

## Guidelines for Courses Taken Off-Campus For English Department Credit

Students who study abroad, transfer to Dickinson, or enroll in summer courses at another institution may apply to receive Dickinson English department credit for classes they have taken elsewhere. The English department assigns course numbers (and, in the case of 300-level courses, the attributes pre- and post-1800) by benchmarking the syllabuses of off-campus courses against Dickinson English courses at the 100, 200, and 300 level.

**Students who are studying abroad or taking summer courses elsewhere are strongly encouraged to contact the department chair (or department study abroad liaison) in advance for preliminary approval of their courses.**

**After completion of a course, students must present to the chair or study abroad liaison a copy of the syllabus and copies of the student's written work (ungraded is fine) in order to receive department credit.**

**Err on the side of frequent, proactive communication with the chair/study abroad liaison and your advisor to be sure that your study abroad credits will count.**

### Guidelines for 300-level courses

A 300-level course will fulfill all of the following criteria:

- 1) It will ask students to read/view a number of primary texts comparable to on-campus 300-level courses. The following are rules of thumb rather than formal minimums:
  - Lyric Poetry: 80-150 poems
  - Narrative Poetry: 300-500 pages
  - Novels: 6-8
  - Plays: 8-12
  - Films/Television/Games/Media: 16-24 hours(For courses that study multiple genres, calculate proportionately.)
- 2) It will include research beyond primary texts and include formal student writing that draws on both primary and secondary sources. As a rule, essays should cite 5-10 sources beyond the set texts. Exceptions might involve an essay in sustained "conversation" with one or two authorities (e.g. a paper on *Hamlet* which tested the utility of Aristotle's *Poetics* as a critical tool in analyzing Shakespeare). Formal student writing should total 15-25 pages (3750-6250 words.)
- 3) The Dickinson English major stresses awareness of critical method; such awareness should as a rule be part of the course syllabus, and certainly part of the student's formal essay writing.
- 4) Literature must be read in English.

**N.B.** A Dickinson student may arrange with his or her off-campus instructor to complete additional reading and writing assignments in order to bring a course that would otherwise transfer at the 100 or 200 level into alignment with 300-level requirements. Such arrangements must be made in advance or at the beginning of the semester, are the responsibility of the student, and should also be coordinated in advance with the department chair or study abroad liaison.

### Guidelines for 100- and 200-level courses

The English department will assign a course number at the 100 or 200 level to courses that do not meet the 300-level requirements. In general, survey or introductory courses that emphasize primary texts in the field of English will transfer as English 101, while courses that have a strong thematic or methodological focus but do not meet 300-level requirements will likely transfer as English 222. (These often arise when students study abroad in non-Anglophone countries, where courses cater primarily to non-native-English-speaking university students.)

The English department does not grant credit for introductory composition courses. Courses in advanced writing may transfer as English 221. For transfer of creative writing courses, please contact the chair of Creative Writing .

Courses without written assessment (i.e., essays and exams) cannot be granted English Department credit.