



3. What to include in the Proposal Packet: Besides this form, which should appear at the top of the packet you submit to the Graduate Committee, the following should be included **in the order in which they are listed**: a. Thesis Eligibility form signed by the coordinator of your concentration; b. Letter of support from the Chair of your committee (your primary reader); c. Justification for having an outside member of the committee (if needed); d. The thesis proposal (maximum 1000 words) in which you discuss the scholarly/pedagogical context of the thesis, the purpose of the thesis, the method by which the topic will be explored and possible conclusions to be drawn from the undertaking; e. A selected annotated bibliography.

4. Submitting the Proposal Packet: A copy of the assembled proposal packet must be in the English Department mailbox of each member of the Graduate Committee at least one week in advance of the meeting at which you wish to Committee to consider your proposal. You must also submit one copy of your proposal cover sheet to Dottie Cartwright's English department mailbox. In addition, please submit an electronic copy of your proposal in MS -Word or rtf format to Prof. Caroline Vickers (cvickers@csusb.edu) and Dottie Cartwright (dcartwri@csusb.edu) by email.

5. Graduate Committee faculty members and graduate coordinators can be found at:  
<https://cal.csusb.edu/english-composition/faculty-and-staff>

6. Graduate Committee meeting dates can be found at the following link. Note that the Graduate Committee does not meet in the summer.  
<https://cal.csusb.edu/english-composition/current-students>