  
Work with your advisor.  
Join departmental clubs and participate in departmental events.  
Attend meetings for majors and minors.  
Do study abroad summer programs.
- **Is it ever too early to think about grad or professional schools?**  
It is never too early, you should:  
Work with your advisor.  
Take practice exams.  
Take courses that fit with your plans.

Get applications early.  
Attend departmental prep sessions.  
Speak to faculty about recommendations early.

- **What does an English major need in terms of reference texts?**

An MLA Guide.

A good grammar guide.

A good pocket dictionary.

Anthologies of British and American Literature.

A glossary of literary terms.