

# Advising Workbook for English Majors

*August 2023*



## **Purpose of this Booklet**

This advising workbook will help ENG majors understand the path to graduation. While you are assigned an English (ENG) advisor to assist you, the responsibility for meeting departmental and university requirements rests with you.

## **Mission of the NKU Department of English**

The [English Department](#) values critical and creative thinking, innovative research and writing, and ethical engagement in our communities. Students and faculty explore writing in inventive, transdisciplinary ways and foster an understanding of the ways in which literature and writing are created, studied, and understood in their historical, cultural, and political contexts. Our graduates are prepared for the evolving landscape of twenty-first century careers with skills in writing, reading, communication, research, synthesis, analysis, and reflection.

What can an English major do for you? In today's dynamic economy, you will need a diverse set of skills and experiences, a flexible and adaptable outlook, and the ability to think creatively—all of which the major in English provides. The major in English helps prepare you for careers in many professional areas in the private and public sectors, including (but not limited to) business, law, government, public relations, education, business, and non-profit agencies.

The skills that you develop in research, communication, comprehension, and analysis will prepare you for careers in a multitude of fields. NKU's English program emphasizes written communication skills, intellectual development, and humanistic values, which enable you to identify and pursue personal, career, and civic goals.

## Overview of this Advising Workbook

While this document contains extensive information about the ENG major, it is not comprehensive. If you have questions, the ENG advisor is happy to assist.

### Undergraduate Course Load (Fall & Spring Semesters)

- Full-time status: 12 to 18 credit hours
  - More than 18 hours requires approval of the Dean of Arts & Sciences
    - Additional tuition is charged for 17 or more hours in Fall & Spring
  - Suggested full-time course load: 15 or 16 credit hours
    - Minimum hours to needed to graduate: \*120
    - Graduation Calculation: 15 hours per semester (each Fall & Spring)
      - 30 hours per academic year
      - 30 hours each academic year x 4 years = 120 credit hours
- \*some majors require more than 120 hours*
- Part-time status: 6 credit hours
  - 6 credit hours to receive [financial aid](#) (in *most* cases)

### General Education (Foundation of Knowledge)

- 37 hours
- [General Education courses checklist](#) (2023)

## ENG Major: Credit Hours

The major in English consists of 57 semester hours (19 classes)

| <u>Hours</u>                         | <u>Classes</u> |
|--------------------------------------|----------------|
| ➤ 27 hours core English courses      | 9              |
| ➤ 6 hours Foreign Language           | 2              |
| ➤ <u>24</u> hours in a program track | <u>8</u>       |
| 57                                   | 19             |

## ENG Major Graduation Requirements

- The Bachelor of Arts is conferred upon students completing a major in English.
- Students must earn a grade of "C" or better for a course to count toward any English major or minor.
- Your specific [catalogue year](#) determines your graduation requirements. Your catalogue year is the first year you enrolled at NKU.
- [Senior Capstone](#) project (ENG 450) **OR** an Internship (ENG 496) is required.

## ENG Major Tracks

The ENG Department offers [five disciplinary tracks](#) for ENG majors to pursue. No matter the track selected, each track offers students a core set of ENG classes. Students then select a specialized discipline (track).

1. Creative Writing
2. Education (Secondary)
3. Literary & Cultural Studies
4. Open Focus
5. Writing Studies

### **ENG EDU track (unique characteristics)**

- The degree in English Education is a double major:  
*In other words, one degree (Bachelor of Arts in English) with two majors:*
  1. ENG major (EDU track) – consists of ENG classes
  2. Secondary Education major (to earn a certification in teaching)  
– consists of EDU classes
- EDU track students *may* have the *option* of pursuing two degrees **IF** student has earned a total of 150 or more hours
- EDU track students are not required to pursue a minor or focus area (it's optional- they can pursue minor or focus area if they wish)
- EDU students do not take ENG 450. Clinical Experience (Student Teaching) fulfills this requirement
- EDU track students have two advisors:
  - ENG major (primary advisor)
  - [EDU advisor](#)

### **Foreign Language**

The study of a foreign language provides ENG students with greater knowledge of grammar and an appreciation for the ways in which languages work. Six credit hours (two courses) are required for all ENG majors.

- The two options to meet the Foreign Language requirement are:
  1. Intermediate-level proficiency in a language previously spoken\* or used to satisfy the NKU entrance requirement. You can demonstrate intermediate-level proficiency by either completing the 201 and 202 courses in the language studied in high school or by attaining an acceptable score in the CLEP test in that language.
  2. Novice-level proficiency in a second foreign language. You can demonstrate novice-level proficiency by completing two semesters of a language not previously studied or spoken.
- For a language taken in high school or previously spoken, students should take the foreign language placement exam:
  - Info about the [Placement Exam](#) (WebCape)
  - Info about [WebCape](#)
- American Sign Language (ASL) is considered a Foreign Language

### **ENG Major Tips**

- Take ENG 200, ENG 204, ENG 250 as soon as possible
  - 204 & 250 are prerequisites for other ENG course
- Complete the Foreign Language requirement as soon as possible (especially if continuing language studied in high school)
- Upon declaring an ENG major (or completing 30 hours) it is *not* mandatory to immediately choose an ENG major track. There are core ENG major courses to complete. But it is *best to choose a track as soon as possible*.
- Literature survey courses can be taken out of order (example: ENG 209 can be taken before ENG 208)

## Semester Specific ENG Courses

- Fall semesters *only*
  - ENG 217 Fall (odd years)
  - ENG 309
  - ENG 351
  - ENG 381 (odd years)
  - ENG 382 (even years)
  - ENG 535
  - ENG 537
- Spring semesters *only*
  - ENG 218 (even years)
  - ENG 308
  - ENG 350

## Minor or Focus Area

Most NKU students need to choose a Minor or Focus Area

- Minor: between 21-27 hours (between 7-9 classes) in a discipline outside the major discipline {for a list of minors, scroll down on this [minor page](#)}
- Focus Area: 12 hours (4 classes) of upper division courses (300 level or above), in a discipline outside the major discipline. {scroll down on this [focus area page](#) to “Program: What Foci Can I Declare?”}

## Online Courses

- The ENG department strives to offer a balance of in-person and online courses
- Undergraduate [Online Course Fee](#) (Non-Online majors): \$35/Hour
  - Calculation: If a student is taking an online course and the student is not enrolled in one of the [online majors](#) then a charge of \$35 per credit hour.
    - So, \$105 per online 3-credit hour course per semester.

## Transcripts

It is a student’s responsibility to ensure that all transfer, IB, AP, etc classes appear on your transcript. Contact the [Office of Admissions](#) if you believe something is missing from your transcript.

## Degree Audit

The [Degree Audit](#) is an academic advising tool that monitors student progress toward the fulfillment of degree requirements. This tabulation tracks the course progression for overall university requirements, and requirements for general education, major, minor, and focus area. [How to Run a Degree Audit](#)

## [Academic Standing](#) (Classification)

- Freshman            0-29 credit hours
- Sophomore        30-59 credit hours
- Junior              60-89 credit hours
- Senior             90 or more credit hours

## **Registration Holds**

Registration holds must be resolved before a student can register (via My NKU) for an upcoming semester.

- Advising Holds: must meet with Advisor before hold is released
- Fee-related Holds: fee must be paid before the hold is released

## **Registrar Policies**

- [Adding a Course](#)
- [Dropping a Course](#)
- [Retaking a Course](#)
- [Academic Warning/Probation/Suspension](#)
- [Satisfactory Academic Progress](#)

## **FERPA (Federal Family Education Rights and Privacy Act)**

- [FERPA](#) protects the student's right to privacy regarding grades/financial info/bills
- Students must complete a [FERPA Waiver](#) (electronically or via paper) to allow parents to view this information
- Student may complete the FERPA form during an advising meeting or they can submit the form to the Registrar's office.

## **Student Safety**

- Automated External Defibrillators (AED) are a proven method of reducing morbidity and mortality from sudden cardiac arrest (heart attack)
  - Since most ENG classes are held in Landrum, be aware that there is an *AED located in Landrum in the 3<sup>rd</sup> floor lobby near the elevators*
- NKU [Emergency Action Plans](#)

## **Yes, You Can Turn Your Passion for Reading & Writing into a Career**

- [Misconceptions about ENG majors](#)
- [Dear English Major blog](#)
- [Skills You Will Learn](#) as an ENG major & **Potential Job Titles**
- [NKU Career Services](#)
  - Career Advising
  - Career Library
  - Job-Search & Career Exploration Workshops
  - [Interview Preparation](#)

## **Graduation**

One semester *before* your graduation semester, follow these steps:

The following graduation questions are answered on the Registrar's [Graduation Requirements](#) page.

1. Am I Ready to Graduate?
2. How Do I Apply?
3. What Additional Documentation Is Needed?

## Advising Checklist: Path to Graduation

**NKU English Major:** Review these questions every semester when you register for classes. Adhering to this checklist will help you to have a smooth path to graduation. These and other requirements are explained in the [Academic Requirements](#) in the *NKU Undergraduate Catalog*. Remember that keeping up with your requirements is ***your*** responsibility.

- ☐ As much as possible, are you taking 15 credit hours each Fall and Spring semesters?
- ☐ Are you completing all General Education requirements?
- ☐ Are you addressing all the requirements of your specific ENG major track?
- ☐ Are you maintaining an overall GPA of 2.0+ AND a C or better in all of your English courses?
- ☐ Are you pursuing a minor, or a focus, or are you in English-Education?
- ☐ Are you making progress to complete 120 credit hours overall?
- ☐ Are at least 25% of your 120 credit hours completed at NKU? (transfer students only)
- ☐ Are you ensuring that 45 hours of those 120 credit hours are 300-400 level courses?
- ☐ Are you completing all requirements for the major?