

# FORDHAM

# ENGLISH

M.A. Handbook 2024-2025

Director of Graduate Studies (DGS)

Fall 2024

Andrew Albin | 417 Martino Hall  
aalbin@fordham.edu | 212.636.6035

Spring 2025

Frank Boyle | 808B Lowenstein  
ftboyle@fordham.edu | 212.636.6793

Director of Placement and Professional Development (DPPD)

Maria Farland | 518W Dealy Hall  
farland@fordham.edu | 718.817.4024

Graduate Program Administrator (GPA)

Labelle De La Rosa | 539W Dealy Hall  
ldelarosa1@fordham.edu | 718.817.4029

# Contents

I.	Basic Program Requirements .....	2
II.	MA Tracks .....	2
III.	Funding Opportunities .....	2
IV.	Summer Funding .....	3
V.	Additional Funding .....	4
VI.	Coursework .....	4
VII.	Advanced Certificate in Rhetoric and Writing .....	5
VIII.	Foreign Language Requirement .....	6
IX.	MA Capstone .....	6
X.	Internships .....	7
XI.	Requests to Extend Time Limits .....	7
XII.	Advising .....	8
XIII.	Graduate Student Groups and Resources .....	8
XIV.	Wellbeing Resources .....	9
XV.	Fordham Library Resources .....	9

## I. BASIC PROGRAM REQUIREMENTS

Fordham University's MA in English is designed as a two-year program granting exposure to literatures in English across a wide range of periods and genres. Enrollment in the program may be full- or part-time. Income opportunities are available (see Sections IV and V below) and stipended appointments are under development, but the MA in English is currently an unfunded program. Up-to-date [tuition and fees](#) can be found on the GSAS website. Whether entering the program via the direct admit or accelerated MA track, all students must complete ten courses (30 credits), including the MA Capstone, usually taken in the fall term of the second year. Students must also demonstrate reading knowledge of one foreign language.

## II. MA TRACKS

### Direct admit MA

[Direct admit MA](#) students will have completed an undergraduate degree, usually in a humanistic discipline, prior to beginning their MA studies at Fordham. Rolling admissions open in early April of the spring semester prior to the first year of study. Full-time students usually take 2-3 courses per semester.

### Accelerated MA

The [Accelerated MA](#) program allows exceptional English undergraduates at Fordham to complete an MA in English with one additional year of study beyond the BA. Students apply for admission to the Accelerated MA during the spring semester of their Junior year. During their final year of undergraduate study, students take a total of three 5000-level graduate courses which count jointly toward both undergraduate and graduate degrees. The cost of these courses is covered by undergraduate tuition. The remaining seven courses are undertaken during the second year of study, usually three graduate courses per semester, plus the MA Capstone in the Fall term. The second year of coursework is unfunded.

Students accepted into the Accelerated MA program are not obligated to continue beyond the BA. Should a student decide not to continue, credits earned in graduate courses will still count toward the BA and no additional costs are incurred. Speak with the DGS if you're considering applying to or discontinuing from the Accelerated MA. Please be sure to keep the DGS and GPA informed of your study plans.

## III. FUNDING OPPORTUNITIES

### Centennial Award

The Centennial Award is a merit-based scholarship granted at the discretion of the Dean of GSAS. Eligible applicants include new direct admit MA students, who apply during the application process, and Accelerated MA students in their second year of study, who apply in late summer. Recipients of the Centennial Award are granted tuition remission for two courses per semester for up to two years of study. Interested applicants should contact the DGS and submit a brief justification narrative if they wish to be considered. Please note that there are a limited number of Centennial Awards available each year to be distributed across all GSAS programs, and English is not guaranteed an award in any given year.

### Writing Center

Fordham maintains a Writing Center serving primarily undergraduate students at both the Rose Hill and Lincoln Center campuses. The Writing Center seeks to encourage and improve student writing at all levels across all disciplines. Graduate student tutors offer one-on-one collaborative consultations on a scheduled weekly basis. Tutors have the opportunity to design and present workshops on academic and writing skills, and to develop proficiency in a variety of tutoring methods, including antiracist and inclusive pedagogies, during weekly tutor training meetings.

Calls for applications are sent out on a semesterly basis, but interested students can always contact the [Director of the Writing Program](#). Applicants submit a CV, a brief statement describing interest and qualifications for the position, and a note indicating per week hourly availability and preferred campus assignment(s).

### **Ground Floor Teaching Assistant**

The Ground Floor is a required first-year writing intensive course at the Gabelli School of Business. Ground Floor TAs evaluate and offer feedback on short 3-page essays students generate over the course of the semester. TAs evaluate a total of ~35 essays at four points during the semester, in coordination with an assigned Ground Floor professor, with a 2 week turnaround. The work is conducted remotely and focuses exclusively on the quality, not the content, of student writing. Invitations to apply usually go out in mid-summer and late fall for the following semester; applicants are asked to submit an updated resume. Interested students can contact [Dean Bob Daly](#).

### **Faculty support**

Occasionally, faculty in the English department seek out paid hourly support for a variety of research, editorial, pedagogical, or administrative projects. Because of institutional caps on per week hourly work for PhD students, MA students are often the best candidates for these roles. The DGS will send out notice of these opportunities as they appear.

### **GSAS Professional Development Assistantships**

Faculty members develop and submit project-based proposals for up to two graduate student assistants, who receive a fixed amount of funding for a fixed number of work hours during the semester. Priority is given to proposals that support GSAS academic programs, Fordham's institution building, and/or student professional development. Calls for applications commonly arrive in late August and early January.

### **GSAS Jobs**

GSAS posts job opportunities open to graduate students to its [website](#) over the course of the year. Check back regularly for updated postings. Students should also subscribe to [studentgsas@fordham.edu](mailto:studentgsas@fordham.edu), where job opportunities are sometimes posted.

NOTE: Students can take on **up to 19 hours per week** of paid work at Fordham, and are paid at the [going GSAS rates](#) for hourly student workers.

## **IV. SUMMER FUNDING**

Though there are no guaranteed summer funding options for graduate students, a few avenues exist for securing funds during the summer months.

### **Summer Research Fellowship**

[Summer Fellowship](#) are awarded through GSAS; applications are normally due in February. The highest priority will be given to summer projects designed to prepare a student to apply for prestigious fellowships and to improve a student's professional credentials (beyond the normal expectations of the program).

### **GSAS Professional Development Assistantships (a.k.a. Summer GAships)**

Faculty members develop and submit project-based proposals for up to two graduate student assistants, who receive a fixed amount of funding for a fixed number of work hours during the semester. Priority is given to proposals that support GSAS academic programs, Fordham's institution building, and/or student professional development. Calls for applications commonly arrive in late April.

## Other opportunities

Students may also apply for a GSAS/GSC Graduate Student Support Grant to support summer research or learning experiences (see below). Uncommonly, faculty members receive funding for summer graduate student research support through Fordham or other granting institutions. A student may fulfill this role at the GSAS standard hourly rate. Such arrangements are worked out with the faculty member in advance.

## V. ADDITIONAL FUNDING

### GSAS/GSC Graduate Student Support Grants

The [Graduate Student Support Grant](#) is a competitive grant jointly funded and administered by GSAS and the Graduate Student Council (GSC). It is offered once each semester. Graduate students are eligible to apply for the Graduate Student Support Grant each semester, but priority will be given to applicants who have not received support in the immediate past funding cycle. Eligible students applying during their **first semester** of GSAS enrollment must provide with their application a letter of support from a faculty member.

A student is eligible to submit an application to one of three tracks for Graduate Student Support Grant funding: Conference Funding, Research Funding, and Alternative Learning Experiences Funding.

#### Conference Funding

- The maximum award for presenting at domestic conferences is \$1500
- The maximum award for presenting at international conferences is \$2000
- The maximum award for attending domestic or international conferences is \$1250

#### Research Funding

- The maximum award for research funding is \$2000

#### Alternative Learning Experiences Funding

- The maximum award for alternative learning experiences funding is \$2000

*Please note that these are the “maximum” amounts that may be awarded; actual awards tend to be in the range of **\$300-\$500**. Students should keep this in mind when making plans for conference and/or research travel.*

A review committee consisting of nine faculty and graduate students meet to review applications and make funding decisions. GSAS will notify applicants of the committee’s decisions. Please check the GSAS website for any updates to the above information when applying.

### GSAS Santander International Internships Fellowship

The Santander International Internships Fellowship provides support for graduate students who wish to spend the summer working with an international non-governmental organization (NGO). The amount of the award varies, depending on the details of the proposal. Students who have completed at least one semester of full-time graduate study (9 credits) in GSAS by the time the fellowship begins are eligible to apply. The deadline is usually in April.

## VI. COURSEWORK

### Coursework Requirements

MA students must complete ten courses overall, with the following distribution requirements:

- One course in each of three historical areas:
  - Pre-1500 (designation H1)
  - 1500-1850 (designation H2)

- 1850-present (designation H3)
- One course that fulfills the Difference and Intersectionality requirement (designation DI)
- Five elective courses
- MA Capstone, usually taken in Fall of second year
- **NOTE: check DegreeWorks periodically to make sure that you are fulfilling your distribution requirements and meeting your overall course completion number.**

With the exception of the first year of the Accelerated MA, students are free to distribute coursework over their two years of study as they wish. Generally, though, students tend to keep the following schedules:

### Direct admit MA

#### *Year 1*

Fall: 3 graduate courses  
Spring: 3 graduate courses

#### *Year 2*

Fall: 1 graduate course + MA Capstone  
Spring: 2 graduate courses

### Accelerated MA

#### *Year 1*

Fall: 1 graduate course  
Spring: 2 graduate courses

#### *Year 2*

Fall: 3 graduate course + MA Capstone  
Spring: 3 graduate courses

All MA coursework must be taken at Fordham University. Relevant coursework outside the English department may be taken with the permission of the DGS and the course instructor.

### Accelerated MA course enrollment

For both semesters of the first year, Accelerated MA students should submit a ranked list of three course preferences to the GPA and DGS during registration period. They will then be manually enrolled in the appropriate number courses based on availability. Students are advised to consult Banner prior to submitting their list to check which courses still have available seats. Second year Accelerated MA students enroll as normal using Fordham’s online registration portal.

### Credit Transfers

Students who have completed graduate courses elsewhere may apply to have **up to two** courses counted toward the overall number of required courses listed above. GSAS has **specific eligibility rules** for this process – please see the **“Transfer of Advanced Credit”** form on the [GSAS Student Resources site](#). If you have completed an eligible course that you wish to have applied to your PhD coursework, please contact the DGS.

## VII. ADVANCED CERTIFICATE IN RHETORIC AND WRITING

The [Advanced Certificate in Rhetoric and Writing](#) is a supplementary certification that allows students to demonstrate accomplishment in the interdisciplinary study of rhetoric and writing. It is ideal for students whose future goals include scholarship, teaching, administration, and/or consulting related to writing and rhetoric in a range of academic, professional, and community settings. Students earn the Advanced Certificate by taking any four courses from the list of Rhetoric and Writing offerings, which double count as coursework electives. We aim to offer at least one Rhetoric and Writing course per semester. Students submit a current Fordham transcript and a 500-word statement of intent to apply for the Advanced Certificate through the GSAS Admissions website. Contact the [Advanced Certificate Director](#) for more information.

## VIII. READING KNOWLEDGE OF A LANGUAGE OTHER THAN MODERN ENGLISH

MA students must demonstrate reading knowledge of one language other than English. This requirement may be fulfilled in several ways:

1. Pass a no-fee exam administered by the English Department. This includes exams in Spanish, French, German, Hebrew, Latin, Italian, Irish, ASL, Russian, Middle Welsh, Old English, Old French, Occitan, and other languages when possible (exams require the student to translate a passage of academic prose with the use of a translation dictionary). Exams are not listed on transcripts until successfully passed. These exams may be scheduled throughout the year. **Contact Labelle De La Rosa if you wish to set up an exam.**
2. Pass a zero-credit Graduate Reading Course offered at Fordham.
3. Pass an exam with the Modern Languages and Literatures (MLL) or Classics Departments.
4. For incoming and currently enrolled students, we accept graduate-level language courses (such as "French for Reading") taken at other institutions. Students must submit a copy of the course syllabus and transcript to the DGS for approval.
5. Undergraduate degrees earned in a language other than English are accepted as fulfilling the requirement. For instance, if a student's undergraduate school was in Rome and the coursework was conducted in Italian, that student's undergraduate transcript would fulfill the requirement (no testing is required).

## IX. MA CAPSTONE

In the fall semester of their second year, MA student will enroll in the Capstone Seminar, with the goal of converting an existing graduate class paper into a 7000-8500-word essay (including notes, but not including works cited/bibliography), revised for (potential) submission to a specific academic journal. The Capstone must be developed from an existing seminar paper that the student has written during their graduate English coursework at Fordham. In transforming a course paper into a prospective article, MA students are required to review journals in the field, choose one, and adapt their work to its specific editorial norms. The Capstone is prepared under the supervision of the Director of Placement and Professional Development ([DPPD](#)).

### Registration

To register for the Capstone, students must have successfully completed at least 2 graduate English courses and maintained satisfactory academic progress. Students register for the Capstone by the semester add/drop deadline in [my.fordham.edu](http://my.fordham.edu) with the respective semester's CRN for ENGL 5998 - MASTER'S CAPSTONE. Students who are not registered for any credited coursework before the semester in which they register for the Capstone must also register for ENGL 0935 – CAPSTONE PREP.

Students unable to take the fall Capstone course may be allowed with DGS permission to complete the Capstone assignment during the spring or summer semester by enrolling in ENGL 8996 as an independent tutorial with the DPPD. Such students must contact the DPPD within two weeks of the start of the semester to submit a copy of the original seminar paper and a 250-word outline of plans for capstone project development. A progress report must be submitted to the DPPD by midterm. Any difficulties in developing the Capstone must be discussed with the DPPD prior to this report.

### Process

On or before the MA Capstone deadline, students will submit the following materials to the DPPD:

- Original seminar paper

- Capstone essay (7000-8500 words)
- One-page cover memo, explaining the development of the paper into the Capstone
- Cover letter for submitting the Capstone to an academic journal (actual submission to an academic journal is not required)

### **Evaluation**

There are three official grades for the Capstone: High Pass (distinguished work of the highest caliber), Pass (satisfactory work), and Fail. Students will be notified of the outcome of their Capstone no later than two weeks after the final day of the semester of submission.

There is also a departmental grade of Low Pass—which indicates marginally passable work (not suitable for PhD program admission). Low Pass is officially recorded as a Pass, and therefore allows for a student to receive the degree.

MA students who fail the Capstone should meet with the DGS to discuss the option of resubmission in the subsequent semester. The Capstone may only be resubmitted once.

## **X. INTERNSHIPS**

Many graduate students use their time at Fordham to make connections with other institutions, academic and not, in the greater New York City area. An internship offers the opportunity to explore possibilities for life after graduation. In addition to the professional networking internships provide, they also offer real-world experience that may be applicable to various post-degree career paths. Some internships are also paid positions which provide another source of funding. More information on internships is available on the [English Department website](#).

### **Fordham University Press Editorial Internship**

This year-long internship will introduce students to the field of scholarly book publishing at a university press. Interns will report to the Editorial Director, working closely with them as well as other Press staff in acquisitions, manuscript editing, production and design, marketing, publicity, and business. Interns will become acquainted with the various aspects of the publishing process from start to finish.

This 9 hour/week internship is paired with a 3-credit tutorial under the DGS or DPPD that consists of weekly readings and a short final written assignment. Interested candidates should email Fredric Nachbaur ([fnachbaur@fordham.edu](mailto:fnachbaur@fordham.edu)) by August 25 to learn more about the internship, submit an updated work resume, and set up an interview.

### **English Connect**

[English Connect](#) is the English Department's social networking site, where students, faculty, and alumni share information on a variety of topics, post internship and job opportunities, and generally keep in contact with each other. You need to register to join; once you've been approved, log into your account, and navigate Topics > Internships on the left-hand menu.

## **XI. REQUESTS TO EXTEND TIME LIMITS**

GSAS observes the following policy:

All requirements for the master's degree must be completed within five years of the first semester of matriculation in the graduate school. Time limit requirements apply to both full and part time students. Students who plan to seek an extension to the five-year time limit must apply before the conclusion of



their fifth academic year. Such a request must be directed in writing through the department chairperson or program director, and must receive the written approval of the dean. Requests for extensions must include a timetable, approved by the chairperson or director for the completion of degree requirements. Failure to adhere to the timetable or to meet other conditions may result in dismissal. Students must maintain continuous enrollment until all requirements are completed.

**Requests for an extension of the MA time limit must include:**

- A timetable for the completion of all remaining degree requirements, including Capstone project.
- A plan for renewed demonstration of language competency if more than three years have elapsed since the original completion of these requirements.
- A plan to demonstrate currency of knowledge for any courses taken prior to the request for extension; departments may require the retaking of certain courses.
- A plan to meet any additional requirements imposed by the dean after consultation with the department chairperson or program director.

## **XII. ADVISING**

### **Director of Graduate Studies**

The Director of Graduate Studies is the primary advisor for MA students, and students should keep in touch with the DGS on a regular basis to ensure that major requirements are being met and that the student is on track to complete the degree in the allotted time.

### **Faculty Advising**

Students are encouraged to cultivate relationships with faculty that specialize in their specific area of interest. Such faculty often become thesis advisors as well as mentors for students, offering suggestions on additional coursework that might complement their specialty as well as suggest opportunities for academic and career paths beyond the MA.

### **Director of Placement and Professional Development**

The Director of Placement and Professional Development (DPPD) serves as a resource for all graduate students, especially job candidates. The DPPD leads an annual program to prepare graduate students for the academic job search and organizes various workshops throughout the year on topics such as academic publication, conference participation, and external fellowship applications.

## **XIII. GRADUATE STUDENT GROUPS AND RESOURCES**

### **Graduate English Association (GEA)**

The [GEA](#) is a student-run group that hosts various social and academic events for English graduate students. Featuring a board of three elected graduate students, the GEA works to fulfill three core objectives: first, to enhance Fordham English graduate students' academic and professional experiences; second, to provide graduate students a with network of support; and third, to represent graduate students' interests and concerns.

### **Graduate Student Council (GSC)**

The [GSC](#) is a University student government organization charged with “meeting the needs, furthering the interests, and realizing the potential of our student body” in our Constitution. The GSC is led by two officers and its council comprises representatives from each program within University’s Graduate School of Arts and Science (GSAS). The GSC has two primary objectives: first, to act as a liaison between the student body and the GSAS administration; and second, to coordinate social, academic, and professional

events throughout the year to both support graduate student development and foster community across the disciplinary divides.

### **English Connect**

[English Connect](#) is the English Department's social networking site, where students, faculty, and alumni share information on a variety of topics, post internship and job opportunities, and generally keep in contact with each other. You need to register to join.

## **XIV. WELLBEING RESOURCES**

Graduate school is difficult, and burnout is a common problem. Don't try to face these issues alone. Fordham offers a variety of resources for students facing mental health challenges during their studies. Resources range of self-care support to clinical services offered by mental healthcare professionals.

- [Counseling and Psychological Services \(CPS\)](#)
- CPS graduate student support groups: contact [dlawrence8@fordham.edu](mailto:dlawrence8@fordham.edu)
- [Teladoc](#): remote mental health counselling for students enrolled in Aetna Student Insurance plan
- [GSAS Futures Self-Care Resources](#)
- [GSAS COVID-19 Wellbeing Resources](#)
- [PhD Balance](#): a free graduate student wellbeing community featuring articles, podcasts, monthly exercises, and a vibrant Discord support community

## **XV. FORDHAM LIBRARIES RESOURCES**

### **ILLiad**

[ILLiad](#) is Fordham's interlibrary loan service. Use this to obtain materials not directly available in the Fordham library. Integration with databases is uneven, so be sure to review any auto-populated requests for complete request information. Requires registration.

### **Document delivery**

Students may use this service to request that library staff scan and send via email one chapter of any book or one article from any journal, if the material is physically held at a Fordham library and unavailable in a digital edition. Up to three requests may be made per day at the [Document Delivery](#) site.

### **Ordering a book**

If the Fordham Library does not own a copy of a scholarly book relevant to your research, you can [request](#) that the library purchase the book in physical or e-book format. Once the title arrives, it will either be available immediately (e-book) or held for you at your home campus library (hard copy).

### **Research librarians**

Library staff can assist with research at any stage of a scholarly project. The [Ask A Librarian](#) page allows students to contact a librarian for immediate help with questions about library holdings, services, etc. [Subject Liaisons](#) are experts in library resources relevant to given field of study and can provide one-on-one consultation by appointment.