Technical Communication

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MATC Office
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TEXAS STATE UNIVERSITY
SAN MARCOS
The rising STAR of Texas

Texas State University
Graduate Studies in English
Master of Arts in Technical Communication

Program Philosophy
The M.A. in Technical Communication prepares students to write and communicate effectively in the rapidly changing and expanding technological and professional worlds. With its humanities-based and interdisciplinary curriculum, the program provides students a foundation in technical communication, in theories of rhetoric, composition, literature, and in applications of information technology.

What do Technical Communicators do?
Technical communicators work in a variety of businesses, agencies, and organizations and do a wide range of writing, editing, designing, and publishing activities. These activities include designing websites, producing multimedia educational training materials, writing governmental policies and regulatory rules, writing grant applications, publishing brochures, newsletters, and magazines, and documenting computer hardware and software.

Serving the Professional Community
Classes are held at the San Marcos campus of Texas State University and at the Round Rock Higher Education Center north of Austin, in the heart of the country's fastest growing high-technology corridor. Classes often meet in the evenings to accommodate students who work full-time and are in computer classrooms for hands-on practice. There are online/hybrid classes too. Some students are already technical communicators seeking further credentials and new information, others are making lifetime career changes, and others have just completed undergraduate school. The students' diverse backgrounds enhance the educational experience for all.

Degree and Course Offerings
Course offerings provide students opportunities to learn theory and applied communication and technology skills. Such courses include electronic publishing, editing, rhetoric, linguistics and language, computer technology, literature, multicultural environments, and visual design. Internship courses in technical and professional communication are also available to students.

For more information, see the MATC website: matc.english.txstate.edu

Background Requirements
Applicants seeking admission to the M.A. with a major in Technical Communication must meet the standards of the Texas State University Graduate College and have earned a GPA of at least 3.0 in 12 hours or more of undergraduate English courses.

Applicants must document their mastery of undergraduate writing skills by submitting a portfolio of their own writing for evaluation. The portfolio must consist of at least two nonfiction documents totaling a minimum of 15 typed double-spaced pages or the equivalent in single-spaced pages. Applicants can choose a range of documents to submit from undergraduate research papers to professional pieces such as newsletters, brochures, memorandums, copies of web pages, and instructional materials. For other portfolio requirements, see the following pages of this Information Packet.

Assistantships, Scholarships, and Financial Aid
Graduate students in English M.A. programs may apply for appointments of up to two years as Instructional or Teaching Assistants. Applications are available from the Technical Communication program; completed applications, together with supporting materials, are due January 15 for appointments beginning in the fall semester. However, for students not applying for Teaching or Instructional assistantships, the deadlines for admission are the same as those in the Texas State Graduate Catalog for the Graduate College and for the Technical Communication program.

Graduate students may apply for a number of departmental scholarships and University graduate student scholarships. Contact the Graduate College for more information about University scholarships and the Director of Graduate Studies in the English Department about departmental scholarships. More information can be found at the following website:
http://matc.english.txstate.edu/degrees-programs/scholarships.html

Graduate Application Form
The Graduate Application Form can be found at the following website: www.applytexas.org
All materials, including the portfolio, go to the Graduate College.

Even though the Graduate application asks for a minor, please be aware that although you are welcome to minor in another program or discipline, it is **not** a requirement of the MATC program.

In addition to the Texas Common Application, transcripts must also be sent to the Graduate College. Please note that the MATC program does **NOT** handle transcripts. More information about the Graduate College requirements, as well as other resources available to graduate students, can be found on the Graduate College website.

If you require help with the Graduate application process please click here for more information.

Applicants are also required to submit an Admission Portfolio to the Graduate College, as well as other important documents. Information on the Admission Portfolio can be found here.

ADMISSIONS INFORMATION

Applicants seeking admission to the M.A. with a major in Technical Communication must meet the standards of the Texas State Graduate College and have earned a GPA of at least 3.0 in 12 hours or more of undergraduate English courses. The Technical Communication program does **not** require a GRE score. The MATC faculty committee consider, in combination, an applicant's GPA and portfolio.

The application deadline for fall semester is June 15, the deadline for spring is November 1, and April 15 for summer admission. However, most admission materials will be reviewed as soon as they are received. For applicants who wish to apply for an Instructional or Teaching Assistantship, the deadline for applying for assistantships is January 15 for the following academic year. For more information about assistantships or an application form, contact: Dr. Williams, mfw@txstate.edu or Karen Bryson, kh12@txstate.edu.

Applicants must document their mastery of undergraduate writing skills by submitting a portfolio of their own writing. The portfolio should include the following:

1. **At least two nonfiction prose documents totaling a minimum of 15 typed double-spaced pages or the equivalent in single-spaced pages.** Applicants can choose a range of documents to submit. Some suggestions include undergraduate research papers; professional pieces such as newsletters, brochures, memorandums; copies of web pages; and instructional materials.

2. **A professional letter at the beginning describing and explaining the materials within the portfolio and the applicant's role in creating those materials (writing, editing, and/or designing).** This letter should clearly designate any proprietary documents and state that permission has been granted to the applicant to use the document or documents. Applicants should make sure any and all proprietary information has been approved for submission by the individual, company, agency, or entity that owns it. The professional letter should be between one and two pages single-spaced.

3. **A Statement of Purpose that explains the applicant's reasons for wanting to be in the M.A. in Technical Communication program.** Applicants are encouraged to include any and all background information that demonstrates interest and/or experience in writing, editing, and/or designing online or paper documents or other pertinent information. The Statement of Purpose should be no longer than two pages single-spaced.

4. The portfolio must be converted into PDF format and submitted through the Graduate Admission Document Upload (GADU) tool. **Do not submit the portfolio to the MATC program directly.**

5. The portfolio may not be returned and will be kept on file with the applicant's other materials.

MORE PORTFOLIO DETAILS

Your portfolio will be reviewed, along with other materials such as your transcripts, by a Technical Communication faculty committee. Once the Graduate College has processed them, they will be sent to the MATC Program. Keep in mind that the purpose of the portfolio is to demonstrate that you have strong undergraduate writing skills, but it also gives reviewers a sense of your professionalism, so you want to make a good impression.

The professional letter in the portfolio serves as an introduction for the portfolio by providing background on the contents. Because you will not be in person to explain every piece, you should use the letter as an opportunity to explain the writing samples. Give us an idea of why you wrote the piece, and, if it was a group or company project, how you contributed to the overall project.

The contents must be nonfiction. There must be a minimum total of 15 pages double-spaced writing or 8 pages single-spaced writing. A combination of double and single-spaced work is acceptable. The contents can be a wide range of documents—from undergraduate research papers to professionally-done brochures and/or copies of web pages. We have students who range from those fresh out of undergraduate school to long-time professionals returning to school.

The Technical Communication review committee always takes into consideration the individual student's background when reviewing the portfolio, so a traditional-aged undergraduate is not at a disadvantage to a long-time professional who wants to return to school. Whatever age or background, though, you want to make sure you are choosing your best work to include. That is what is being evaluated. If you do include material from a company, business, agency, or organization, you need to make sure you have permission to include the material and indicate in your statement of purpose who gave the permission.

The statement of purpose is your way of telling us who you are and what it is you would like to do. This is more like an essay than a letter. Again, this is a way for you to explain to us why you want to be in the program and what you plan to do after you get the degree, since you will not be here in person when we are reviewing your portfolio.

Letters of Recommendation are fine for inclusion, but they are not required for admission to the program. Put them under a separate "tab" or section. A resume would also be helpful.

Finally, we may keep all the portfolios and not return them.

PORTFOLIO CHECKLIST

☐ The portfolio **has at least two nonfiction prose documents totaling a minimum of 15 typed double-spaced pages** or the equivalent in single-spaced pages.

☐ The portfolio **contains a professional letter** at the beginning describing and explaining the materials within it and the applicant's role in creating those materials (writing, editing, and/or designing). The letter should be between one and two pages single-spaced.

☐ The letter clearly designates any proprietary documents and states that permission has been granted to the applicant to use the document or documents.

☐ The portfolio **contains a Statement of Purpose** that explains the applicant's reasons for wanting to be in the program. The Statement of Purpose is no longer than two pages single-spaced.

☐ The portfolio documents include examples of extended, substantive writing.

☐ The portfolio demonstrates strong undergraduate writing skills.

☐ The portfolio demonstrates good grammar, spelling, and punctuation skills.

☐ The portfolio shows applicant's attention to writing details such as document design, audience awareness, and appropriate style.

☐ The portfolio shows the applicant's sense of professionalism.

☐ The portfolio has been made into a PDF and submitted to the Graduate College.

MATC UNOFFICIAL DEGREE OUTLINE

Name: _____

Student ID#: _____

M.A. in Technical Communication Degree Outline (30 hours)

Internship option: 30 hours of coursework, including ENG 5312, and a portfolio exam
Thesis option: 24 hours of coursework, six hours of thesis, and a portfolio exam

3 Hours Foundations Course	**Semester/ Year/ Topic**
ENG 5311: Foundations in Technical Communication	_____

3 Hours Rhetorical Theory Course

ENG 5383: Rhetorical Theory	_____
OR	
ENG 5326: Composition Theory	_____

9 Hours Required Technologically-focused Courses for Thesis and Internship
OR 6 Hours of Required Technologically-focused courses and 3 Hours of Ethics

ENG 5310: Digital Literacies	_____
ENG 5313: Digital & Print Document Design	_____
ENG 5313: Digital Media and the Web	_____
ENG 5313: Ethics in Technical Communication	_____
ENG 5313: Technical Editing	_____
ENG 5314: International Technical Communication	_____
ENG 5314: Software Documentation	_____
ENG 5317: Computers and Writing	_____

9 Hours of Prescribed Electives for Thesis
OR 12 Hours of Prescribed Electives for Internship

ENG 5300: Language Problems in a Multicultural Environment	_____
ENG 5310: Studies in Language and Linguistics	_____
ENG 5312: Editing the Professional Publication *(approved topics*)*	_____
This course may be taken twice if approved topics* are different	
	_____
ENG 5313: Principles of Technical Communication: Various topics	_____
ENG 5314: Specializations in Technical Communication: Various topics	_____
ENG 5317: Specializations in Rhetoric and Composition: *(approved topics*)*	_____
ENG 5324: Topic: Literature and Technology	_____

3 Hours Internship

ENG 5312: Editing the Professional Publication Internship *(approved topics*)*	_____
OR	

6 Hours of Thesis

ENG 5399: Thesis A (Prerequisite: 18 hours) **AND**	_____
ENG 5399: Thesis B (Prerequisite: Thesis A)	_____

Optional: 6 hours of Cognate/Area of Emphasis
With permission of the MATC Director, students may also opt to take 6 hours of Rhetoric and Composition or Literature courses from Texas State as a cognate/area of emphasis for six hours of the Prescribed Electives. In addition, students may opt for a minor in other programs or disciplines at Texas State. Cognates are two courses; minors are typically three courses or more and require an advisor from the discipline in which the courses are taken.
Note: ENG 5313 and ENG 5314 courses may be taken a maximum of three times each. Different topics are required.
*Effective Spring 2015 – English 5312 and 5317 topics must be approved by the MATC Director prior to enrollment

MATC Portfolio Comprehensive Exam

Introduction
The Texas State Graduate College requires all graduate students to pass a comprehensive exam before they are eligible to graduate. Students must have taken 18 hours of graduate work before they can take the exam, but most students take the exam their last semester. The MATC Comprehensive Exam is a portfolio format. For the MATC Portfolio Comprehensive Exam you will develop, organize, categorize, and present your best academic and practical work to demonstrate what you have learned in the MATC program. Your portfolio serves as the assessment tool for faculty to comprehensively review your work. The portfolio collection should provide evidence of your growth through the program and provide support for the ideas you offer in the Reflective Analysis Essay that you will write as part of the portfolio presentation.

Goals for the Portfolio and Reflective Analysis Essay
The portfolio and Reflective Analysis Essay should demonstrate the following:

1) Graduate-level writing and editing;
2) A fundamental understanding of rhetorical theory and research methods as they pertain to the field of technical communication;
3) A fundamental understanding of key scholarship and research, history, current issues, and cultural matters in technical communication;
4) A fundamental understanding of connecting theory to practice by creating effective documents in technical communication genres and by performing proficiently in software technology;
5) A fundamental understanding of ethical issues for technical communicators.

Format, Design, and Presentation
Students will upload the portfolio exam in their MATC Portfolio Exam TRACs Dropbox for faculty members to review. Students can use a range of electronic technology such as HTML or Flash as long as all faculty members can access it. However, all paper documents must be in the PDF format when presented in a digital version. The portfolio should be arranged with the Reflective Analysis Essay at the beginning and the various documents (such as a research paper) and projects (such as webpages) neatly separated and clearly marked. Any documents with long amounts of text need to be done in conventional serif typefaces such as Times Roman; shorter documents and text can be in conventional sans serif typefaces such as Arial. If you have a reason related to your portfolio presentation for different typefaces, please feel free to use them, but you should consider explaining the choice to your reviewers.

<u>Portfolio Contents</u>
There are three key parts to the portfolio: a **Reflective Analysis Essay**; **Documents and Projects**; and **Contextual Introductions** to the documents and projects.

Reflective Analysis Essay
A key part of your portfolio is a 12-page double-spaced essay in which you describe and explain your educational growth over the time you have been in the MATC program and how the documents and projects you are presenting in the portfolio reflect that growth. The essay should

1) demonstrate graduate level writing and editing;
2) explain how the document addresses at least three of the goals stated earlier;
3) tie rhetorical and/or technical communication theory with each of the documents/projects.

Any one document or project in the portfolio may deal with all of the goals or a few of the goals, but, overall, the essay must address all of the goals stated earlier.

Documents and Projects
The portfolio must include, in addition to the Reflective Analysis Essay, from three to five documents and projects, which demonstrate your best work and the knowledge and skills you learned in course work in the program. At least one of the documents should be an academic scholarly essay or research essay; at least one document or project should demonstrate technology skills you have learned; and at least one document or project should demonstrate an applied project you have completed in your course work.

In determining how many documents and/or projects to include, you may want to include three if they are large, or more if they are smaller. You can include collaborative work if you wish, but you must have contributed substantially to the work, and you must explain to the reviewers your part in the work. If you do include collaborative work, it cannot be more than 30 percent of the documents and/or projects presented. If you use proprietary documents in your portfolio documents, you must get permission from the business, organization, or agency that owns them. You need to include in the portfolio a letter from the owner(s) stating you have permission to use them.

Contextual Introductions
Each document or project presented must be introduced with at least a 500-word description and explanation of the rhetorical situation for which it was produced, such as the course in which you created it, and the theoretical and/or practical context from which you worked to create the piece. If you have revised the piece or project since you were in the class, describe and explain why and how you revised it. In the case of collaborative work, you must explain your part in the work.

Submission and Due Date Information
Students must upload the portfolio exam in their MATC Portfolio Exam TRACs Dropbox, including any specific instructions the reviewers may need to open or view the portfolio and a copy of the MATC Portfolio Checklist. Deadlines will be different each semester, but generally the deadlines are about six weeks to a month before commencement. If you have any questions regarding the portfolio, consult with the Dr. Miriam Williams at mfw@txstate.edu.

Evaluation
Faculty members will evaluate your portfolio based on the goals stated earlier. You should not assume that if you received a good grade on a project or document in a course that all reviewers would give it the same grade in the portfolio review. Each faculty member will submit one of the following scores to the Graduate Director for each portfolio: Pass or Fail. In some very rare circumstances, a portfolio may be given a Pass with Distinction. If there is a difference in scores among the reviewers, the majority of the scores will prevail; if there is a tie, then, the portfolio will go to another reviewer to break the tie. In the event of a failure, the candidate can appeal to the Graduate College to be allowed to revise and present the portfolio again for review.

FAQ

Q: How much time do I budget to prepare my portfolio?
A: Every student's portfolio will require different amounts of time to prepare. Students who begin early in graduate school to collect, organize, and prepare their coursework materials will likely spend less time putting it together during the semester they plan to submit the portfolio. No one however should wait until the last minute. The faculty expect professional level work.

Q: What is an "applied" project?
A: An applied project is one in which students apply theoretical principles to a project. Students must present a specific project and then explain how the theory is applied to that project. Examples of projects include websites, grant proposals, software documentation, or service-learning assignments.

Q: My projects were created in a variety of software applications and exist in a variety of file formats. What file types, software applications, and browsers are available to faculty?
A: We all have access to Microsoft products, DVDs, Dreamweaver, Flash, Acrobat, and Internet Explorer. Three faculty use PCs and one uses a MAC, so all portfolios must cross platforms.

Q: Can we submit links to websites we developed independently of our coursework?
A: Yes, if the website demonstrates knowledge and skills you have learned in your coursework, and you clearly relate the work to technical communication principles. If students use work that is proprietary, though, they must have permission from their employers to submit the work, and students have to include the permission in their portfolio. Of course, websites created for classes may also be included. However, all websites must be at least six pages long.

Q: Can we submit documents or projects we created in cognate courses?
A: Yes, if they relate to technical communication or clearly demonstrate knowledge and skills you have learned in your Technical Communication courses. Students should not however submit work that requires faculty with expertise outside of English to evaluate the work.

Q: Will faculty know that I am the author of the portfolio they are evaluating?
A: Yes. Portfolio authors are not anonymous.

Q: Are portfolio contents considered public or private?
A: Private. None of the contents can be used without the author's permission.

Q: Students used to be required to take a comprehensive essay exam instead of submitting a portfolio. Is this a permanent change?
A: Yes. Students who entered the program before spring 2009 who wish to take a timed essay exam rather than submit a portfolio need to contact the MATC Director the semester before they intend to graduate to discuss this matter with her.

MATC Portfolio Comprehensive Exam Checklist

Your Name_____

Date_____

_____ Your name and any specific instructions for opening or navigating documents

_____ Your Portfolio with 1 Reflective Analysis Essay

_____ Your Portfolio with 3 to 5 documents and/or projects including the following:

   ____ 1 academic essay

   ____ 1 technology-based project

   ____ 1 applied project

_____ Your Portfolio with 1 Contextual Introduction for each document and/or project in the portfolio

_____ A copy of this checklist

THESIS GUIDELINES

Writing a thesis is particularly appropriate for those students planning to pursue doctoral degrees. The following guidelines are designed to guide students through the thesis-writing process in the MATC program at Texas State University.

1. Select a Thesis Director.

   - Choose a MATC faculty member with a background and/or interest in your topic
   - Keep in mind that individual faculty in the MATC program may direct only 5 theses concurrently.

2. Select at least two additional faculty to serve as members on your thesis committee.

3. Get a copy of the "Thesis Handbook" distributed by the Graduate College (available online). http://www.gradcollege.txstate.edu/Fac_Resources/Thes_Diss_Guide.html

4. Familiarize yourself with important procedures and deadlines detailed in the handbook. The Graduate College observes strict deadlines for submission of thesis materials, especially in relation to commencement. These deadlines fall approximately 1 1/2 months before actual commencement dates.

5. Work with your thesis director to develop a thesis proposal. The thesis proposal needs to be completed during the "Thesis A" course. The thesis proposal form can be found at the following website: http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Forms.html The "Thesis B" course is used for writing the thesis. Sometimes it takes more than one Thesis B semester to complete a thesis.

6. If relevant, complete all steps required to receive Institutional Review Board (IRB) approval. http://www.txstate.edu/research/orc/humans-in-research.html

7. Submit the thesis proposal to your committee chair and committee members for approval and signatures.

8. Submit the thesis proposal to the Graduate College for approval and signatures.

9. Draft and revise the thesis in consultation with your director.

10. Ask committee members how active they would like to be in the thesis writing process. Some thesis committee members elect to work with the student and his/her director throughout the thesis writing process; most, however, prefer to read the thesis only when the student and director have decided that it is in a "finished" state—typically toward the end of the student's enrollment in the second semester of thesis hours ("Thesis B").

11. Schedule the oral defense of the thesis.

12. Submit copies of the finished thesis to committee members at least two weeks before your scheduled defense date.

13. Complete 1-hour oral defense.

Graduate Assistantships
Department of English
Texas State University-San Marcos

The Department of English awards two types of assistantships. Current graduate students and applicants for graduate study are eligible to apply for appointments as **Instructional Assistants** (IAs). Those who have already completed 18 graduate hours in English and who have sufficient teaching experience may be considered for appointments as **Teaching Assistants** (TAs). In order to be considered for an appointment, applicants must have at least 9 required credit hours remaining to complete in their degree plan during the year in which they will hold an appointment. Note, however, that holding an appointment normally requires a student to carry 9 hours each semester during the final year. No exceptions to these requirements will be granted.

Instructional Assistants. Duties of IAs vary, but most assist in large literature courses taught by lead teachers; IAs attend lectures, operate media equipment, grade papers, and, in some cases, conduct review sessions. At midterm and at the end of the semester, lead teachers submit evaluations of IAs to the Director of Lower-Division Studies. During their initial semester in the program, IAs must take English 5372 (Practicum in English Studies), a three-credit course for instructional assistants in English. Although this course will be transcripted, it does not count toward degree credit. Enrollment in this course will be at no cost to the IA. IAs are also required to attend a one-day training workshop in August a few days prior to the beginning of the Fall semester. Instructional assistantships are granted for one year only; IAs who wish to become TAs must complete the 18 requisite hours in English.

Teaching Assistants. TAs teach their own sections of first-year English under the supervision of the Director of Lower-Division Studies. TAs are required to attend one-day training workshops in August and January a few days prior to the beginning of the semester, as well as regularly scheduled workshops during their first semester as TAs at Texas State. TAs who have not formerly been IAs in the Department of English will receive three hours of credit for English 5382 (Practicum in Composition) in conjunction with these workshops. Although this course will be transcripted, it does not count toward degree credit. Enrollment in this course will be at no cost to the TA.

Benefits. IAs and TAs are eligible for in-state tuition rates.

Length of Appointments. IAs and TAs are hired during the spring and begin their duties in August. Appointments are renewable, depending on favorable evaluation, but may not exceed a total of 2 years for MA students or 3 years for MFA students. Any exception to these limits will be specified in the initial letter of appointment. Shorter limits will apply to candidates who have completed some degree requirements prior to appointment.

Course Load. As a condition of continuing employment, graduate assistants must take at least 6 credit hours of course work in each long semester (Fall and Spring); and at least 18 credit hours of course work each academic year, including summer school. Graduate assistants normally take no more than 9 hours each long semester. However, with permission from their graduate advisor, they may take 12 hours during the semester in which they are also enrolled in ENG 5372

(Practicum in English Studies) or ENG 5382 (Practicum in Composition). In the final year of their program, graduate assistants must have at least 9 required credit hours remaining to complete in their degree plan and will normally take at least 9 hours each long semester, including thesis hours. No exceptions to these requirements will be granted.

Conversion from IA to TA Status. Those initially hired as IAs may be offered subsequent appointments as TAs. This change of status, however, depends on the student's qualifications (including completion of at least 18 graduate hours in English), the number of available TA positions, and the needs of the Department. The change is not automatic.

Outside Employment. A graduate assistantship is considered full-time work. IAs and TAs should not ordinarily accept additional employment. In this respect, they are subject to the same Regents' Rules that apply to all faculty. These rules state that "faculty should be discouraged from accepting regular employment outside the component University. . . . Any outside employment must be approved in advance by the Chair of the Department."

Application Procedures. If you need an application form or further information, contact Ms. Karen Bryson, Department of English, Texas State University-San Marcos, 601 University Drive, San Marcos, TX 78666, (512) 245-2163, kbryson@txstate.edu. Or you may contact the appropriate graduate director: Professor Tom Grimes, MFA program (512) 245-7681, mfinearts@txstate.edu; Professor Paul Cohen, MA in Literature program (512) 245-7685, malit@txstate.edu; Professor Miriam Williams, MA in Technical Communication program (512) 245-3733, matc@txstate.edu; or Professor Rebecca Jackson, MA in Rhetoric and Composition program (512) 245-7657, marc@txstate.edu. The postmark deadline for completed applications, including all supporting material, is January 15. Those applying for assistantships must also apply for program admission by January 15.

IA/TA Policy Rev. 3/10

Application Form
Teaching Assistantships / Instructional Assistantships
Department of English / Texas State University-San Marcos

APPLICATION PROCESS: The Department of English appoints IAs and TAs once each year, in the
spring for the following fall. In order to consider you for an appointment, we must have the following:

- This completed application form.
- A Texas State faculty employment application form, available on this Website or from the English Department. Make sure to submit the <u>faculty</u> application form, not the one for Texas State staff employees.
- A résumé listing your educational background and employment history (including teaching experience, if any), and other pertinent information.
- A statement describing your reasons for seeking an assistantship (limit 500 words); this statement should **<u>focus on your interest in and potential for teaching</u>**.
- Three letters of recommendation addressing both your academic qualifications and your potential as a teacher. Please ask those recommending you to send their letters directly to Professor Daniel Lochman, Chair of the English Department.
- Up-to-date transcripts of all undergraduate and graduate work completed, including work at Texas State (Transcripts need not be official; photocopies are acceptable. Note, however, that you must supply a separate set of transcripts with this application, even if you have already submitted transcripts with your application for graduate study. Also, if you are hired as a TA, you will be asked to submit a set of official transcripts to the English Department.)
- Send all required materials to Professor Daniel Lochman, Chair, Department of English, Texas State University-San Marcos, San Marcos, TX 78666. Phone: 512-245-2163.

DEADLINE: Applicants are responsible for ensuring that all materials, including letters of
recommendation, are sent to the English Department on or before **<u>the postmark deadline of January 15</u>**.
We cannot consider late or incomplete applications. <u>Those applying for assistantships must also apply for program admission by January 15</u>.

ADDITIONAL INFORMATION: For additional information about assistantships and application
procedures, contact Ms. Karen Bryson, Department of English, Texas State University-San Marcos, San
Marcos, TX 78666 (512-245-2163; kbryson@txstate.edu) or the appropriate graduate director:
- Professor Doug Dorst, MFA program (512-245-7681; mfinearts@txstate.edu)
- Professor Paul Cohen, MA Literature program 512-245-7685; malit@txstate.edu)
- Professor Miriam Williams, MA Technical Communication program (512-245-3733; matc@txstate.edu)
- Professor Rebecca Jackson, MA Rhetoric and Composition program (512-245-7657; rj10@txstate.edu)

Name _____

Address _____

Phone (h) _____ (w) _____ Email _____

1. You may apply for an assistantship in only one program during a given year. Which

    program do you plan to enter?   MFA (fiction) _____   MFA (poetry) _____

    MA (literature) _____   MA (technical communication) _____

    MA (rhetoric and composition) _____

2. Have you been officially accepted into this degree program by the Graduate College?

    yes _____   no _____

    Note: You must have at least 9 required credit hours remaining to complete in your degree plan during the year
    in which you will hold an appointment as an IA or TA. Any exceptions to this rule, due to unusual
    circumstances, must be approved in advance by the Chair of the English Department and the Dean of the
    Graduate College.

3. How many <u>graduate hours in English and/or creative writing</u>, if any, have you already

    completed? _____

4. List below any graduate courses you are currently taking. Are you taking these courses at Texas State or

    elsewhere? (If elsewhere, name institution.) _____

Course Title	Instructor	Credits
_____	_____	_____ _____
_____	_____	_____ _____
_____	_____	_____

5. Besides the courses listed above, do you expect to complete any additional graduate hours in English (e.g.,

    summer courses) between now and the beginning of the semester for which you seek an appointment?   yes ____

    ____   no _____   If yes, how many hours? _____

(continued on following page)

6. Your overall GPA as an <u>undergraduate</u> _____

   Your GPA in <u>undergraduate</u> English courses _____

7. GRE scores: Verbal _____ Quantitative _____ Writing _____

8. Describe briefly any courses you have taken or experience you have had in film or the use of instructional technology and/or media. _____

   _____

   _____

9. People you have asked to send letters recommending you as a graduate assistant.

   Name   Institution

   _____   _____

   _____   _____

   _____   _____

   Reminder: Please make sure that those recommending you send their letters by the January 15 postmark deadline.

Application
Rev. 10/11

<u>Faculty Employment</u>

For information regarding faculty employment, including faculty employment opportunities and the application for employment, please go to the following website:

<u>http://facultyrecords.provost.txstate.edu/faculty-employment.html</u>

GRADUATE COLLEGE SCHOLARSHIPS
Texas State University-San Marcos
2015-2016

PURPOSE
To encourage students with intellectual, creative and leadership promise to complete a master's or doctoral degree at Texas State University-San Marcos.

AWARD AMOUNTS
Awards range from $1,000 to $1,500 per semester. Scholarships are awarded for the academic year and disbursed on a semester basis. These scholarships require a minimum enrollment of six semester hours of graduate level courses (5000 or above) each semester the scholarship is awarded.

DEADLINES
Please submit all scholarship application materials to the appropriate scholarship committee of the individual colleges to which you are applying. For a list of programs by college, please visit
http://www.gradcollege.txstate.edu/Prospect_Students/Pgms_Apps.html

- **March 1 – College of Fine Arts & Communication**
- **March 1 – College of Health Professions**
- **March 1 – College of Liberal Arts**
- **March 1 – McCoy College of Business Administration**
- **March 1 – College of Science**
- **March 15 – College of Education**
- **June 1 – College of Applied Arts**

Applicants who have not yet completed the application for admission to graduate study at Texas State must submit all admission application materials along with scholarship application materials by the appropriate scholarship application deadline, unless the program has an earlier admission deadline. Programs with admissions deadlines that are earlier than **March 1** are Anthropology, Communication Disorders, Counseling and Guidance, Creative Writing, Education- Teacher Fellows, Mass Communication, Professional Counseling, School Psychology, Social Work, PhD Aquatic Resources, PhD Adult, Professional and Community Education, PhD School Improvement, and Doctor of Physical Therapy. In this case, the admissions file must be complete by the posted admissions deadline (http://www.gradcollege.txstate.edu/docs/Application_Deadlines.pdf). Admission information may be obtained from the Office of the Graduate College located in J.C. Kellam Administration Building, Suite 280; by calling (512) 245-2581; or by visiting the website at
http://www.gradcollege.txstate.edu/Prospect_Students/Pgms_Apps.html.

ELIGIBILITY REQUIREMENTS
- **Graduate College Scholarship applicants** must have been admitted to a Texas State master's or doctoral program or admission file must be complete.
- **Eligibility Requirements for first time students:**
    - **Colleges of Education, Fine Arts & Communication, Health Professions, and Science applicants with less than 12 graduate hours:** must have a 3.5 GPA on the last 60 hours of course work leading to the first bachelor's degree.
    - **McCoy College of Business Administration applicants with less than 12 graduate hours:** must have a 3.5 GPA on the last 60 hours of undergraduate course work, **OR** a GMAT score of 600 or higher.
    - **College of Liberal Arts applicants with fewer than 6 graduate hours:** must have a 3.5 GPA on the last 60 hours of course work leading to the first bachelor's degree.
- **Eligibility Requirements for continuing graduate students:**
    - **Colleges of McCoy Business Administration, Education, and Fine Arts & Communication applicants with 12 or more graduate hours:** must have a 3.25 cumulative GPA on graduate coursework.
    - **College of Liberal Arts applicants with 6 or more graduate hours:** must have a 3.5 GPA on graduate coursework
    - **Colleges of Health Professions and Science applicants with 12 or more graduate hours:** must have a 3.5 GPA on graduate coursework

- **Ph.D. applicants** must have an overall GPA of at least 3.5 on all graduate and doctoral course work.

The online Graduate College Scholarships Application may be printed from
http://www.gradcollege.txstate.edu/docs/College_Scholar.pdf.

SELECTION PROCESS
All scholarship application packets must be submitted to the appropriate college by the stated deadline. The selection committee from each college will select the best-qualified applicants and make award recommendations to the Graduate Dean, who will make the final decision.

ADDITIONAL INFORMATION
A student who **does not enroll the semester of the award** must inform the Graduate College **in writing** regarding enrollment plans for future semesters. Failure to enroll may affect award eligibility for future semesters.

A student who **drops a course and falls below the required 6 hours of enrollment** must inform the Graduate College **in writing.** The Graduate College will send notification of reimbursement procedures and eligibility for future semesters.

A student in his or her **final semester** must contact the Graduate College **in writing** to request approval from the Graduate Dean to enroll in fewer than the required 6 hours. If an enrollment of less than six graduate hours is approved, an adjustment will be made to the award amount.

Students must re-apply for Graduate College Scholarships each academic year.

Graduate Scholars/Celebrity Classic Scholarships
Texas State University-San Marcos
2015-2016

PURPOSE
To encourage students with intellectual, creative, and leadership promise to complete a master's degree at Texas State University-San Marcos.

AWARD AMOUNTS
Awards range from $1,500 to $2,000 per semester. Scholarships are awarded for the academic year and disbursed on a semester basis. These scholarships require a minimum enrollment of six semester hours of graduate level courses (5000 or above) each semester the scholarship is awarded.

DEADLINE

- The entire scholarship application packet must be received by the Office of the Graduate College on or before **MARCH 1**.
- **Applicants who have not yet completed the application for admission** to graduate study at Texas State must submit all admission application materials along with scholarship application materials by **March 1.** Programs with admissions deadlines that are earlier than **March 1** are Anthropology, Communication Disorders, Counseling & Guidance, Creative Writing, Education- Teacher Fellows, Mass Communication, Professional Counseling, School Psychology, and Social Work. In this case, the admissions file must be complete by the posted admissions deadline (http://www.gradcollege.txstate.edu/docs/Application_Deadlines.pdf). Admission information may be obtained from the Office of the Graduate College located in the J.C. Kellam Administration Building, Suite 280; by calling (512) 245-2581; or by visiting the website at http://www.gradcollege.txstate.edu/Prospect_Students/Pgms_Apps/Masters.html

ELIGIBILITY REQUIREMENTS

- Applicants must have been admitted to a Texas State master's program or admission file must be complete.
- **Applicants who have less than twelve (12) graduate hours** must have minimum grade point averages (GPA) of 3.5 cumulative and 3.75 on the last 60 hours of course work leading to the first bachelor's degree.
- **Applicants who have twelve (12) or more graduate hours** must have a 3.8 or higher GPA on all graduate course work.

The Celebrity Classic Scholarship Application is available online:
http://www.gradcollege.txstate.edu/docs/Scholar_Classic.pdf

SELECTION PROCESS
Awards will be given to the best-qualified applicants as determined by a selection committee. The selection committee will make its recommendations to the Dean of the Graduate College, who will make the final decision.

ADDITIONAL INFORMATION
A student who has received a Celebrity Classic Scholarship may continue to receive the award for up to three (3) academic years as long as a 3.5 cumulative GPA has been maintained on all graduate coursework leading to their current degree and enrollment requirements have been satisfied.

A student who **does not enroll the semester of the award** must notify the Graduate College **in writing** regarding enrollment plans for future semesters. Failure to enroll may affect award eligibility for future semesters.

A student who **drops a course and falls below the required six hours of enrollment** must inform the Graduate College **in writing**. The Graduate College will send notification of reimbursement procedures and eligibility for future semesters.

A student in his or her **final semester** must contact the Graduate College in writing to request approval from the Graduate Dean to enroll in fewer than the required 6 hours. If an enrollment of less than six hours is approved, an adjustment will be made to the award amount.

"CELEBRITY CLASSIC SCHOLARSHIP" WILL BE POSTED TO THE RECIPIENT'S TEXAS STATE TRANSCRIPT EACH SEMESTER OF THE AWARD.

APPLICATION FOR 2015-2016 SCHOLARSHIP
DEPARTMENT OF ENGLISH

Name _____

Student ID# _____ Texas State phone number _____

E-mail address _____

Texas State address _____

Permanent address _____

Please indicate scholarship(s) for which you are applying:

1. _____ *Brunson Family Scholarship in Literature (for graduate students pursuing the MA in
     Literature)

2. _____ *G. Jack Gravitt Graduate Scholarship (for an MA in Literature graduate student also
     awarded a graduate teaching assistantship)

3. _____ *Mary Louise Hightower Scholarship (for juniors or seniors)

4. _____ *Ralph and Francys Houston Scholarship (for juniors, seniors, or graduate students)

5. _____ *Judith Caldwell Miller Endowed Scholarship (for juniors, seniors, or graduate students)

6. _____ *Lorin D. Parkin English Scholarship (for undergraduates)

7. _____ *Mamie Smith Memorial Scholarship (for juniors, seniors, or graduate students)

8. _____ *David Stevens Memorial Scholarship (for juniors, seniors, or graduate students)

9. _____ *Robert W. and Gloria D. Walts Scholarship (for juniors or seniors)

10. _____ *Ione Dodson Young Scholarship (for sophomores, juniors, or seniors pursuing the B.A. or
    B.A. with Teacher Certification)

11. _____ **Mary-Agnes Taylor Scholarship (for undergraduates and graduates)

12. _____ ***Leonard and Elizabeth Wright Scholarship for Future Teachers (for juniors, seniors, or
    graduate students)

   o   Please note: Not all scholarships are available to award every year.

   o   List the English courses you are taking this semester.

*Please submit an essay no longer than 500 words explaining why you are majoring in English.
**Please submit with your application a letter of acceptance for a conference paper if the conference will
  be between the time of application and August 31, 2014; or a copy of pages from the conference
  program clearly showing conference name, date, and applicant's name and paper title for a paper given

between Sept 1, 2013 and the time of application. Do not write an essay. Do not submit letters of recommendation.
 ***Please submit an essay no longer than 500 words explaining why you wish to become an English teacher.

I certify that as of Fall 2014 I will enroll at Texas State as a full-time (12 hours) _____ undergraduate student, or as a full-time (9 hours) _____ graduate student with a MAJOR IN _____ LITERATURE, _____ CREATIVE WRITING, _____ TECHNICAL COMMUNICATION, or _____ RHETORIC AND COMPOSITION.

I understand that a student awarded a scholarship as a junior or senior must be enrolled in at least one advanced English course (or graduate course if a graduate student) each semester of the academic year for which the scholarship is held. I understand that the scholarship is to be awarded for one semester at a time and that I must maintain at least a 3.0 GPA in the Fall in order to receive the scholarship for the Spring.

- o The following persons agreed to write a letter of recommendation. I will collect each letter in a sealed envelope and submit them with my application and copy of my transcript(s). (Please note: English Department Scholarship Committee members may not submit letters of recommendation. Committee members are Elizabeth Skerpan-Wheeler, Deb Balzhiser, Cyrus Cassells, Dickie Heaberlin, Kathryn Ledbetter, and Steve Wilson.)

1. _____

2. _____

- o The applicant must complete this form in full and return it to the English Department office, with two letters of recommendation and a copy of his/her transcript(s), by Friday, March 7, 2014.

Please note: A student who is related to a current member of the governing board of that institution is prohibited from receiving scholarships unless the scholarship is awarded exclusively based on academic merit or is an athletic scholarship. It is a Class B misdemeanor to file a false statement. Please review a list of current Texas State Board of Regent members at www.tsus.edu/regents/index.html and then select the most appropriate answer below indicating your relation to any of the Board of Regent members.

___Not related to a Regent
___Regent's mother, father, daughter or son
___Regent's brother, sister, grandparent or grandchild
___Regent's great-grandchild, uncle (brother of parent), aunt (sister of parent),
        nephew (son of brother or sister), or niece (daughter of brother or sister)
___Regent's spouse; spouse's child; spouse's mother or father; child's spouse; or
        parent's spouse
___Regent's spouse's brother or sister; spouse's grandparent; spouse's grandchild;
        brother or sister's spouse; grandparent's spouse; or grandchild's spouse

_____   _____
        Date   Signature of Applicant

rev. 02.14

Fall 2016

English 5311. Foundations of Technical Communication
M 6:30-9:20pm
Online/Hybrid: Meets at Round Rock campus for the first class and last class meetings; other times online
#10561

Instructor: Dr. Miriam F. Williams
Description: This course is an introduction to technical communication history, theory, research, and practice.
Goals: In this course students will:
- Understand the history of technical communication;
- Discuss the theoretical perspectives that shape our field;
- Discuss the relationship between theory and practice in technical communication;
- Negotiate various definitions of technical communication and evaluate the legitimacy of these definitions;
- Identify common genres of technical communication and sites where this discourse is disseminated;
- Learn to use new technologies for collaborative writing, online presentations, web conferencing, and online training; and
- Discuss the cultural contexts in which technical communication is invented.

Books:
Solving Problems in Technical Communication edited by Johndan Johnson-Eilola and Stuart A. Selber
Central Works in Technical Communication edited by Johndan Johnson-Eilola and Stuart A. Selber
Format: Seminar and online discussions. Synchronous class discussions will be held in our Adobe Connect classroom; asynchronous discussions will be held in the TRACS Forum. We will meet face-to-face at RRHEC for the first and the last class meetings.
Evaluation:
-Reading responses posted to TRACS: 20%
-Attendance and class participation: 20%
-Annotated bibliography: 20%
-Research paper: 30%
-Presentation: 10%
Office Hours: 5:30-6:30pm on Mondays in the Adobe Connect Office Hours meeting room
Contact: mfw@txstate.edu

ENG 5314 Digital Video Writing and Production
Th 6:30-9:20pm
Online/Hybrid: Meets 9/1 at RRHEC; other times online
#20168

Instructor: Scott Mogull
Description: In this course, students will learn to create professional-quality digital videos as technical communicators. This course will cover (1) planning informative and instructional videos, (2) storyboarding and scriptwriting, (3) production (filming), (4) post-production (video editing), and (5) distribution (focusing on sharing the video on the Web).
Goals: Upon successful completion of this course, students should be proficient in the entire profess for creating and sharing of videos as technical communicators.
Required Texts:
- *Creating Video for Teachers and Trainers* by Spannaus (ISBN: 9781118088098)
- *iMovie* (Apple Pro Training Series) by Scoppettuolo (ISBN: 9780133900958)

- Additional handouts may be assigned.

Format: This course is a project-based class in which students will work individually and in teams to develop short instructional and informative videos on technical topics. Although technology and software are necessary for successful completion of the course, students should recognize that these are analogous to Microsoft Word. Therefore, students should expect to plan and write short, but well-developed, video scripts.

As part of the class, students will learn to use video-editing software and upload digital videos to YouTube. Students are not expected or required to have any prior experience using video-editing software or posting to YouTube. However, students will be expected to learn these skills to effectively produce professional-quality videos. Students will be required to learn new skills by completing projects that are included in the *iMovie* training manual. Additionally, students may need to use the Help menu and search the Internet to resolve other issues that arise during the course projects.

For filming, students may use cell phones or checkout video equipment from the library.

For production, students may use any video-editing software (such as MovieMaker on the PC). Students who opt to use other video-editing software will need to learn how to use their chosen software independently. Additionally, all students must purchase the *iMovie* training text for description of the assignments and access to the files for the activities.

Evaluation: The anticipated projects are as follows:

- iMovie and YouTube training assignments (25%)
- Very short instructional video (including: planning, storyboarding/scriptwriting, production, post-production, and distribution) (25%)
- Short informative video (including: planning, storyboarding/scriptwriting, production, post-production, and distribution) (35%)
- Attendance and active participation, which includes constructive review of peers' videos (15%)

Contact: mogull@txstate.edu

ENG 5314 Studies in Technical Communication
Topic: Usability Testing
Th 6:30-9:20 pm; FH G06B
Online/Hybrid: Meets 9/1, 10/6, 11/3, and 12/1 in San Marcos; other times online
#14215

Instructor: Aimee Roundtree, Ph.D.

Description: This course explains how to plan, conduct, and analyze usability tests to understand the way users interact with products in order to improve them. It situates user testing within the field of audience analysis, and it covers the principles and methods of this form of applied research. The course covers concepts of usability research in the context of relevant literature, as well as best and new practices in the field. The course also offers hands-on learning experiences in Texas State University's Usability Research Laboratory. The course requires planning, designing, and conducting usability tests, then analyzing data and reporting the findings.

Goals:

- Understand basic concepts and terminology of usability and usability testing
- Conduct usability testing and research
- Evaluate products from a usability perspective
- Report the findings and recommendations from usability research and testing
- Write and edit documents for correctness (i.e., grammar, usage, punctuation, etc.)
- Gain experience with usability software.
- Collaborate effectively with others and respond to their input

Required Books:

Goodman, Kuniavsky, Moed. *Observing the User Experience*, Second Edition: A Practitioner's Guide to User Research 2nd Edition. Publisher: Morgan Kaufmann. September 21, 2012. ISBN-10: 0123848695 or ISBN-13: 978-0123848697

Rubin, Chisnell. *Handbook of Usability Testing: How to Plan, Design, and Conduct Effective Tests* 2nd Edition. Publisher: Wiley. 2 edition. May 12, 2008. ISBN-10: 0470185481 or ISBN-13: 978-0470185483

Carol M. Barnum. *Usability Testing Essentials: Ready, Set...Test!* 1st Edition. Publisher: Morgan Kaufmann. 1 edition. November 5, 2010. ISBN-10: 012375092X or ISBN-13: 978-0123750921

Evaluation:
White Paper
Presentation
Usability Testing Plan
Usability Report
Email: akr@txstate.edu

ENG 5313: Studies in Technical Communication
Topic: Digital Media and Web Design
Time: W 6:30-9:20pm
Location: San Marcos, FH G14, Face to Face Class
#20228

Instructor: Pinfan Zhu

Description: One of the characteristics of technical communication is the use of high-tech to communicate technical information. Digital media are just such an example. In fact, audio/visual files, DVD, CDROM, Web sites, etc. are an important and even inseparable part of technical communication. So, it is very important that a technical communicator command digital media skills so that he or she can communicate technical information effectively. This course mainly helps students command such skills. The content of the course include learning skills of creating audio/visual, animation files by using Dreamweaver, Flash, and other digital software, and applying design principles and rhetorical theory in Web design.

Goals: To command digital media skills and Web design principles and the application of rhetorical knowledge to technical communication. This is course is to be conducted face-to-face in a computer lab.

Books: Any book on Dreamweaver CS6 (required), and Photoshop CS5. (optional) and Principles of Web Design by Farkas (required).

Format: discussion, and hands-on practice, assignments, and projects.

Evaluation: Exercises in using different features of the software, minor projects of audio/visual file creation and a major project of Web design that combines multimedia files.

For more information: Contact Professor Pinfan Zhu in FH 142, pz10@txstate.edu

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ENG 5313: Specialization in Technical Communication
Topic: The Rhetoric of Risk and Emergency Communication
T 6:30-9:20 p.m.; FH G04
#15394

Instructor: Libby Allison

Description: This course focuses on how technical communicators can write and communicate effectively in times of risk and crisis. We will consider ways to understand an upcoming risky or potentially crisis situation which will enable technical communicators to alert individuals to pending crises. We will also explore how technical communicators can capture the experiences of individuals in risky and crisis situations through documentation and other communication methods to ultimately improve communication for future uncertain, risky, and crisis times.

Goals: Students will learn about the following:
* historical cases in technical communication of risk and crisis;

- the complexity of communicating in these particular situations and times;
- methods of effectively researching and investigating risk and crisis events;
- means for documenting risky and crisis events;
- new ways, such as social media, for communicating;
- to prepare for careers in agencies, organizations, and companies dealing with crises and risky settings.

Required Readings:

Potts, Lisa. *Social Media in Disaster Response: How Experience Architects can Build for Participation.* NY, NY: Routledge, 2013. (ATTW Book Series in Technical and Professional Communication).

Sauer, Beverly. *The Rhetoric of Risk: Technical Documentation in Hazardous Environments.* Mahwah, NJ: Lawrence Erlbaum. 2003; NY, NY: Routledge, 2010.

Supplemental readings will be assigned during the semester.

Format: Graduate discussion seminar.

Evaluation:

Attendance and participation: 20%

Homework: 30%

Research paper: 30%

Class Facilitations and Presentations: 20%

Email: Contact Dr. Allison at lallison@txstate.edu.

ENG 5383.001: Rhetorical Theory
History of Rhetoric / Rhetorical Theory
T 6:30-9:20pm, FH 254
#10577
Instructor: Dr. Eric Leake

Description: This course is a survey and introduction to rhetorical theory. We will begin with classical rhetoric and continue through contemporary theories. That is a lot to cover, and so the course aims to balance historical breadth with some contemporary depth. Our driving questions throughout the course will be: what is rhetoric and what does rhetoric do? We will address those questions by considering how rhetoric has developed in different times and places and how it remains relevant, particularly for composition, pedagogy, public discourse, and other areas across English studies.

Goals: Students will be able to demonstrate familiarity with key rhetorical figures and ideas, articulate the historical development of rhetoric, perform rhetorical analysis of a variety of texts, map rhetoric's relationship with fields, and design and complete graduate-level research in a significant rhetorical issue.

Books (tentative): *The Rhetorical Tradition* and supplementary readings.

Format: Class discussions and student presentations.

Evaluation: Weekly responses, student presentations, rhetorical analysis project, seminar paper.

Email: eleake@txstate.edu

MASTER OF ARTS IN TECHNICAL COMMUNICATION FACULTY

Miriam F. Williams, Ph.D., *Professor, Director of M.A. with a major in Technical Communication*, B.S. in Economics, University of Houston; M.A. in Public Administration, University of Houston; M.A. with a major in Technical Communication, Texas State University; Ph.D. in Technical Communication and Rhetoric, Texas Tech U. Dr. Williams has worked for government agencies in policy editing and development and as a grant coordinator at Huston-Tillotson in Austin, Texas. *Areas of specialization/interest*: Public Policy Writing, Intercultural Communication, Ethics in Technical Communication, Qualitative Research Methods.

Libby Allison, Ph.D., *Professor*, B.A., University of South Florida; M.A., University of Florida; Ph.D., University of South Florida. Dr. Allison developed undergraduate courses in Technical Writing and in Journalism at Texas A&M-Corpus Christi and has been a practicing journalist. *Areas of specialization/interest*: Technical Communication and Narrative, and Rhetoric and Composition.

Deborah Balzhiser, Ph.D., *Assistant Professor*, B.S. English and Journalism, Western Illinois University; M.A. in Writing, Illinois State University; Ph.D. in English Studies, Illinois State University. Dr. Balzhiser worked as a project manager/technical writer for State Farm Insurance and taught online courses in Australia. *Areas of Specialization*: Computer-Mediated Communication, Help Development, Rhetoric and Pedagogy.

Scott Mogull, Ph.D., *Assistant Professor*, B.S. Microbiology and Psychology, Oregon State University; M.A. in Microbiology, University of Texas at Austin; M.S. in Technical Communication/Human Centered Design & Engineering, University of Washington; Ph.D. in Technical Communication and Rhetoric, Texas Tech University. *Areas of Specialization*: Scientific and Medical Communication, and Technical Marketing Communication.

Pinfan Zhu, Ph.D., *Associate Professor*
B.A. in Literature, Foreign Languages Department, Guangxi Normal University, Guilin, China; M.A. in Applied Linguistics, Foreign Languages Department, Kunming University of Science & Technology, China; Ph.D. in Technical Communication and Rhetoric, Texas Tech U. Dr. Zhu taught at a college similar to Texas State and was a translator in China for 15 years. Translation, Cross-Cultural Communication, International Technical Communication.

Aimee Roundtree, Ph.D. *Associate Professor*
B.A., Trinity University; M.A., University of Texas at Austin; Ph.D., University of Texas at Austin *Areas of specialization/interest*: Science & Medical Communication, Usability Testing & Research Methods, Digital & Visual Communication, Organizational Communication.

HELPFUL INFORMATION AT A GLANCE

Your Texas State Account
You should activate your free Texas State account immediately. In addition to allowing you access to the Texas State e-mail system, your account will also provide access to important services such as TRACS and CatsWeb. Your professors will contact you through your Texas State account, and other notices to students are usually sent to that account.

For links and information on setting up your Texas State account, please visit:
http://www.tr.txstate.edu/itac/student-support.html

Class Registration
Texas State students use CatsWeb to register for classes. You can access CatsWeb through the main Texas State University – San Marcos homepage: www.txstate.edu Once there, click on the link for Student Services.

You will need a Texas State username and password to access many of the services of the CatsWeb system.

Registration instructions are explained in the Schedule of Classes distributed by the Registrar's office, which is located in the JC Kellam Building, Room 142, (512) 245-2367. You can also find important registration information, including an on-line copy of the Schedule of Classes and the Academic Calendar, online via CatsWeb.

Mailbox Assignments
Mailboxes are assigned to graduate students as they enter the department. The department staff and graduate faculty will often place materials such as lecture information and essay evaluations in your mailbox, so be sure to check your mailbox when you are on campus for classes.

IAs/TAs: Mailboxes are located inside the faculty mailroom (Room 374) next to the English Department office.

Other M.A. Students: Mailboxes are located in the top rows of mailboxes in the hallway outside the English office and across from Room 361 (the graduate suite where the MATC office is located).

If you enter a contest or answer a call for papers, especially if you are not an IA or TA, please be sure to give that school, journal or organization your home mailing address. If you do not have a mailbox assigned to you, please see the MATC Graduate Assistant in Room 363.

Important Links
Texas State University	www.txstate.edu
Graduate College	www.gradcollege.txstate.edu
MATC Website	matc.english.txstate.edu
RRHEC	www.rrhec.txstate.edu
CATSWEB	catsweb.txstate.edu

INFORMATION PACKET UPDATED SUMMER 2016