



*The
Department of
Modern Languages
and Linguistics*

*2009-2010
Graduate Student
Handbook*

Welcome to the Department of Modern Languages and Linguistics at Florida State University. You are also encouraged to consult the university Graduate Student Handbook (http://www.fsu.edu/gradstudies/Graduate_Handbook.pdf). It contains essential information regarding university policies and degree requirements. We've also created this little guide to help you with the particulars of our department. Please let us know if you have any questions!

Departmental contacts:

Dr. Bill Cloonan, Chair
(bcloonan@fsu.edu)
362 DIF, 644-8600

Dr. Reinier Leushuis, Associate Chair for Graduate Studies
(rleushuis@fsu.edu)
303 DIF, 644-8179

Dr. Noémie Parrat, Associate Chair for Undergraduate Studies
(nparrat@fsu.edu)
371 DIF, 644-8395

Ms. Mary Gilmore
--paychecks, SPOTS, copying, mailboxes, keys, supplies
(mgilmore@fsu.edu)
362 DIF, 644-3728

Mr. William Clemens
--appointment papers, payroll
(wclemens@fsu.edu)
362 DIF, 644-2374

Ms. Terri Johnson, Office Administrator
(tjohnson@fsu.edu)
362 DIF, 644-3881

Ms. Mary LePoer, Coordinator-Undergraduate
--classroom scheduling, Undergraduate enrollment issues
(mlepoer@fsu.edu)
364 DIF, 644-2606

Ms. Wendy Pigott, Coordinator-Graduate Studies
--fee waivers, registration, drop/add, grades, forms, fellowships, etc.
(wpigott@fsu.edu)
362 DIF, 644-8397

Departmental Faculty Members:

ARABIC

Dr. Zeina Schlenoff, University of Mass-Amherst, 1995:
Director of the Arabic Language Program at FSU

Ms. Awad Sawsan, Wayne State University, 2008

CHINESE

Dr. Feng (Aaron) Lan – Notre Dame University, 1998:
Comparative literature

FRENCH

Dr. Aimée Boutin – Cornell University, 1998:
19th century literature

Dr. William Cloonan – University of North Carolina-Chapel Hill, 1970:
17th century literature; 20th century European novel; Comparative literature
Department Chair

Dr. Alec Hargreaves – Sussex, England, 1978:
Director of the Winthrop-King Institute for Contemporary French and Francophone Studies

Dr. Reinier Leushuis – Princeton University, 2000:
Medieval and Renaissance Literature
Department Associate Chair for Graduate Studies

Dr. Martin Munro – University of Aberdeen, 1999:
Francophone Literature

Dr. Noémie Parrat – University of Pittsburgh, 2004:
French Literature
Department Associate Chair for Undergraduate Studies

Dr. James Tarpley – University of Pittsburgh, 2004:
20th Century French and Francophone Literature

Dr. Lori Walters – Princeton University, 1986:
Medieval and Renaissance Literature, Women's Studies

GERMAN

Mr. Wolfgang Adolph - MA, Florida State University, 1970:
20th century literature; Educational computing

Dr. Birgit Maier-Katkin - Penn State University, 1998:

20th century post-Weimar German literature and culture

Dr. Christian Weber - Indiana University, 2008:
'Age of Goethe', Aesthetics and poetics from 18th to 21st century

ITALIAN

Dr. Raymond R. Fleming – Harvard University, 1976:
Italian Trecento; European Romanticism; Afro-American Studies

Dr. William Leparulo - Dottore in Materie Letterarie, Italy, 1960:
Modern Italian literature

Dr. Reinier Leushuis – Princeton University, 2000:
Medieval and Renaissance Literature
Department Associate Chair for Graduate Studies

Dr. Mark Pietralunga - University of California-Berkeley, 1983:
20th century Italian novel

Dr. Silvia Valisa - University of California-Berkeley, 2007:
Modern Italian Studies; Gender Studies; Theory of the Novel; History of Publishing

Dr. Irene Zanini Cordi - University of California -Berkeley, 2004:
Contemporary Italian literature and culture; Renaissance literature; Narrative theory; Gender theory and Italian Women Writers

JAPANESE

Dr. Yoshihiro Yashuhara – Penn State University, 2003:
Modern and Pre-modern Japanese Literature; East-West Literary Relation;
Literature and Film

SLAVIC

Dr. Nina Efimov - Florida State University, 1991:
19th and 20th century Russian literature; Emigre literature; Aksenov; 1970's literature

Dr. Robert L. Romanchuk - University of California –Los Angeles, 1999:
Medieval and Early Modern Slavic Literatures; Medieval Hermeneutics and Pedagogy; Ukrainian Language and Literature

Dr. Lisa Wakamiya – University of California –Los Angeles, 2000:
Émigré and Post-Modern Russian Literature; Russian Cultural Studies; Czech Language and Literature

SPANISH

Dr. Enrique Alvarez – University of Illinois at Urbana-Champaign, 2004:
Contemporary Spanish Literature, Cultural Studies, Gay and Lesbian Studies, Critical theory

Mr. Robert Cameron, MS - Florida State University, 2002:
Assistant Director, Spanish Basic Language Program

Dr. Brenda Cappuccio - University of Kentucky, 1989:
Hispanic poetry, Feminist criticism, Contemporary peninsular women writers

Dr. Roberto Fernández - Florida State University, 1978:
Caribbean literature; Hispanic Literature of the U.S.; Post-modernist novelist about Cuban-American life

Dr. Juan Carlos Galeano - University of Kentucky, 1991:
20th century Latin American Poetry: Poetry of violence and political poetry

Dr. José Gomáriz, University of Illinois-Urbana, 1997
Nineteenth-Century Spanish American Literature; Modernism; Cuban Literature; José Martí; the African Diaspora in the Americas

Dr. Carolina González – University of Southern Cal., 2003:
Phonology, Phonetics.

Dr. Keith Howard – University of Virginia, 2008:
Spanish Golden Age

Dr. Michael Leeser – University of Illinois at Urbana-Champaign, 2003:
Second Language Acquisition and Teacher Education

Dr. Delia Poey – Louisiana State University-Baton Rouge, 1996:
Comparative Literature

Dr. Lara Reglero – University of Connecticut, 2004:
Syntax, semantics, morphology, phonology, first and second language acquisition

Dr. Peggy Sharpe – University of New Mexico, 1981
Luso-Brazilian Literature; Spanish-American literature; Spanish literature

Dr. Gretchen Sunderman – Penn State University, 2002
Second Language Acquisition, Hispanic Linguistics, Psycholinguistics

Topics of Interest

- **Advising:**

As a beginning graduate student, you will not have yet established a supervisory committee. During orientation you will have the opportunity to meet with an appropriate faculty member for discipline-specific advising.

- **Transferring credit:**

If you are entering Florida State's M.A. program from another M.A. program, *some divisions* (not all) allow you to transfer up to 6 semester hours of credit with the approval of the Associate Chair for Graduate Studies. If you are entering Florida State's Ph.D. program, you and the Associate Chair for Graduate Studies will decide what part of your M.A. course work fulfills specific Ph.D. area requirements (as distinct from the Ph.D. hours requirements). You may also be able to transfer satisfaction of the foreign language requirement: if you are entering graduate school at Florida State from an accredited graduate program elsewhere bringing with you course credit for graduate-level work, you may also be able to bring evidence that you have passed an examination in that program and thereby certify your competence in a foreign language. Apply for transfer credit as soon as you begin your graduate program at Florida State.

- **Major professor and Supervisory Committee:**

Every candidate for either the M.A. or the Ph.D. participates in selecting a major professor (with the exception of Spanish where the Graduate Advisor, currently Dr. Brenda Cappuccio, advises M.A. candidates). Your major professor will be your advisor and taskmaster; if you write a thesis or a dissertation, your major professor will guide you through its writing and will be the most important judge of its success. You will want to choose a professor you respect, one with whom you share a working rapport and an interest in your particular subject. Because your major professor will directly affect the quality of your experience in graduate school, you will want to choose carefully. If you earned your undergraduate degree from the department at Florida State, you may already know your choice for major professor. If you are new to the university or to the department, you might plan your schedule, during your first semester or two of graduate school, with the necessity of choice in mind. Shop around: take courses from a variety of professors in your field. (The faculty listings in this guide indicate each faculty member's areas of specialization.) You will have to approach the faculty member you choose and ask that person to be your major professor. M.A. and Ph.D. candidates participate in choosing not only a major professor but also a supervisory committee. Once the supervisory committee has been established, a Program of Studies form must be filled out by the student and major professor. This form lists coursework already completed (if any) and projected coursework to be completed in fulfillment of the requirements for the degree. A copy of the form is retained by the student, major professor, and the department.

- **Registration:**

PROCEDURES

Choose your courses after consulting the list of offerings found on the University homepage for the current semester. The website not only lists course offerings, but also specifies registration procedures, deadlines, final examination schedules, fees, and payment procedures. Discuss your course choices with your specific Division advisor (French: Dr. Alec Hargreaves; German: Dr. Christian Weber; Italian: Dr. Mark Pietralunga; Slavic: Dr. Lisa Wakamiya; and Spanish: Dr. Brenda Cappuccio). You and your advisor must both sign the “Graduate Advising Form” and submit it to the ACGS each semester for you to receive your waiver. Spanish students see the Graduate Advisor.

COURSE LOAD

Twelve (12) hours per semester constitutes a full-time load for graduate students. Teaching assistants must register for a minimum of nine (9) hours each semester to be granted full-time status. (The Dean’s office will occasionally require twelve (12) hours for Florida residents.)

FLORIDA RESIDENCY

If you are a new teaching assistant or College Teaching Fellow but not a legal resident of Florida, see Wendy Pigott immediately: she will need to input an out-of-state waiver. The number of available waivers is limited; you should establish Florida residency by the beginning of your second year as a teaching assistant.

Because out-of-state tuition waivers have been available for only the first year of graduate school, it is imperative that you take the appropriate steps for establishing residency prior to the beginning of your second year of study. To become a Florida resident, you will need to prove you have been living in Tallahassee for twelve (12) months. You will apply for residency in the Registrar’s office during the summer of your first year. The more evidence you can provide, the better your chances. You must be a U.S. citizen, a permanent resident alien, or a legal alien granted indefinite stay by the U.S. Immigration and Naturalization Service to qualify as a Florida resident. Declare domicile immediately (***before the first day of classes***) and get your driver’s license and license plates as soon as you can. The sooner you do these things the more likely it will be that you will be able to declare residency a year from now without any problems.

PETITION TO TAKE OUTSIDE COURSES

Graduate students who wish to take courses outside the division will need to do the following: a) petition the Graduate Program Committee, providing a written explanation as to why they need the course and a letter of support/confirmation from the major professor or advisor; b) sign up for at least seven (7) in-division hours before outside courses will be considered; c) submit a completed and signed departmental advising form; and d) forward petitions approved by the Graduate Program Committee for additional approval by the Associate Chair for Graduate Studies and the Chair.

DIRECTED INDIVIDUAL STUDY

If you are interested in studying a particular topic not covered in regular course offerings, you may be interested in registering for a Directed Individual Study (DIS). You will have to find a faculty member willing to direct your study; you and the professor will have to agree on how much credit (3 hours) you will receive, and what you will do to earn it. You will have to obtain a

DIS form in 362 Diffenbaugh and fill it out, giving your course a title, a definition, and a syllabus; once your faculty director and the divisional coordinator have signed this form, you will have to submit it (and your syllabus) to the Associate Chair for Graduate Studies for approval. After the DIS has been approved, see Wendy Pigott to have a reference and section number assigned to it. DIS courses are offered *only* under the most unusual circumstances.

It is expected that students will plan their program of studies so as to enroll in regularly scheduled courses which fulfill degree requirements.

INDIVIDUALIZED SECTIONS

If you will be registering for thesis hours, dissertation hours, the preliminary exam, or the thesis or dissertation defense, you will have to have a section created individually for you. Please see Wendy Pigott for a section and reference number for any of these courses. If you are registering for thesis hours or dissertation hours you must have written permission from a faculty member before the office will issue a reference number.

- **Teaching Assistantships:**

Teaching assistants are currently paid a minimum of \$10,200 per academic year. In return for this stipend, each assistant ordinarily teaches three classes a year. Experienced TAs are often (funds permitting) invited to teach during the summer term for an additional stipend. To learn more about teaching assistantships in Modern Languages and Linguistics, see Dr. Reinier Leushuis. To apply for an assistantship, secure the necessary forms from Wendy Pigott in 362 Diffenbaugh; the deadline is February 1st for appointments that begin in August.

FELLOWSHIPS

Each year the university offers a limited number of fellowships: \$18,000 **University Fellowships** awarded to particularly promising students in any discipline, and \$6,300 **College Fellowships** to first-time-at-FSU students. To apply for a University Fellowship, secure the necessary forms from Wendy Pigott in 362 Diffenbaugh; the deadline is usually early January. Your application will be judged in competition with others; the awards are made by a university-wide committee. Competition is extremely rigorous. The Department nominates College Fellowship applicants from the pool of new students who apply for University Fellowships. Ph.D. students at the dissertation stage are also eligible to apply for a very limited number of **UNIVERSITY DISSERTATION FELLOWSHIPS**, currently funded at \$10,000 per year; the Department is usually allowed to nominate one candidate per year for this award. **LESLIE N. WILSON ASSISTANTSHIPS**: Newly enrolling African-American graduate students may compete for this non-teaching assistantship named for a former faculty member in Spanish which carries a stipend of \$5,000 for the academic year. This amount may be supplemented by a departmental teaching assistantship. The University also offers **DELORES AUZENNE FELLOWSHIPS** for minority graduate students (\$2,500 per semester, for up to two semesters); see Wendy Pigott for information about these annual awards. A number of African-American students in the program have also held **MCKNIGHT FELLOWSHIPS**, which are administered by a state-wide foundation.

Consult the website for Graduate Studies (<http://gradstudies.fsu.edu/fellowships.html>) for more information and current deadlines.

FEE WAIVERS

Students who are paid by the university as a teaching assistant for an entire semester are eligible for matriculation (in-state) waivers; first-year and international students who are on the payroll are also eligible for out-of-state waivers, though their availability may be limited. Students receiving matriculation and/or out-of-state waivers must register for a full load of credits during each semester they are on the university's payroll; this is currently nine (9) to twelve (12) credit hours during the fall and spring semesters and nine (9) credits during the summer. Teaching assistants receiving matriculation waivers normally enroll in nine (9) to twelve (12) hours in the Fall, nine (9) to twelve (12) hours in the Spring, and nine (9) hours in the Summer. Students who are awarded fellowships through the university, as well as those who are not funded by the university, are required to register for twelve (12) credit hours each semester.

Those who are eligible to receive a tuition waiver will need to come by and see Wendy Pigott in 362 Diffenbaugh (the main office). She will have a print-out that will show you the classes for which you are registered, the tuition fees for each class, a total of the tuition fees across all classes, outstanding accounts receivable (e.g., unpaid university parking tickets), the amount of your waiver, and the total amount you owe. Receipt of this form will indicate that the tuition waiver has been issued, and you can now pay fees. You will also need to sign your Waiver Receipt form. The purpose of this form is to advise you that if you drop any of your courses after the fourth day of classes, your waiver will be canceled and you will be liable for the fees associated with the dropped course(s).

PAYCHECKS

Assistantship paychecks are automatically deposited in your bank account every other Friday during the appointed period.

DEPARTMENTAL COMMITTEES

Graduate students are elected and appointed to serve on a number of departmental committees, for example, Graduate Program, grade appeals, textbook selection, M.A. and Ph.D. reviews. Participation in these committees is an important part of developing the service component of graduate education.

Specifics about the Teaching Assistantship

Many graduate students in Modern Languages and Linguistics are appointed as a teaching assistant for one or more semesters during the time spent in completing the degree. The normal maximum TA appointment for M.A. students is two (2) academic years. The normal maximum TA appointment for Ph.D. students is three (3) academic years. Additional summer appointments are not counted toward the maximum. Every additional appointment beyond the initial contract of one or two semesters is dependent upon the TA's making satisfactory progress toward completing the degree and demonstrating satisfactory teaching. The TA stipend is designed as a grant-in-aid to assist graduate students in financing their education. Although compensated by the university as a part-time employee, the TA is always viewed as a graduate student, first and foremost. The faculty and staff of the department make every effort to assist graduate students in completing their degree as expeditiously as possible; this policy applies equally to TAs and non-teaching graduate students.

Accepting a graduate teaching assistantship in the Department of Modern Languages and Linguistics implies a genuine commitment to your studies and teaching here. The combination of scholarly and pedagogical activities will do much to prepare you for the profession. Because of the importance and intensity of your responsibilities in the Department, teaching assistants are strongly discouraged from accepting outside employment of any type for the following reasons:

- It is virtually impossible to honor satisfactorily your commitment to your professors, students, and peers if you have obligations to another employer.
- The distraction of other work too often interferes with your progress as a graduate student.
- There are other available resources for funding, if necessary: student loans, university and departmental awards, fellowships, etc.

Should you accept other employment while under contract as a teaching assistant in our Department, you should notify the office of the Associate Chair for Graduate Studies of the details of that employment (where, when, number of hours, etc.)

Those students who hold a TA appointment have a unique opportunity to gain valuable professional experience as a language instructor. Beginning with a required service teaching preparation course, TAs are trained and supervised by experienced faculty with expertise in second language pedagogy. TAs teach a whole range of beginning and intermediate language courses; some senior TAs are assigned more advanced courses. TAs, who report to a faculty supervisor, have a variety of duties and responsibilities, which are outlined in the document *Twelve Policies Regarding Teaching Assistants and Teaching in the Basic Language Courses*. The document follows:

Twelve Policies

Your teaching assistant supervisors, in conjunction with the divisional coordinators, the Associate Chair for Graduate Studies, and the chair of the Department of Modern Languages and Linguistics, would like to share with you a few suggestions and policies that will help you carry out your instructional responsibilities as a Teaching Assistant in this department. During orientation, you are exposed to a great deal of information concerning the conduct of classes in the department. Some of this information deals with university policies, such as those on human rights, sexual harassment and faculty-student relations, while other information deals with

policies and procedures specific to the teaching of elementary and intermediate foreign language courses. The purpose of this document is to give you a summary of what we consider to be twelve of your most general and most important pedagogical responsibilities as a Teaching Assistant. Please make certain that you read this document carefully and that you keep it in your files for future reference. If you have any questions or suggestions concerning these policies, please bring them to the attention of your respective Teaching Assistant Supervisor.

It is not the purpose of this document to cast aspersions on the preparation, performance, or professionalism of the Teaching Assistants in the department. What we would like to do, however, is to make you aware of our perceptions of what a teacher's responsibility is with respect to the teaching of the languages offered in our department.

USE OF THE TARGET LANGUAGE

Conduct your class in the target language after the first day of the semester as much as you can. Save English for complicated directions, complex grammar points, after class or for office hours. Students in our elementary language courses may speak to you in English if they cannot express themselves in the target language, but you should respond to them in the target language. Students in our intermediate language courses should speak in the target language at all times. If intermediate-level students speak to you in English, just don't respond to them. After they make their best attempt in the target language there's no reason why you cannot help them express in the target language what it was they were attempting to say.

On the first day of classes, be sure to explain to your students that exclusive use of the target language in the classroom is a program policy governing all sections of our elementary and intermediate language courses. Assure them, however, that this does not mean -- especially in their first semester -- that you or any other instructor will speak to them in the same manner as you would with a native speaker. Let your students know that you will be sensitive to their language limitations as well as their language strengths. It is important that you reassure them that you will simplify the target language that you use in the classroom to a level that is appropriate for their needs and abilities.

There will always be some students who will object to the *target language only* policy in the beginning of the semester, but they will learn to adapt to such a policy **if you will firmly adhere to it**. Remind your students that they have ample access to grammar and vocabulary explanations in English when they are studying their textbooks at home. Your major responsibility in the classroom is to ensure that your students learn to use the target language, and this can be done most effectively if you will communicate in the target language during class. Over the course of three semesters, the students will benefit from this policy regarding their skill in the language. Please remember: your supervisor, other faculty members, and your teaching assistant colleagues are available for consultation about how to solve any problems that you may encounter in following the *target language only* policy for classroom activities.

TEXTBOOK USE

Normally, you should conduct your classes with books closed whenever direct communicative interaction in the target language is going on between you and your students. When you are presenting new material, or practicing a given structure, or discussing a reading assignment with the whole class, there is generally no need for you to have your students make use of open books.

You must prepare your daily lesson plan sufficiently well so that you do not have to rely solely upon having your students do exercises or drills from the textbook during class time: they will be doing textbook exercises and drills at home on their own. ***What they cannot do at home on their own is interact in the target language with you and their classmates in communicative contexts. Providing opportunities for interaction and communication in the target language is the most important goal of your class.***

You will not provide such opportunities to your students if you allow or force them to bury their noses in their textbooks. When students' attention is focused on the textbook, they are reading textbook explanations written in English rather than hearing them in the target language; they are trying to guess in what order they will be called upon during an exercise and are looking ahead to see which sentence they'll have to do or which question they'll have to answer; or they are looking up words in a vocabulary list or glossary. This means that they are thinking in English most of the time and that they are not paying attention to what others are saying or doing in the target language. In short, when students focus their attention on the textbook during direct communication activities between you and them, they are not learning this important fact: *the language you are teaching is a **living** language that exists outside of textbooks and is used to communicate people's feelings, thoughts, and ideas each and every day.*

TRY TO USE TEXTBOOKS ONLY FOR THE FOLLOWING ACTIVITIES:

- When the class is broken up into small groups (two to three students) for the purpose of creating increased opportunities for students to use the target language.
- Using pictures or drawings in the textbook (realia) in order to introduce vocabulary or to promote a discussion.
- Reading aloud an intensive reading assignment at the start of class so that students can read along, hear, and repeat the sounds of what they've studied silently the night before.
- Focusing attention on specific passages in extensive reading assignments in order to highlight the style of literary selections or to bring to the foreground the implicit values and perspectives of cultural readings.
- Brief silent reading in class for the activity of scanning and skimming.

Opening books to look at a verb conjugation chart, to review a vocabulary list, to perform a pattern exercise or drill, to study a grammar explanation, or to reconstruct the general narrative of a reading assignment - these do not constitute legitimate exceptions to this policy. Instead, use the blackboard, total physical response, or the direct method to generate these latter kinds of visual aids with student participation.

THE USE OF TRANSLATION IN THE CLASSROOM

Translation exercises should not be a principal part of your classroom activities. Students can practice translation exercises when doing their workbook assignments or studying their textbooks at home. Class time is better used for *communicative* activities in the target language.

On occasion, of course, it is sometimes necessary to translate single words or phrases in class. The use of translation in class is sometimes necessary as a last resort when it is either impossible or impractical to demonstrate the meaning of a word through showing its status as a cognate,

giving synonyms, using descriptions, dramatizations, or spontaneously inventing a total physical response scenario.

It is clear, for example, that the meanings of most words can be communicated without recourse to translation. Nevertheless, it is sometimes uneconomical in terms of the effective use of your limited time (50 minutes) to communicate the meanings of abstract words and concepts without recourse to translation. When such situations arise, follow a procedure such as this: speak the word repeatedly in the target language as you write the word in English on the blackboard; have your students look at the English word on the blackboard but have them speak the word in the target language along with you; then erase the English word from the blackboard; write the target language word on the board and try to find an opportunity to use it again in class later that same day.

Please remember that students are much more likely to retain the meanings of target language vocabulary items if they first acquire them by hearing them or seeing them used in rich target-language acquisition environments involving actions, pictures, dramatizations, objects, etc. That is why recourse to translation as a means of communicating the meanings of target language words should be kept to the barest minimum.

STUDENT ATTENDANCE POLICY

Given the fact that one of the main goals of instruction at this level is to teach the students how to communicate in the target language, classroom and laboratory attendance is mandatory.

Teaching Assistants in the department will take attendance each day. Students will be allowed up to **four unexcused absences** with no questions asked. Excused absences are the following: participation in a scheduled event as a member of a university-sponsored athletic/scholastic team (these students will need to submit an official absence form which they will obtain from their respective organization); religious holidays; accident or illness (corroborated by an accident report or a FSU Health Center/doctor's note on official stationery); or a death in the immediate family. It is the policy of this program that each unexcused absence will reduce the final grade number - to be calculated on a scale of 100% by one (1) percentage point. If you feel that there are cases with extenuating circumstances, please see your supervisor to discuss the details.

TESTING

All exams will be administered on the date and at the time scheduled in the course syllabus. "Make-up" or "early" exams may not be given without the express consent of the supervisor who will follow the established policy of each language division.

No final exam will be given early or rescheduled unless the petitioning student is studying two or more basic languages in the same semester. All students enrolled in basic language courses are required to take the final exam, no exceptions. The Final Exam week schedule, as published by the university, will be followed.

STAFF DEVELOPMENT

Attendance and active participation in staff meetings, PIE workshops, committees, and other activities are expected of each teaching assistant. These meetings are of critical importance inasmuch as they will:

- augment your teaching abilities and techniques,
- discuss important details of the week's syllabus, and
- facilitate communication between you, your teaching assistant colleagues, and your supervisor.

Attendance will be taken at all meetings. You will be permitted **one unexcused absence** from any of the scheduled meetings without consequence during each semester. Any other absences must be accounted for by medical certification or by evidence of participation in a professional activity (such as attending or presenting a paper at a professional conference) in order to be excused. More than one unexcused absence during a semester will be grounds for receiving an "Unsatisfactory" in the Teaching Practicum course. Non-compliance will also have a negative effect on the consideration given your request for reappointment as a teaching assistant.

If you are absent from a meeting for any reason, you are responsible for informing yourself of what was covered in that meeting and for informing your students of any developments arising from the same.

BEING ABSENT FROM YOUR TEACHING ASSIGNMENT

If you are going to miss a class for reasons of illness, accident, or professional obligation, it is your responsibility to arrange for the presence of a substitute instructor. At the beginning of each semester you should identify other teaching assistants who are willing to substitute for you at the time you normally teach. You are responsible for contacting the other teaching assistant and requesting that she or he substitute for you. We would like to know about any substitutions that are being made, so please keep your respective supervisor informed.

If you are going to miss a class because of professional travel, you must fill out a Travel Authorization Request form and have it approved by the chair two weeks prior to leaving town. All faculty are under a similar obligation during the academic year {*Faculty Handbook* 7.44.2}. The TAR form is available in the Main Office in 362 Diffenbaugh.

During the academic year all classes must be held at their scheduled times. Classes may not be canceled except in the case of a University holiday or as directed by the Office of the University President. All classes are to be conducted on campus in the assigned room.

It is very important that you understand that your contractual obligation runs through the final exam week and the period immediately following in which examinations are corrected. The end of the contractual period for each semester coincides with the turn-in date for final grades, which for Fall semester is **December 11th**, and for Spring semester **April 30th**.

You are required to be available to students in your office for a minimum of three hours per week per each section taught, preferably for 3-5 hours per week {*Faculty Handbook* 7.36}. Office hours are to be kept throughout the academic year. It will not be acceptable to list office hours as "*By Appointment Only*."

PROFESSIONALISM

Please keep in mind that you are an important member of a group of graduate teaching assistants and adjuncts in the Department of Modern Languages and Linguistics. You and your colleagues will be teaching many sections of foreign language in which quite a few students are enrolled each term. The effectiveness and success of your individual assignment(s) will be measured by three standards:

- *the quality of instruction and service provided to your students,*
- *the value of your participation in pedagogically-related meetings or activities,*
and
- *your ability to coordinate your instructional responsibilities with those of your colleagues.*

This Department has the responsibility of teaching basic foreign languages to the students of Florida State University in an effective and worthwhile fashion, and we must count among our members capable individuals who provide quality teaching. Adherence to a set of common policies and procedures allows us to achieve what should be our common goal: **providing the best educational experience on campus to our students.**

You will find as you teach that you will have a considerable degree of freedom to pursue your own teaching style in your classroom. Nevertheless, individual section instructors in multi-section courses, along with the respective supervisors and the department chair, are also held responsible by the College and the University for ensuring that all students in any given multi-section course (e.g., 1120, 1121, 2200,) cover the same materials presented in the same general way and receive grades based on the same evaluative criteria weighted in the same specific way.

This means that you need to follow the course syllabus prepared by the supervisor with respect to:

- the materials to be covered on a given day or in a given week
- the methods to be used in presenting specific materials
- the procedures to be followed in administering examinations and quizzes
- the criteria in assigning grades to special projects and oral examinations
- the evaluation criteria to be applied in determining course grades.

If you wish to deviate from the course syllabus, please come and talk to your supervisor about it.

This policy regarding the uniform implementation of course syllabi is designed to ensure fairness to all students enrolled in the multi-section foreign language courses in the department. *We are not asking you to follow our ideas blindly. Neither are we interested in preventing you from making suggestions or voicing reservations about the organization or implementation of the syllabus for the course in which you teach.* On the contrary, we are looking for your input in order to identify problem areas better and to make structural improvements in these courses. Given the fact that you are teaching in a multi-section course, you cannot conduct your section differently from the other sections without adversely affecting the efforts of your colleagues. We want you to feel free to present your ideas or suggestions for course change and improvement to your fellow teaching assistants in the weekly staff meetings and to your respective supervisor. If there are any changes to be made, they will be implemented uniformly in all sections of the course. This is the only way in which fairness to all the students enrolled in the multiple sections of a course can be preserved.

As a representative of the teaching staff of the department, you will be confronted with a double set of responsibilities and obligations: those related to your role as a member of our teaching staff and those that you must assume as a graduate student. Whereas you will be attending classes in your capacity as a graduate student in a departmental unit, you will also be taking on the role of teacher within a classroom setting. In the classroom you should be attentive to the fact that you have a professional obligation to your peers, the other teaching assistants, and to the Department of Modern Languages and Linguistics. As the department's representative in the undergraduate classroom, you need to establish your role both as teacher and as someone who is sympathetic to student needs. When a problem arises in the classroom in the area of discipline, feel free to bring it to the attention of the supervisor, who will help you find the proper means of solving it.

You should be aware that students will attempt to set up confrontational situations in which you may be portrayed by them as their representative. In other words, students may seek to pit the teaching assistant against the policies of the program which he or she represents. Be aware of the fact that if you allow yourself to be put at odds with established policy and procedures it will weaken your authority in the classroom. Not only do students have a tendency to lose respect for the teacher they can manipulate, but it adversely affects the integrity of the entire program of basic language instruction.

Disciplinary action will be taken against a teaching assistant found in non-compliance with the foreign language requirement program's policies and procedures. If you believe that such a situation is developing in your classroom, remember that your first allegiance is to yourself, your department (who is also your employer), and the policy in place. Talk to your supervisor immediately about different strategies that can be employed to remove yourself from the unenviable role of student "advocate."

INTERACTION WITH STUDENTS AND COLLEAGUES

As a teaching assistant at Florida State University you are expected to conduct yourself in a manner that is consistent at all times with the Florida State University Sexual Harassment Policy Statement. These policies have been explained to you, and copies of them have been given to you during your orientation workshop. Additional copies are available at any time upon request.

In the interest of avoiding even the appearance of impropriety, it will be the policy of this program that a teaching assistant will not allow a relationship to develop which could be defined as "dating" with a student currently enrolled in her or his section. If you feel that a relationship of this nature is developing, please see your respective supervisor so that, together, you can discuss a range of options for dealing with this situation.

SENSITIVITY TO OTHERS

One of the main goals of this program is to provide each student with an opportunity to learn the target language and to explore the cultures that employ this language to communicate. Part of this exploration might include exposure to the art, music, literature, film, or media of a specific culture. You will have a lot of latitude to teach your students the cultural aspects of your language if you follow a few simple rules:

If you wish to use something in your class that does not appear on the syllabus, you must talk to your supervisor prior to using it.

- You must personally preview *everything* that is going to be presented/used in your classroom. Do not depend on another person's opinion about what is *appropriate* or *inappropriate* for your class. No one knows your students and their possible responses to the pictures, films, short stories, lyrics, etc. that might be brought to class better than you.
- You must give at least one day advance notice of your intent to use material that could be deemed offensive or objectionable to any student in the classroom. These include, but are not limited to, the following: movies, television programs, and printed material that contain profanity, nudity, sex scenes, rape, graphic violence, racial or religious slurs.
- It must be made clear that attendance the day this material is used is completely optional; attendance will not be taken, and there will be no adverse effect on a student's standing in the course. An alternative assignment will be made available for those who do not intend to come to class that day.

We cannot stress strongly enough the importance of following these rules regarding the use of any material not sanctioned by the official syllabus. Be assured that the rules listed above are not meant to imply that we do not trust your judgment. It is a question of litigation. We live in a society where the lawsuit is the weapon of choice for any grievance or injustice, whether real or illusory. You, the department, and the university can be sued for "forcing" students to view material considered "offensive"; therefore it is in our best interests to sit down and discuss any anticipated deviations from the prescribed course materials.

TEACHING PRACTICUM

Each teaching assistant is required to enroll in the *Teaching Practicum* course during those semesters that he or she is teaching in the department. This course is taken for 0-3 credit hours and receives a grade of either "S" or "U." A *SATISFACTORY* grade will be assigned to the teaching assistant who:

- meets with the class at the scheduled time, in the scheduled room.
- attends the course and exam committee meetings as directed.
- follows the program's policy and course syllabus as outlined.
- acts promptly on requests for information, grades, rosters, etc.
- holds office hours at the appointed time.
- demonstrates a spirit of collegiality and professionalism.
- continually strives to perfect her or his teaching, particularly in response to the guidance and direction provided by the supervisor.

By the same logic a grade of *UNSATISFACTORY* will be issued to the teaching assistant not adhering to these principles and responsibilities.

INFORMATION CONCERNING ASSIGNED COURSES:

If you have a question about anything regarding any of these courses you should ask your supervisor. No one else in the department has at her or his disposal all the information necessary to answer correctly every question you have regarding the courses or responsibilities that make up this program. If you receive erroneous information from someone other than your supervisor and you act upon the same, you bear sole responsibility for any negative consequences. Given the fact that you and we are responsible for the success or failure of the basic language courses, it is imperative that our efforts are coordinated and based on factual, real-time information. We promise to be responsive to your questions and will make every effort to see that the information you get is correct.

We welcome the opportunity to discuss these and any other program policies with you. Please feel free to convey your views and ideas to us at any time. Accept our best wishes for your personal success both as a teaching assistant and as a graduate student in the coming academic year. If we can help you in any way, you have but to ask. Please know also that we deeply appreciate the valuable contributions that you and your colleagues will make as teaching assistants to the collective success of our department.

Awards and honors

Graduate students are eligible for numerous university and departmental awards and honors. Among these are: TEACHING ASSOCIATE (through the PROGRAM FOR INSTRUCTIONAL EXCELLENCE), OUTSTANDING UNIVERSITY TEACHING ASSISTANTS, OUTSTANDING GRADUATE STUDENT, OUTSTANDING GRADUATE STUDENT RESEARCHER/SCHOLAR. Each language division maintains active membership in its national honorary organization; graduate students are nominated for membership in these honoraries. Students are encouraged to apply for dissertation and postgraduate fellowships and awards.

Sexual harassment

It is important for all students, faculty, and staff to be familiar with the university's sexual harassment policies and reporting procedures.

Policy Statement

The Florida State University regards sexual harassment as a violation of an individual's human rights and as a form of discrimination based on sex. The University deems sexual harassment to include conduct constituting sexual harassment under Titles VII or IX of the Civil Rights Act of 1964(42 USA, 5. 2000c) or under applicable implementing regulations such as the EEOC guidelines (29 CFR, 5. 1604.00 (a) (1982)) and Florida law.

It is therefore the policy of The Florida State University that its employees and students neither commit nor condone sexual harassment in any form. This prohibition applies equally to male and female staff, faculty and students, to all other persons on premises subject to University control and to those engaged to further the interests of the University.

Employees and students who engage in sexual harassment will be subject to applicable disciplinary processes. Acts of sexual harassment which also constitute sexual battery or other violation of criminal law will be referred to the appropriate authorities for prosecution.

The University administration strongly encourages all Florida State University community members to report incidences of sexual harassment. To that end reporting and investigating procedures are supportive of and sensitive to the alleged victim. At the same time, they adequately safeguard the rights of the alleged offender.

Sexual Harassment

Sexual harassment is not easy to define. The following statement does not attempt to establish a definition, but rather to inform the University community of expected standards of professional and responsible conduct. Sexual harassment may occur in a variety of forms ranging from sexual innuendo to assault. Generally, it is unwanted, unwelcome, inappropriate, or irrelevant sexual or gender-based activities or comments. This policy of The Florida State University provides that sexual harassment occurs when

- 1) submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment with the University or a factor in the educational program of a student; and/or
- 2) submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individual; and/or
- 3) such conduct has the purpose or effect of substantially interfering with an individual's right to achieve an educational objective or to work in an environment free of intimidation, hostility, or threats stemming from acts or language of a sexual nature.

Examples of Sexual Harassment

The University takes the broadest possible view consistent with law and reason regarding conduct encompassed by the phrase "sexual harassment." The inclusion of examples and descriptions in this policy statement is not intended to exclude other conduct from being deemed sexual harassment. A determination of the occurrence of sexual harassment is based upon the nature and context of the conduct in view of the totality of the circumstances. Regardless of specific intent, conduct having the characteristics and effect of sexual harassment will be so treated. Where there is a rational nexus with University functions, processes, and operations, off-campus conduct will be subject to this policy.

Sexual harassment is conduct which adversely affects the opportunity of an individual to be a fully participating and productive member of the University community. Such conduct impairs the full enjoyment of the educational climate, opportunities, and benefits, interferes with open, mutual academic and social exchange, and compromises the learning experience. It has a harmful effect on one's ability to study, work, or engage in leisure activities within the University community, and interferes with the work or educational effectiveness of victims and their fellow workers, or students. Sexual harassment threatens the psychological and emotional well-being of its victims and influences the work, study or leisure setting, altering the conditions of employment and education.

Sexual harassment may create a hostile, abusive, demeaning, offensive, or intimidating environment. It is manifested by verbal and/or physical actions, including gestures and other symbolic conduct. Examples are verbal harassment and abuse of a sexual or gender specific nature; unnecessary touching, leering at or ogling of a person's body. It includes innuendo; suggestive comments; inappropriate comments about one's body; attempts to embarrass; unwanted sexual activities, sexual advances or requests for sexual favors; and physical assault. It also includes non-sexual slurs about one's gender, contrived work or study assignments, and assigning more onerous or unpleasant tasks predominantly to employees or students of one gender.

Incidents of sexual harassment may involve persons having unequal power, authority or influence. Threats of adverse consequences or promises of reward may be implied by the circumstances of unequal power alone. The University recognizes, therefore, an intrinsic conflict of interest between making sexual overtures and exercising supervisory, educational, or other institutional authority. Decisions affecting employees and students should be made solely on the basis of merit. This includes, but is not limited to, decisions affecting an employee's job responsibilities, promotion, pay, benefits, or other term or conditions of employment; or a student's grades, academic progress, benefits, or other term or condition of academic evaluation or student status, and recommendations, references, referrals, and opportunities for further study, employment or career advancement.

Reporting System

- a) A student victim of sexual harassment should report the incident(s) to the Dean of Student Development.
- b) A faculty member victim of sexual harassment should report the incident(s) to the Dean of the Faculties.
- c) An Administrative and Professional (A&P) or University Support Personnel System (USPS) employee victim of sexual harassment should report the incident(s) to the Grievance and Appeals Section, University Personnel Relations Office.
- d) Alternatively, any student, faculty member or employee of the University may report allegations of sexual harassment directly to the Executive Assistant to the President for Human Resources.

Investigation

- a) The recipient of the preliminary allegation will inform the complainant of his or her rights and of the procedures for resolution. The recipient will also investigate the incident, consult with other appropriate University officials if necessary, and will resolve the grievance if possible.
- b) The investigation record will consist of informal statements, i.e., statements not taken under oath, from the alleged victim, the alleged offender, and witnesses. The investigation record will consist of these statements and data received from the complainant and compiled by the investigating office.
- c) If the alleged victim elects to pursue the grievance via non-University processes, he or she shall sign a statement releasing the University from further action. If the results of the preliminary University investigation are accepted by the alleged victim as conclusive and he or she desires no further University action against the alleged offender, he or she shall sign a statement releasing the University from further action.

If the grievance is not resolved conclusively by the preliminary investigation, the recipient will refer the matter to the Executive Assistant to the President for Human Resources. In all cases, the complete investigation record will be forwarded to the Executive Assistant to the President for Human Resources, with no copies being retained in the investigating office.

Disciplinary Action

- a) The Executive Assistant to the President for Human Resources will evaluate all cases. If formal disciplinary action is warranted, the Executive Assistant to the President for Human Resources will recommend that the appropriate University Vice President initiate action.
- b) Following appropriate University rules, the Dean of Student Development, Dean of the Faculties, and the Director of University Personnel Relations will implement disciplinary action brought respectively against any student, faculty member, or A&P or University Support Personnel System employee.
- c) The Executive Assistant to the President for Human Resources will monitor the disciplinary process.

Statistical Review

The Executive Assistant to the President for Human Resources will periodically report to the President the statistical data compiled from investigation records and all disciplinary action taken by the university.

The following pages are specific to each language division.

FRENCH DIVISION

ADMISSIONS

APPLICATION: Apply to Graduate Admissions(<https://admissions.fsu.edu>), A2500 University Center, Florida State University, Tallahassee, Florida (32306-1006). The deadline for applications is February 1st, but extensions are often granted. It may also be possible to be admitted for Spring semester. Submit with your application a sample research paper written in French for a literature or linguistics class (course number and description, professor, institution, date of course must accompany the paper).

REQUIREMENTS: Baccalaureate or Master's Degree or equivalent; complete and acceptable ("good standing") academic transcripts; GPA of at least 3.0 on a 4-point scale or Graduate Record Exam Aptitude Score (Verbal and Quantitative) of 1000 or higher; Departmental approval, consisting of the collective appraisal of the Department Graduate Policy Committee. The application is then submitted to the Associate Chair for Graduate Studies for appropriate action.

Before beginning graduate work in French, a student should normally have an undergraduate major in French or the equivalent with a minimum grade-point average of 3.0. In special circumstances, a student who has not had such preparation may remedy any deficiencies may, with special approval from the Associate Chair for Graduate Studies, be remedied concurrently with work on the advanced degree. Consultation with the Associate Chair for Graduate Studies will determine the appropriate procedure.

GRADUATE RECORD EXAMINATION: Verbal and Quantitative scores are required of all applicants, including internationals for admission to graduate studies as well as for teaching assistantships, scholarships or fellowships. For information about registering and taking the GRE, please visit their website— <http://www.gre.org>.

EXCEPTION: A ten percent (10%) exception to the GRE or GPA criteria may be granted by the university in special cases. Requests for granting of such an exception must originate with the Associate Chair for Graduate Studies. Address: Associate Chair for Graduate Studies, Department of Modern Languages and Linguistics.

INTERNATIONAL STUDENTS: Students from abroad who receive or expect to receive financial aid from FSU (fellowship or assistantship) must apply for a US visa as student (J-1 visa) certified by the "host" department. Foreign nationals from non-Anglophone countries must take the Test of English as a Foreign Language (TOEFL) and have a score 550 or better. All foreign nationals must be processed through the International Admissions Office, Florida State University, A2500 University Center -1006, and must apply at least six (6) months prior to the first day of classes of the semester they wish to attend.

READMISSION: After two (2) consecutive semesters of absence from FSU or after having received a given degree from FSU or after having been registered "for examination only" and failing to complete a given degree, any student who wishes to resume studies or candidacy or undertake a subsequent graduate program at FSU must apply to the Registrar for readmission and must again secure formal approval as outlined in paragraph 2.

Supplementary programs. Principal supplementary programs offered by the Department of Modern Languages and Linguistics include: Chinese, German, Italian, Japanese, Linguistics, Portuguese, Russian, Slavic, and Spanish.

Other areas of study may be taken as electives or as a minor field upon approval of the candidate's major professor and committee members. Asian Studies, East European Studies, English, Multilingual Multicultural Education, History, Humanities, Linguistics, Library Sciences, Philosophy, Religion, and Second Language Acquisition are frequently selected as electives or the minor field.

GRANTS-IN-AID

ASSISTANTSHIPS: Graduate teaching assistantships are available. The current stipend is a minimum of \$10,200 per academic year. Graduate assistants pursue their studies on a basis which will normally require about two years to complete the M.A. program (teaching assistantships will be limited to two years of appointments for the M.A.), and an additional three years to complete the Ph.D. program (Ph.D. students who already have a M.A. will be limited to three years of assistantship). Assistantships may be continued for no longer than five years. Continuation or renewal of assistantships depends on maintaining a satisfactory academic record, as well as a satisfactory service record: teaching, attendance at meetings, drop/add, etc. Normal progress towards the completion of the degree sought is essential.

FELLOWSHIPS: Graduate University fellowships for M.A. or Ph.D. candidates are available on a competitive basis to a limited number of students. Additional financial assistance is furnished by the graduate and undergraduate College Work Study Program. Other forms of financial aid are available through the Financial Aid Office.

WINTHROP-KING AWARDS: The Ada Belle Winthrop-King Memorial Fund offers a large range of graduate awards. For details see: <http://www.fsu.edu/~modlang/scholarships/#French>.

FEE WAIVERS: All students except FSU fellows must pay fees, but some in-state as well as out-of-state tuition may be waived for both fellows and assistants. Eligibility for consideration for any grant-in-aid for a given academic year depends first, on admission to graduate student status at FSU, and second, on the qualifications documented in the application for assistantship submitted to the Associate Chair for Graduate Studies, Department of Modern Languages and Linguistics, Florida State University, Tallahassee, Florida (32306-1540). Deadline for applications for a fellowship is January 15; for a teaching assistantship February 1. Application in advance of these deadlines is recommended especially for international students.

GENERAL GRADUATE DEGREE REQUIREMENTS AND REGULATIONS

- Graduate credits are normally earned in 5000-level courses or above.
- Full-time enrollment, 9-12 semester hours per term, is required. Teaching assistants must be registered for a minimum of ten (10) semester hours to hold their assistantship. Consult the Associate Chair for Graduate Studies or Divisional Coordinator concerning exceptions.
- A grade of "B" or better must be maintained. Students with teaching assistantships must register each semester they teach for FRE 5940r, Teaching Practicum. This course may be repeated for a maximum of 3 semester hours during a student's degree program.
- *It is the **student's responsibility** to request, before the **end of the second semester** of graduate studies, that a supervisory committee be established, to supervise his or her program of study and administer the examinations. The committee will consist of a major professor, a minor professor (only*

if the student is doing a minor field: see below), and 3 professors responsible for the 3 examination areas (see below under *MASTERS COMPREHENSIVE EXAMINATION*). Until the committee is formed, the graduate student is counseled by the Divisional Coordinator or the Associate Chair for Graduate Studies.

- In the semester in which the student is taking his/her exams, *it is the student's responsibility* to request the major professor to sign and file a warrant reflecting the student's progressive steps to the completion of the M.A. degree. This warrant will be given to the Associate Chair for Graduate Studies to be included in the departmental records and transmitted to appropriate university offices.
- It is the student's responsibility to register for degree examinations during the regular registration period. The student must also file for a diploma, settle graduation arrangements, fees, degree clearance. (Check the calendar in the Schedule of Classes published each semester for appropriate deadlines.)
- M.A. examinations cannot be taken if the student still has a grade of "Incomplete" for any required course.
- The French division provides reading lists of primary and secondary sources, as well as a wealth of bibliographical information (please see the web-page of the French division http://www.fsu.edu/~modlang/divisions/french/reading_list.html) to aid students in preparing for examinations. The French division also provides sample questions from previously administered exams. Please see the Graduate Academic Coordinator to consult these questions (they cannot be copied).
- All M.A. degree examinations will take place in the last full week (the last week of courses) of the Fall or Spring semester. The 20-30 page research paper (see below under Masters Comprehensive Examination and Research Paper) is due the penultimate week of that same semester. Exams and research papers CANNOT be scheduled during the summer semester.
- It is the **student's responsibility** to discuss the nature and the format of the M.A. examinations **well in advance** with his/her major professor and each of the professors on his/her committee!

REQUIRED COURSES FOR THE M.A. DEGREE AND COURSE WORK

M.A. in French Literature

Requirements for the M.A. in French Literature include course work, comprehensive examinations and a 20-30 page research paper. A minimum of 32 semester hours in graduate courses (including Minor, if any) must be earned and at least 21 of these must be taken for a letter grade. (Some national honor societies require that 35 hours of course work be taken with a letter grade.) The M.A. degree program normally takes two years but may be completed in as little as one year.

Required courses include Old French, and one course in each century. Francophone literature (includes Quebecois or Black Literature) can be substituted for any century course. In choosing their courses, students should be advised that many currently advertised positions require knowledge of critical theory and Francophone literature. Courses are not offered as exam preparation; rather, course work provides the basis for the student to further synthesize and expand their knowledge during exam preparation.

M.A. in French with a Concentration in Contemporary French and Francophone Studies

Requirements for the M.A. French with a Concentration in French and Francophone Studies include course work, comprehensive examinations and a 20-30 page research paper. A minimum of 32 semester hours in graduate courses (including Minor, if any) must be earned and at least 21 of these must be taken for a letter grade. (Some national honor societies require that 35 hours of course work be taken with a letter grade.) The program normally takes two years but may be completed in as little as one year.

Required courses include 21 credit hours (7 courses) in French. At least 12 credit hours (4 courses) must be chosen from among those offered in 20th Century or Francophone Studies, with a further 9 credit hours (3 courses) chosen from among other courses in French. Courses in 20th Century and Francophone Studies typically include Studies in Pre-War French Literature, Studies in Post-War French Literature, Franco-American Cultural Wars, French Literature of the Black Atlantic, Immigration and National Identity in France, Post-Colonial Cultures in France, France and Algeria: National and Human Rights, Post colonialism and Francophone Literatures, Violence and Nationalism in the Francophone Novel and Film. In choosing other French courses, students are advised to consider the benefits of courses such as Critical Theory.

MASTERS COMPREHENSIVE EXAMINATION AND RESEARCH PAPER

MA in French Literature

Master's Comprehensive Examination: will take place in the third and/or second to last week of the Fall or Spring semester and is based on courses taken by the candidate and on the [M.A. reading list](#) (see above). In the minor field, if any, the questions will be on course work only. The student will take a total of four comprehensive exams (not including an exam in a minor field, if any), each lasting a maximum of 4 hours, covering three main periods: 1) Medieval/Renaissance, 2) 17th/18th century, 3) 19th/20th century. Three of the exams must be written in French; one must be written in English. The student will choose one of these areas as the area of specialization. Only in this area will the student take TWO exams, covering both sub-fields of the area AND write his/her research paper in the primary field of interest within that area. For example, a student who specializes in the 19th century, would have his/her MA comprehensive examinations and paper structured as follows:

- 1) Exam Medieval/Renaissance
- 2) Exam 17th/18th
- 3) Exam 19th
- 4) Exam 20th
- 5) Research paper in 19th century

A student specializing in Francophone Literature (including Quebecois or Black Literature) would have his/her exams structured in the same way as the above example, with the difference that he/she can substitute either the 19th or the 20th century exam by an exam in Francophone literature. The student would write his/her research paper in the Francophone area as well. A student not specializing in 19th or 20th century, but who wishes to have a Francophone component will substitute a 19th/Francophone block exam for the 19th/20th block exam.

Each exam will consist of 1 group of identifications (10 out of 12) and two essays, one for each area. For every essay question, the student has a choice from 3 different topics/questions (i.e. 6 total per exam). *If any part of the written examination is considered marginal by any member of the committee, an oral exam may be required.* The oral exam will be scheduled approximately one week after the written portion.

It is the student's responsibility to discuss the nature and the format of each exam at least three weeks in advance with the various committee members.

Master's 20-30 page research paper: The 20-30 page research paper can be an expanded version of a paper done in a course at FSU. Besides being an exercise in research techniques, the paper is seen as the best expression of the student's written work in French. The student proposes the topic during the third semester of the program and establishes a committee of three professors. The draft of the research paper is due the sixth week before the end of the autumn or spring semester (no summer submissions) of the fourth semester of the Master's program. If so needed, the committee will request a defense. There may be a colloquium where each student will give a presentation of his or her project.

All requirements for the Master's Degree must be completed within seven (7) years from the time the student first enrolled in the graduate program.

M.A. in French with a Concentration in Contemporary French and Francophone Studies

The student will take a total of four comprehensive exams in French (plus an additional exam on the Minor field, if any), each lasting a maximum of 4 hours, and will write a 20-30 page research paper on an aspect of contemporary French and Francophone studies. Three of the exams must be written in French; one must be written in English.

- Exam 1 On 2 contemporary French and Francophone courses (4 hours)
- Exam 2 On 2 other contemporary French and Francophone courses (4 hours)
- Exam 3 On 2 other French courses (4 hours)
- Exam 4 On other French course(s) (up to 4 hours)
- Exam 5 (For students taking a Minor) On the Minor field (up to 4 hours)

In each four-hour French exam the student must answer a series of identification questions (10 out of 12) and write two essays, one on each course. For every essay question, the student has a choice from 3 different topics/questions (i.e. 6 total per 4-hour exam). *See the broad guidelines above on the examination in the literature track for further specificities about the Masters exam procedures.*

Ph.D. DEGREE

The Doctor of Philosophy in French is a research degree designed to foster mastery of the language together with advanced knowledge and analytical and critical skills in appropriate areas of French and Francophone studies or linguistics. The student is expected to become familiar with past and current achievements in the field and demonstrate the ability for original scholarly research.

Requirements

A minimum of 3 academic years of graduate study (at least 60 semester hours) beyond the baccalaureate degree (or equivalent) is normally required in the doctoral program. Credits acquired at the Masters level count towards this. On progressing beyond the Masters level, candidates for a Ph.D. in French will be expected to take 10 three-credit courses and thereby fulfill requirements in three categories, consisting of 4, 4, and 2 courses respectively as follows: a Major/Minor category that will consist of four courses, a Distribution category (see below) that will also consist of four courses, and two courses in an unrelated field that will serve as an

Elective category. Although students will be required to adhere to the 4-4-2 pattern in fulfilling the requirements, there is considerable flexibility in the exact choice of courses. Some courses may help to fulfill requirements in more than one category (e.g. both the "Major/Minor" and "Distribution" categories), thus enabling students to take additional courses in areas of particular interest to them while remaining within the 10-course total overall. Course selection will be made by the student in consultation with the advisor and the Director of Graduate Studies (DGS).

Major/Minor Requirements: In fulfilling this requirement, students will typically take two to three courses in the Major and one to two courses in the Minor.

Distribution Requirements: Students will be required to take four courses across the fields represented by the French faculty. Specifically, students will be required to take two pre-1800 courses, and two post-1800 courses, to be determined in consultation with the major advisor and the DGS. Courses taken to satisfy the Distribution Requirement can also be counted toward the Major or Minor. Take, for instance, a student who decides to specialize in 19th century (Major) with a sub-specialization in the Maghreb (Minor). In that case the 19th century and Maghreb courses would count toward the Major/Minor requirements as well as the Distribution Requirements. By the same token, additional courses could be taken in the Major/Minor or Distribution fields while respecting the 10-course total overall.

Unrelated Field (Electives): Based on the overlapping 4-4-2 distribution system, two of the student's courses will be in unrelated fields, hence electives. This could involve work in such areas as theory, autobiography, women's studies, colonialism/post-colonialism, etc., and not necessarily standard century-based fields. In choosing electives students should keep in mind the need for intellectual coherence.

No more than two courses can be taken outside of the department, and all courses in the first semester must be taken within the department.

We encourage students to develop a secondary area of specialization, which can be easily done while satisfying the requirements stated above. The DGS will work with every entering graduate student in order to work out a program consonant with each one's interests, background and needs.

In meeting course requirements, students may supplement regular courses by directed individual studies and directed individual research if appropriate.

RESIDENCY

After the student has earned a Master's degree or 30 semester hours of graduate credit, he or she must be continuously enrolled on the FSU campus or in one of its teaching centers for a minimum of 24 semester hours credit during any period of 12 consecutive months to establish residency.

A minimum of 3 months residency in a French-speaking country is strongly recommended prior to completion of the degree.

DOCTORAL SUPERVISORY COMMITTEE

Five faculty members constitute the preferred minimum. The Committee shall include the Major Professor, Minor Professor and a representative of the Graduate Faculty from outside the Department of Modern Languages and Linguistics who may also be the minor professor, and an additional two or three other faculty members from the French faculty. All of the minimum constituency of the Supervisory Committee must hold Graduate Faculty Status and three of them - Major Professor, Representative of the Graduate Faculty as well as one other member - must hold Doctoral Directive Status. The coordinator and the elected member to the Graduate Policy Committee will consider the composition of the proposed Supervisory Committee and forward the list to the Associate Chair for Graduate Studies with recommendation for approval or modification. After the Department Chair has approved, the Dean of the College will be advised of the composition of the committee.

If acceptable to the Major Professor, Divisional Coordinator and Advisory Board, some courses on the 4000-level in both the Major and Minor field may be counted as graduate credit toward the Ph.D. degree provided no comparable 5000-level course is available. No more than 6 semester hours of 4000-level courses in French may be counted towards the degree and no more than 6 semester hours of 4000-level courses may be taken in the minor field without the permission of the Coordinator and Advisory Board. The doctoral student is expected to include two 6000-level courses.

DOCTORAL PRELIMINARY EXAMINATION

Prior to the Doctoral Preliminary Exam, the student must prepare a formal Program of Studies approved by the entire Supervisory Committee and the Associate Chair for Graduate Studies who will file it in the Graduate Studies Office of the department and distribute it to all members of the Supervisory Committee; must demonstrate high-level proficiency in one foreign language or reading knowledge in two (the language or languages chosen must be pertinent to the student's program of research); must be in at least the final semester of the minimum course work and residence.

International students cannot choose English as a foreign language.

The Doctoral Preliminary Exam, written and oral, is prepared by the Supervisory Committee, with proportionate coverage of both Major and Minor fields and is designed to ascertain the candidate's scholarly competence, the breadth and depth of linguistic and cultural literacy and bibliographical knowledge, and the feasibility of possible dissertation projects.

The student is expected to demonstrate some measure of sophistication and expertise in the ability to investigate, analyze, synthesize, interpret, criticize, apply, compare, and expound. The Ph.D. preliminary exam will consist of 4 questions: 1) on the dissertation topic (in the major area); 2) on the minor area; 3) on the unrelated field; and finally 4) on a subject satisfying the distribution requirement or, if this has already been satisfied, a further question on the major area or a question on another field in which the student has taken courses. All requirements for the doctorate must be completed within five calendar years from the time the student passes the Preliminary Examination or the exam must be repeated. The formal status of candidate for the

doctoral degree is granted after the student has passed the Doctoral Preliminary Exam. A minimum lapse of at least six months between achieving the status "formal candidacy" and the granting of the Ph.D. degree is required.

PROSPECTUS OF DISSERTATION

After completion of the Preliminary Examination, the student will submit a Prospectus of Dissertation (see Appendix XV) as approved by the Supervisory Committee and the Associate Chair for Graduate Studies for permanent filing in the Graduate Program Office. Any major revision of dissertation topic will be accompanied with a revision of the Prospectus of Dissertation and be properly approved and filed.

DISSERTATION

The doctoral Dissertation must be on a topic connected with the major field and must constitute a significant research contribution to knowledge. The candidate must register for FRW 6980r (Dissertation) during each term in which he or she works substantially with the Supervisory Committee or uses the research facilities of Florida State University. (A minimum of two dissertation hours per term.) The student must be registered for at least two semester hours of dissertation during the term in which the defense is held. A minimum of 24 semester hours of FRW 6980r for credit is required. There is no fixed limit for the maximum.

When the research and collection of data have reached the stage of exposition, it is recommended that the candidate submit carefully edited preliminary drafts, chapter by chapter, to the Supervisory Committee for suggestions, corrections, and approval.

Four complete and approved copies of the final version of the dissertation prepared in accordance with the directions set forth by the University Graduate Program Office with an abstract of 350 words must be submitted to the Supervisory Committee **four weeks** before the Oral Defense of Dissertation. Publication of the dissertation is encouraged. When approval signatures are affixed to the several copies of the dissertation in its final format, three copies must be filed with the Graduate School and one soft-bound copy with the Associate Chair for Graduate Studies for the permanent departmental archives. (Students should obtain Guidelines and Requirements for Thesis Writers from the office of the Dean of Graduate Studies before starting dissertation.)

ORAL DEFENSE OF DISSERTATION

The date, time, and place of the Oral Defense of Dissertation must be announced by memo from the Major Professor at least two weeks in advance to the Supervisory Committee, the Candidate, the Coordinator and the Advisory Board, the Associate Chair for Graduate Studies, the Chair of the Department of Modern Languages and Linguistics, the Dean of the College, the Dean of Graduate Studies.

Ph.D. Progress Report - French

NAME _____ STUDENT ID _____

COURSE REQUIREMENTS

Normally 30 hours coursework beyond the MA or beyond 30 previous hours of graduate work: 2 courses in each area (including MA work)

RESTRICTIONS:

- 24 hrs within 12 mo. _____ doctoral residency
- 3 mo. minimum residence in French-speaking culture
- READING KNOWLEDGE of two languages 1) _____
- 2) _____ OR 1 high level proficiency _____
- 5 hours maximum of *FRE 5940* for tuition waivers
- 5 hours maximum of *FRE 5910*
- 24 hours minimum of *FRW 6980*
- 5 year maximum from preliminary exams to dissertation defense

		Completed
At least 3 years of graduate study beyond BA		
At least 60 semester hours beyond BA		
At least 30 semester hours of courses beyond Masters		
At least 10 three-credit courses beyond Masters of which		
	4 Major/Minor-Courses may satisfy more than one category of requirement	
	4 Distribution- Courses may satisfy more than one category of requirement	
	Of which 2 pre-1800 French	
	Of which 2 post-1800 French	
	2 Electives- Courses may satisfy more than one category of requirement	
	At least 2 at 6000 level	
	Not more than 2 at 4000 level (French)	
	Not more than 2 at 4000 level (Minor)	
	Not more than 2 outside the Department	
DIS and DIA may help meet course requirements		
High-level of proficiency in a foreign language _____ or reading knowledge in two languages 1) _____ 2) _____		
Preliminary Exams		
Dissertation		

Courses

No.	Title	Semester	Completed	Major	Minor	Distrib	Elec

GERMAN DIVISION

Admissions

APPLICATION: Apply to Graduate Admissions (<https://admissions.fsu.edu>), A2500 University Center, Florida State University, Tallahassee, Florida (32306-1006).

REQUIREMENTS: Baccalaureate or equivalent, complete and acceptable academic transcripts ("good standing"); GPA (of last two baccalaureate years) of at least 3.00 on a 4-point system, or Graduate Record Examination (GRE) Aptitude score (Verbal and Quantitative) of 1000 or higher. Foreign nationals must pass the TOEFL English language test with a minimum score of 550.

GRADUATE RECORD EXAMINATION: All applicants must submit official GRE scores to be admitted to Florida State. For information about registering and taking the GRE, please visit their website— <http://www.gre.org>. A ten percent (10%) exemption to the GPA or GRE criteria may be granted by the University to the Departments.

INTERNATIONAL STUDENTS: Students from abroad who receive or expect to receive financial aid from Florida State University (fellowship or assistantship) must apply for a U.S. Visa as Exchange Visitor (J-1 visa) certified by the "host" department. All foreign nationals must be processed through the *INTERNATIONAL ADMISSIONS OFFICE* of Florida State University.

READMISSION: After two (2) consecutive semesters of absence, or after having received a degree from Florida State University, or after having been registered "for examination only" expecting but failing to complete a degree, any student who wishes to resume studies or candidacy or undertake a subsequent graduate program at Florida State University must apply to the Registrar for readmissions and must secure the formal approval of the Department.

Grants-in-aid

ASSISTANTSHIPS: Graduate teaching assistantships are available. Graduate assistants pursue their studies on a basis which will normally require about two (2) years to complete the M.A. program. Continuation or renewal of divisional assistantships depends upon maintaining a satisfactory academic and teaching record, as well as upon making satisfactory progress towards completion of the degree.

FELLOWSHIPS: Graduate University fellowships are available on a competitive basis to a limited number of students. Additional financial assistance may be furnished by work/study assistance. Other forms of financial aid are available through the Financial Aid Office.

Winthrop-King Summer Graduate Scholarship in German. This award is open to FSU graduate students majoring in German who are seeking support for a research project or for language development in a German-speaking country during the summer semester.

FEE WAIVERS: Registration fees must be paid by all except fellows, but tuition may be waived for both fellows and teaching assistants. Eligibility for consideration for any grant-in-aid for a given academic year depends first and foremost on admission to graduate status at Florida State University and second on the qualifications documented in the application for assistantships submitted to the Department of Modern Languages and Linguistics, Florida State University. Deadline for complete application for fellowships is January 15; teaching assistantships may be applied for at any time, but since appointments usually are made in the spring for the following academic year beginning in the fall, it is recommended that applications be made by February 1st.

Graduate degree requirements and regulations

Graduate credits are normally taken in 5000-level courses or above.

Full-time enrollment of 12 hours per semester is required. For teaching assistants, this requirement is modified, normally to 9 hours. Teaching assistants usually teach 12 hours (three courses) in two consecutive semesters, 4 hours (1 course) in one semester and 8 hours (2 courses) in the other.

Students with teaching assistantships must register each semester they teach for 5940r, Teaching Practicum. This registration may be for 0 hours, at no cost, or may be for as many as 5 semester hours. Only 3 hours of this course, however, will count toward the M. A. degree, and only 5 hours can be accumulated in the program.

A grade average of "B" or better must be maintained.

A graduate student should see that a Major Professor and Supervisory Committee are appointed as soon as possible. Until they are appointed, graduate students are counseled by the Divisional Coordinator.

Progressive steps toward the completion of the degree requirements are reported by signed Warrants ("Certifications of Graduate Exams and Degrees") to the Associate Chair for Graduate Studies for departmental recording and transmittal to appropriate university officials.

M.A. degree

The M. A. Supervisory Committee consists of the student's Major Professor, one Minor Professor (if any), and two other faculty members. All of those must hold Graduate Faculty Status.

Minor(s) are permitted, but not required. If a student elects to have a minor program, 9 semester hours of credit must normally be earned in graduate courses in the minor field. If acceptable to the Minor Professor, some courses (no more than 6 semester hours) on

the 4000 level in the minor field may be counted toward the M. A. Degree.

Except by express permission of the Chair of the Department of Modern Languages and Linguistics, no M. A. candidate may apply toward the degree more than 6 semester hours of credit in GEW 5900r courses.

No more than 6 semester hours of graduate credit can be transferred from another school to count toward the M. A. degree at Florida State University.

The M. A. degree must be completed within seven (7) years from the time a student first registers for graduate credit.

Before taking the M. A. Comprehensive Examination, a formal Program of Studies must be prepared by the candidate, for the approval of the Major Professor, Minor Professor (if any), and Chair of the Department of Modern Languages and Linguistics. This Program of Studies becomes a part of the student's permanent record.

Types of M.A. degrees

THESIS PROGRAM: A minimum of 30 semester hours of credit in graduate courses, including minor, if any, and 6 hours of thesis credit. At least 18 of the total of 30 hours must be taken on a letter grade basis. The thesis must be submitted to the Supervisory Committee at least ten (10) days before the oral defense of the thesis, which must be no less than one (1) week prior to the date set for submitting the thesis to Graduate Studies.

COURSE PROGRAM: A minimum of 32 semester hours of credit in graduate courses (including minor, if any), at least 21 of which must be taken on a letter grade basis.

The Master's Comprehensive Examination will be on the courses taken in the M. A. Program. Questions will be specific in nature, will normally be of the essay type, and will be written in a period of eight (8) hours (normally in two periods of four hours on consecutive days).

An oral examination, approximately one week after the written portion, is required when the student has failed one or more sections of the written examination.

It is the student's responsibility to register for degree examinations (**GEW 8966**) during the regular registration period, in the semester the student expects to receive the degree. It is also the student's responsibility to make all necessary arrangements with the Registrar's Office concerning his/her diploma, fees, degree clearance, etc.

GERMAN STUDIES: The German Division also offers an M. A. in German Studies. The degree requires a thesis. The courses are determined in consultation with the Major Professor.

READING PORTFOLIO: Each candidate for an M. A. in German or German Studies must complete the reading list. Each student will compile a portfolio based on readings selected in consultation with the major professor. This portfolio must be completed before the degree is awarded.

Ph.D. degree

Florida State University does not offer a Ph.D. degree program in German. However, students may wish to pursue a Ph.D. program of studies, upon completion of the M. A. degree, in the Graduate Program in the Humanities, with German as a field of concentration. For further information write: Director, Program in the Humanities, Dodd Hall, Florida State University, Tallahassee, Florida 32306.

MA Progress Report - GERMAN STUDIES

NAME _____ STUDENT ID _____

TA: 2 yrs. only (sem/yr./hours) _____

COURSE REQUIREMENTS

1) 32 hours coursework, and comprehensive exams

- DEGREE RESTRICTIONS: 21 hours minimum of letter grade work
 - 15 hours minimum of German Courses (see below)
 - 6 hours maximum of 4000 level
 - 3 hrs max of *GER 5940* (3 hrs max - Tuition Waivers)
 - 3 hours maximum of *GEW 5915*
 - 6 hrs maximum other S/U coursework (excluding 5940)
 - 6 hours maximum transfer credits
 - 7 years deadline, beginning to end

2) 30 hours (24 coursework, 6 thesis), thesis

- DEGREE RESTRICTIONS: All of the above, BUT
 - 18 hours minimum of letter grade work
 - 6 hours minimum of *GEW 5971*

Coursework (German Division): Choose from the following:

- GER 5425 Essay Workshop
- GER 5906 Studies in German Languages and Literature
- GER 5208 Studies in a Genre
- GER 5596 Studies in an Author or Movement
- GER 5597 Studies in a Period: Special Topics
- GER 5906 DIS (3 or 6 hours)
- GER 5971 Thesis (1-6, if applicable)

Coursework (related areas): 14-17 hours course-type 9 hours thesis-type

3) Reading Portfolio. The Portfolio must be submitted before the degree is awarded.

MA COMMITTEE: _____

DATE: COMPREHENSIVE EXAM _____ THESIS DEFENSE _____

Thesis Title _____

ITALIAN DIVISION

1. Apply to Graduate Admissions(<https://admissions.fsu.edu>), A2500 University Center, Florida State University, Tallahassee, Florida (32306-1006).
2. Requirements: Baccalaureate or equivalent, complete and acceptable academic transcripts (“good standing”); GPA (of last two baccalaureate years) of at least 3.00 on a 4-point system, or Graduate Record Examination (GRE) Aptitude score (Verbal and Quantitative) of 1000 or higher; Departmental approval, consisting of the collective appraisal of members of the Italian Division submitted for appropriate action to the Chair of the Department of Modern Languages and Linguistics. Foreign nationals must pass the TOEFL English language test with a minimum score of 550; GPA and GRE requirements are not waived for them.
3. The GRE Examination: Verbal and Quantitative is recommended to applicants for teaching assistantships. They are required of applicants for scholarships or fellowships. For information about registering and taking the GRE, please visit their website—<http://www.gre.org>. A ten percent exemption to GPA or GRE criteria may be granted by the University to the departments.
4. Students from abroad who received or expect to receive financial aid from Florida State University (fellowship or assistantship) must apply for a US visa as Exchange Visitors (J-1 visa) certified by the “host” department. All foreign nationals must be processed through the International Admissions Office, Florida State University, 2240 University Center, and must apply at least six months prior to the first day of classes of the semester they wish to attend.
5. After two consecutive semesters of absence, or after having received a degree from the Florida State University, or after having been registered “for examination only” expecting but failing to complete a degree, any student who wishes to resume studies or candidacy or undertake a subsequent graduate program at the Florida State University must apply to the Registrar for readmission and must secure the formal approval of the Department.

Supplementary Programs:

Principal supplementary programs offered by the Department of Modern Languages and Linguistics include: Chinese, French, German, Japanese, Linguistics, Portuguese, Russian, Slavic and Spanish.

GRANTS-IN-AID

Graduate teaching assistantships are available. Currently the stipend is \$10200 per academic year. Graduate assistants pursue their studies on a basis which will normally require about two years to complete the M.A. program. Continuation or renewal of Divisional assistantships depends upon maintaining a satisfactory academic and teaching record as well as upon making satisfactory progress towards completion of the degree sought.

Graduate University fellowships of \$18,000 for twelve months are available on a competitive basis to a limited number of students. Additional financial assistance may be furnished by Work Study assistance. Other forms of financial aid are available through the Financial Aid Office.

Registration fees must be paid by all except fellows. Out-of-state tuition may be waived for both fellows and teaching assistants. Eligibility for consideration for any grant-in-aid for a given academic year depends first and foremost on admission to graduate status at the Florida State University and second on the qualifications documented in the application for assistantships submitted to the Department of Modern Languages and Linguistics, Florida State University. Florida has no state income tax. Deadline for complete applications for fellowships is February 1 for teaching assistantships, the deadline is February 15. TA appointments usually are made in the Spring for the following academic year beginning in the Fall.

GRADUATE DEGREE REQUIREMENTS AND REGULATIONS

General

Graduate credits are normally taken in 5000-level courses or above.

Full-time enrollment of 12 hours per semester is required. For teaching assistants, this requirement is modified. Teaching assistants usually teach 12 hours (three courses) in two consecutive semesters, 4 hours (1 course) in one semester and 8 hours (2 courses) in the other.

Students with a teaching assistantship must register each semester they teach for ITA 5940, Teaching Practicum. This registration may be for 0 hours, at no cost, or may be for as many as 6 semester hours per semester. Only 3 hours of this course, however, will count toward the M.A. degree.

A grade average of 3.0 (on a 4.0 scale) or better must be maintained.

A graduate student should see that a Major Professor and Supervisory Committee are appointed as soon as possible. Until they are appointed, graduate students are counseled by the Divisional Coordinator, who is the Divisional Representative on the Graduate Program Committee of the Department of Modern Languages and Linguistics.

Progressive steps toward the completion of the degree requirements are reported by signed Warrants (“Certification of Graduate Exams and Degrees”) to the Associate Chair

for Graduate Affairs, for Departmental recording and transmittal to appropriate University officials.

M.A. Degree

The M.A. Supervisory Committee consists of the student's Major Professor, one Minor Professor (if any), and two other faculty members from the major field. All of those must hold Graduate Faculty Status.

No M.A. candidate may apply more than 6 semester hours of 4000 level undergraduate courses for graduate credit. If acceptable to the Minor Professor, some courses (no more than 6 semester hours) on the 4000-level in the minor field may be counted toward the M.A. degree.

Before taking the M.A. Comprehensive Examination, a formal Program of Studies must be prepared by the candidate, for the approval of the Major Professor, Minor Professor (if any), and Chair of the Department of Modern Languages and Linguistics. The M.A. in Italian Studies entails an array of selected core courses. This core will include three (3) semester credit hours in Italian Culture and Civilization (ITA 5505), and six (6) semester hours of credit in Italian literature or language courses at the 5000 level or above. This Program of Studies becomes a part of the student's permanent record.

Master's Comprehensive Examination

The Master's Comprehensive Examination is based on courses taken by the candidate and on the M.A. reading list. In the minor or related field(s), questions will be on course work only. Members of the examining committee will be appointed by the division coordinator. M.A. examination questions are expected to elicit substantive critical essays. Questions will be written within a period of eight hours (normally in two periods of four hours on consecutive days).

An oral examination, approximately one week after the written portion, is required when the candidate has failed one or more sections of the written examination. It is the student's responsibility to register for degree examinations during the regular registration period. In the semester the student expects to receive the degree, it is also the student's responsibility to make all necessary arrangements with the Registrar's Office concerning his/her diploma, fees, degree clearance, etc.

Types of M.A. Degrees

The M.A. in Italian studies is an interdisciplinary program with core courses in Italian correlated with graduate courses from related area(s) of interest. Related areas might include: Art, Art History, Classics, Communications, Economics, English, Film, History, Humanities, Interior Design, International Affairs, Music, Philosophy, Political Science, Religion, Theatre, Urban and Regional Planning.

Thesis type: to qualify for a Master's degree under this program, the student must complete a minimum of thirty (30) semester hours of credit including thesis credit. At least eighteen (18) of these hours must be taken on a letter grade basis. The student must submit an acceptable thesis, for which not less than three (3) nor more than six (6) semester hours of credit will be received.

A prospectus of the thesis must be approved by the Supervisory Committee in advance of beginning the thesis itself. The thesis must be submitted in four copies to the Supervisory Committee at least two weeks before the Oral Defense of the thesis, which must be no less than two weeks prior to the date the candidate expects to receive the degree.

After the thesis is approved and signed, two copies must be filed with the FSU (Strozier) Library, one with the Major Professor, and one with the Graduate Program Office of the Department of Modern Languages and Linguistics.

Course type: To qualify for a Master's degree under this program, the student must complete a minimum of thirty-two (32) semester hours of course work. At least twenty-one (21) of these hours must be taken on a letter-grade basis.

SLAVIC DIVISION

The Department of Modern Languages and Linguistics at Florida State University offers a Master's Degree program in Slavic languages and literatures. The major concentration is Russian, and minor work is available in Serbo-Croatian and Czech. A student's individual course of study may emphasize language or literature.

The university also offers an interdisciplinary Master's Degree program in Slavic and East European Studies. In addition, students who wish to pursue a Ph.D. with concentration on Slavic studies may do so through the interdisciplinary Humanities Program.

Master's degree program

Two types of Master's Degree programs are available, the thesis- type and the course-type. The thesis-type program requires a minimum of thirty (30) semester hours including at least six (6) hours of thesis credit. In the course-type program a minimum of thirty-two (32) semester hours is required.

Nine (9) to twelve (12) credit hours per semester is considered a full academic load. Nine (9) hours is the normal load for teaching assistants.

In either program the student must successfully complete a comprehensive examination consisting of both written and oral portions. The comprehensive is designed as a field examination, and the written portion will cover both the courses an individual student has taken and the general Master's reading list required of all graduate students. The oral examination spans the fields encompassed by the written examination; for students who have written a thesis as part of their program, the oral additionally constitutes a defense of that thesis.

Financial aid

University graduate fellowships (amounting to \$18,000) are available on a competitive basis to a limited number of students. Departmental teaching assistantships, which help finance educational costs as valuable classroom experience is gained, are also available. Additional assistance is available from the university's Work Study program.

Graduate fellowships and teaching assistantships provide a stipend plus a waiver of matriculation and out-of-state tuition costs. Additionally, since FSU participates in the Academic Common Market among thirteen Southern states, residents of those states qualify for in-state fees.

SPANISH AND PORTUGUESE DIVISION

Effective for students beginning a graduate program
Fall 2006 and thereafter

Admission

1. Apply to Graduate Admissions (<https://admissions.fsu.edu>), A2500 University Center, Florida State University, Tallahassee, Florida (32306-1006). With the application, all candidates are to submit a letter of intent to the Spanish Division explaining their interest in the FSU Spanish program and their professional goals.

2. Requirements: B.A. in Spanish for the Master's Program; M.A. in Spanish for the Ph.D. Program. Other candidates must petition the Spanish and Portuguese Division in writing explaining why they feel prepared to undertake this study. The Spanish faculty will vote on each such case.

We need a complete and acceptable academic transcripts (“good standing”). GPA (of last two baccalaureate years) of at least 3.00 on a 4-point system or Graduate Record Exam Aptitude score (verbal and quantitative) of 1000 or higher. Departmental approval, consisting of the collective decision of members of the Spanish faculty, submitted for appropriate action to the Chair of the Department of Modern Languages and Linguistics. All applications should be accompanied by 1) a statement of purpose and 2) a writing sample in Spanish; both should be the original work of the applicant.

3. The GRE Examination is required of applicants for admission to graduate school. For information about registering and taking the GRE, please visit their website— <http://www.gre.org>. A ten percent exemption to the minimum GPA or GRE score of 1000 may be granted by the University to the Departments.

4. Foreign students who receive or expect to receive financial aid from FSU (fellowship or assistantship) must apply for a U.S. Visa as Exchange Visitor (J-1 visa), certified by the “host” Department. All foreign nationals must apply through the FSU International Admissions Office, 2249 University Center. Foreign students whose native language is not English must achieve a score of 550 on the TOEFL.

5. If a student has not registered during two consecutive semesters (including the summer term), and wishes to resume studies or candidacy or undertake a subsequent graduate program at FSU, he/she must apply to the Registrar, 2315 University Center, for readmission and must secure the formal approval of the Department of Modern Languages and Linguistics. The same is true for those who have received one degree from FSU and wish to pursue another, and for those who have registered “for examination only” but failed to complete a given degree.

Financial Assistance

Graduate Teaching Assistantships are available. Graduate assistants pursue their studies on a basis that will normally require about two years to complete the M.A. program (thesis type, 30 hours; course work type, 32 hours), an additional two years to complete the Ph.D. course work (30 hours), and an additional year for dissertation (24 hours).

In 2009-2010, TA's will receive a minimum of \$12,800 for teaching 12 hours (four courses) per year. In addition, opportunities for summer teaching are good. Florida has no state income tax, and living costs are relatively low.

Graduate fellowships for M.A. and Ph.D. candidates are available on a competitive basis to a limited number of students. Other forms of financial aid are available through the Financial Aid Office.

Registration fees must be paid by all except fellows. Out-of-state tuition is waived for both fellows and assistants, contingent upon continued appropriations to the University from the legislature. At present 9 hours of tuition are waived per term. Eligibility for consideration for any grant-in-aid for a given academic year depends first on admission to graduate student status at FSU, and second on the qualifications documented in the application for assistantships submitted to the Department of Modern Languages and Linguistics, Florida State University. Deadline for applications for fellowships and for teaching assistantships is February 1st for the following fall term. Application before these deadlines is recommended. Later applications for teaching assistantships may be considered if assistantships are still available.

GRADUATE DEGREE REQUIREMENTS AND REGULATIONS

General

Graduate credits are normally taken in 5000-level courses or above. Full-time enrollment is required. The combined teaching and study load is generally limited to a maximum of 15 semester hours. Graduate students must maintain a grade average of "B" (3.0) or better.

Entering M.A. students will be advised by the Graduate Advisor. Ph.D. students will be advised by the Graduate Advisor until they select their Major Professor. Students writing an M.A. thesis and all Ph.D. students must have a Major Professor and a Supervisory Committee.

Progressive steps toward the completion of M.A. or Ph.D. requirements are reported by signed Warrants ("Certification of Graduate Exams and Degrees") to the Associate Chairperson for Graduate Studies for departmental recording and transmittal to appropriate university officials.

Teaching Assistants

All Teaching Assistants must register for a minimum of nine (9) semester hours of course work in the Spanish and Portuguese Division each fall and spring semester, and six (6) semester hours of course work in the Spanish and Portuguese Division in the summer if they are teaching. All new Teaching Assistants must take FOL 5934 Research Foundations and Practice in Communicative Language Teaching. Students entering the program in January must take the course during the following fall semester. Students accepted provisionally who subsequently achieve regular status and are eligible for teaching assistantships will not begin teaching until they have taken FOL 5934.

Teaching Assistants must register each semester in the section of SPN 5940r, Teaching Practicum. Students must maintain a grade of S in SPN 5940. In cases where a teaching assistant receives a U in SPN 5940, the divisional faculty will meet to decide whether to retain or terminate that person's services as a Teaching Assistant and, if retained, the Teaching Assistant would be on probation as a Teaching Assistant the semester after receiving the U.

M.A. Degree

For the Master's degree in Spanish, there is a minimum course requirement of three graduate-level courses in the field of Iberian and Latin American Literatures and Cultures, each in a different area, and of two graduate-level courses in the Language and Linguistics field, each in a different area (a total of 5 courses in 5 of the 6 different areas). All courses in the areas listed below must be taken on a letter-grade basis.

- A. Iberian or Latin American Literatures and Cultures
(At least one course must be in Iberian and one in Latin American.)
 1. Early
 2. Modern
 3. Contemporary
- B. Language and Linguistics
 1. Phonetics/Phonology
 2. Morphology
 3. Syntax
 4. SLA
 5. Psycholinguistics
 6. Sociolinguistics

Courses corresponding to each area are listed in the Appendix.

The number of semester hours of course credit required is thirty (30) or thirty-two (32), depending on the type of degree sought (30 for thesis type, 32 for course type). Required courses include:

- SPW 6806 Research Methods and Bibliography in Literary and Cultural Studies (3 hours) (Only for literature specialists)
- FOL 5932 Quantitative Research Methods in SLA (Only for linguistics specialists)

- FOL 5934 Research Foundations and Practice in Communicative Language Teaching (3 hours)

These courses should be taken as early in the student's program as possible. Furthermore, upon recommendation by the Division, graduate students may be required to take SPN 5900 Advanced Spanish Composition and Translation, which will not count toward the course-area requirement but will count toward the hour requirements for graduation.

If the student elects to have a minor within the department, that exam area replaces one area exam so that the student will take a total of three exams. The department offers the option of a minor in Second Language Acquisition, nine semester hours must be earned in courses in this minor field. A minor outside the department will be in addition to the departmental course work in Modern Languages; specific details will be coordinated with the particular department.

No graduate credit can be transferred from another school to count toward the M.A. degree at FSU, and no 4000-level undergraduate courses will apply toward graduate credit. If acceptable to the minor professor, some courses (no more than 6 semester hours) on the 4000-level in the minor field may be counted toward the M.A. degree.

By the end of the student's second semester, the Program of Studies form must be prepared by the candidate with the Director of Graduate Studies. This Program of Studies is placed in the student's file. In addition, students are to meet each semester with the Director of Graduate Studies and/or their thesis director to review his/her progress toward the degree.

The M.A. degree must be completed within seven (7) years from the time the student first registers for graduate credit in this program.

Master's Comprehensive Examination

The Master's Comprehensive Examination will be offered once in the fall, during the week before Thanksgiving, and once in the spring, the week after spring break. **M.A. Students must declare, by the Friday of the first week of class in the semester they are expected to take Exams, the exam areas they have chosen.** In order to take an exam in a particular area, the student must have taken (or be currently enrolled in) an approved, corresponding course from that area. M.A. exams cannot be taken if the student still has a grade of "Incomplete" for any required course. The examination in the Literatures and Cultures areas is based on the M.A. reading lists; in Language and Linguistics fields the examination is based on reading lists prepared in consultation with the examining professor(s). The Examination Panel will be composed of Spanish and Portuguese Division faculty members with Graduate Faculty Status, as well as the minor professor (if any) who must also hold Graduate Faculty Status.

M.A. Exams will cover three areas. Students choosing to take more than one exam in Literature must take at least one exam in Iberian and one exam in Latin American literature and Cultures. It is the student's responsibility to find a professor from the minor area who will prepare and grade questions in that area.

The exam is a six-hour examination consisting of two hours on each of three days. Questions will be specific in nature, and may include identifications, essay questions, problem solving.

There will not be any oral examination for the M.A. Comprehensive Examination. If the student does not pass one area on the M.A. examination, upon request the student will be reexamined on that area during a later regular examination period, but not before the next scheduled examination. If the student does not pass two or more areas, the entire examination must be retaken at a subsequent regular examination period. In the event all areas are not passed after the second examination, the student is no longer eligible to be in the program.

It is the student's responsibility to register for the M.A. comprehensive examination (SPW 8966r) during the regular registration period. In the semester the student expects to receive the degree, it is also the student's responsibility to make all necessary arrangements with the Registrar's Office, the Office of Graduate Studies, and the Associate Chair for Graduate Studies concerning his/her diploma, fees, degree clearance, etc.

M.A. Reading List

- Early: Latin American Colonial or Iberian Medieval and Golden Age
- Modern: 19th Century Latin American or Iberian 18th and 19th Centuries
- Contemporary: Latin American or Iberian 20th and 21st Centuries

Ph.D. Degree

A minimum of thirty (30) semester hours of graduate credit in Spanish and/or approved related fields beyond the M.A. degree at or above the 5000 level is normally required in the doctoral program.

The two tracks for specialization are:

- A. Iberian and Latin American Literatures and Cultures
 1. Early
 2. Modern
 3. Contemporary
- B. Language and Linguistics
 - a. Formal Linguistics
 - b. Applied Linguistics
 - c. Second Language Acquisition

Minimum area requirements for students in the Iberian and Latin American Literatures and Cultures track are:

- 12 hours in the major area
- 6 in the secondary area
- 3 in the remaining area, and
- 9 for electives.

Minimum area requirements for students in the Language and Linguistics track are:

- 6 hours in Linguistic Theory
- 3 in Applied Linguistics (sociolinguistics, psycholinguistics, etc.)
- 6 in Second Language Acquisition

- 6 in Research Methods and Statistics, and
- 9 for electives.

All course work should be arranged with the Graduate Advisor or, after the first year at the latest, with the Major Professor. Courses taken for the M.A. degree may be used to satisfy this distribution requirement. Permission from the Division of Spanish and Portuguese is required to use courses taken for the B.A. to satisfy this requirement.

All Ph.D. candidates are also required to take:

- SPW 6806 Research Methods and Bibliography in Literary and Cultural Studies (3 hours)
(Only for literature specialists)
- FOL 5932 Quantitative Research Methods in SLA (Only for linguistics specialists)
- FOL 5934 Research Foundations and Practice in Communicative Language Teaching (3 hours)
- FOW 5025 Critical Theory and Its Applications to Non-English Literatures (3 hours)
(Only for literature specialists)

These courses should be taken as early in the student's program as possible and must be taken before the Preliminary Examination.

After students have earned the M.A. degree in Spanish or 30 semester hours of graduate credit in Spanish, they must spend on the Florida State University campus a period of continuous enrollment of at least 24 graduate semester hours of credit in any period of twelve consecutive months.

Ph.D. students may choose to have a minor or a certificate, usually another foreign language or literature, linguistics, Latin American Studies, education, history, etc. If students choose to have a minor or certificate, approximately one-fourth of the courses will be in the minor field. This area will be an additional exam in the Preliminary Examination.

The language requirement for the doctoral degree consists of reading knowledge in two languages other than Spanish and English which are germane to research in the student's proposed specialty area (one language if the language is not a Romance language, such as Russian or Chinese, and the student demonstrates advanced proficiency as indicated by course work or a degree). The student's Supervisory Committee determines which languages are germane. The requirement can be satisfied by 1) passing the reading knowledge examination offered by the Department of Modern Languages and Linguistics (FRE 5069, GER 5069, etc.) or 2) completing a 2200-level course with a grade of B or better. Courses taken in high school do not satisfy the requirement. The language requirement must be satisfied before taking the Preliminary Examination.

- **Doctoral Supervisory Committee**
- **Doctoral Preliminary Examination**
- **Dissertation**

Doctoral Supervisory Committee

The Doctoral Supervisory Committee, which guides students through the various steps toward the Ph.D. degree, should be appointed as soon as possible after students have begun Ph.D. studies, that is, no later than in the second semester on campus. A prerequisite to setting up the committee is that students have a general idea of their area of specialization, since the Major Professor must necessarily be a person with special competence in that area.

The Supervisory Committee will consist of the Major Professor and at least two members of the Spanish graduate faculty who have Graduate Faculty Status, plus a representative-at-large of the graduate faculty with doctoral directive status drawn from outside the Department of Modern Languages and Linguistics, and the Minor Professor (if any). The at-large representative may also be the Minor Professor. Any other members of the Committee will be chosen from the Spanish faculty and must have Graduate Faculty Status. The committee must include a representative from each area in which the student is to be examined on the Preliminary Examination.

Since the University Bulletin states that the appointment of the Major Professor must be mutually acceptable to the Department Chair (who approves the Major Professor), the student, and the professor, the student may, in effect, choose the professor he/she wishes as Major Professor, subject to the approval of the professor chosen. The Major Professor, in consultation with the student, recommends to the department Chair the remaining members of the Supervisory Committee. The department Chair, upon receipt of the form signed by the Major Professor and the committee members, formally appoints the committee.

The student will prepare with the Major Professor a proposed Program of Studies. This Program of Studies is placed in the student's file. Additionally, the student will meet with the Major Professor each spring to review his/her progress toward the degree.

Doctoral Preliminary Examination

Before taking the preliminary examination, the student must have a Major Professor and Supervisory Committee, an approved Program of Studies, have completed the language requirements, and have taken SPW 6806.

The written Doctoral Preliminary Examination, based on the individually prepared Ph.D. reading lists, course work, and the doctoral dissertation topic, in consultation with the committee members, is designed to ascertain the candidate's scholarly competence and the breadth and depth of his/her literary or linguistic knowledge. It is the student's responsibility to register for the Preliminary Examination (SPW 8964r) during the regular registration period.

The Ph.D. examination in Iberian and Latin American Literatures and Cultures will consist of three sections. Two parts will be from the following areas of specialization:

- Early
- Modern
- Contemporary

The third part of the examination will be on the student's dissertation topic. In consultation with the major professor, the student will create a substantive reading list for the dissertation area. The examination questions, based on this reading list, will relate generally to the dissertation topic.

If the student has a minor or certificate area and wishes an examination in that area, it is the student's responsibility to find a professor from that area who will prepare and grade the questions. The minor area or certificate examination will be in addition to the three examinations required in Spanish.

The exam is a 12-hour proctored examination consisting of four hours on each of three days. The use of a dictionary is not permitted. Questions will be specific in nature and may include identifications, essays, problem-solving questions. If the student does not pass one area on the Ph.D. examination, the student will be reexamined in that area upon request. If the student does not pass two or more areas, the entire examination must be retaken at least four months after the original examination. In the event all areas are not passed after the second examination, the student is no longer eligible to be in the program. An oral examination by the committee will be held after having read the written examination.

The Ph.D. examination in the Language and Linguistics track will consist of three sections to be determined in consultation with the major professor. Possible areas include:

- Formal Linguistics
- Applied Linguistics
- Second Language Acquisition
- Dissertation Topic

The examination questions will be based on reading lists and course work. The exam format is to be determined by the examining professors and will either be an in-class proctored exam or a take-home written exam.

If the student has a minor and wishes an examination in a minor area, it is the student's responsibility to find a professor from the minor area who will prepare and grade the questions in that area. The minor area examination will be in addition to the three examinations required in Spanish.

If the student does not pass one area on the Ph.D. examination, the student will be reexamined in that area upon request. If the student does not pass two or more areas, the entire examination must be retaken during a subsequent regular examination period. In the event all areas are not passed after the second examination, the student is no longer eligible to be in the program. An oral examination by the committee will be held after having read the written examination.

Dissertation

The student is officially a “Candidate for the Doctoral Degree” upon passing the written and oral portions of the Preliminary Examination. This candidacy must be achieved at least six months before the granting of the Ph.D. degree.

The Dissertation must be on a Hispanic topic and must constitute a significant research contribution to knowledge. After completing the Preliminary Examination but before beginning work, the candidate must submit an acceptable Prospectus of Dissertation to the Supervisory Committee. The Supervisory Committee must approve a Prospectus of the Dissertation before the student enrolls in SPN 6980r (See Appendix XV: Prospectus Guidelines for Writers of Theses and Dissertations). A copy of this Prospectus bearing the signatures of all committee members, must be submitted by the student for inclusion in the student's file. The student must register for two hours of SPN 6980r (Dissertation) every term in which he/she uses the resources of Florida State University. A minimum of 24 semester hours of SPN 6980 credit is required.

When the research and collection of data have reached the point where the student will begin writing the Dissertation, he/she should submit his/her carefully edited preliminary draft chapter by chapter to the Supervisory Committee for corrections, suggestions, and approval.

Hard copies of the final version of the Dissertation, prepared in accordance with the most recent edition of the MLA Style Manual or MLA Handbook for Writers of Research Papers and the Guidelines and Requirements for Thesis, Treatise, and Dissertation Writers (available from the Office of Graduate Studies, 644-3500), **together with an abstract in English of a maximum of 350 words, must be submitted to the Supervisory Committee at least four weeks before the Oral Defense of the Dissertation, which must be scheduled no less than two weeks before the candidate plans to receive the degree. The student must register for Dissertation Defense, SPW 8985, in the semester the defense is to take place. The date, time, and place of the defense will be announced at least two weeks in advance** by a memo from the Major Professor to the Supervisory Committee, the candidate, the Associate Chair for Graduate Studies, the department Chair, the Dean of the College of Arts and Sciences, the Dean of Graduate Studies, and Media Relations. The Associate Chair for Graduate Studies will in turn publicize the defense to the department.

After the Oral Defense and approval of the Dissertation, the student will submit the completed Dissertation to the Office of Graduate Studies. All students must submit their Dissertations electronically. For detailed instructions on the submission process and formatting requirements, see the Office of Graduate Studies website, particularly Thesis, Treatise and Dissertation Preparation.

In the semester the student expects to receive the degree, it is also the student's responsibility to make all necessary arrangements with the Registrar's Office, the Office of Graduate Studies, and the Associate Chair for Graduate Studies concerning his/her diploma, fees, degree clearance, etc. The student is also responsible for meeting the technical requirements

of the Office of Graduate Studies and should consult with that office soon after starting work on the Dissertation.

The Ph.D. Dissertation must be completed within five (5) years of the Doctoral Preliminary Examination, or the examination will have to be retaken.

Minor in Spanish or Portuguese

For a minor in Spanish or Portuguese at the graduate level, nine (9) hours of courses are required at the M.A. level, nine (9) hours at the Ph.D. level. The student must locate a member of the graduate faculty willing to advise the student, and prepare and grade the student's comprehensive or preliminary exam questions.

APPENDIX

Courses Corresponding to Area Requirements

SPW/LIN 5908&5910(Directed Individual Study & Supervised Research)

The purpose of SPW/LIN 5908 and SPW/LIN 5910 is for Ph.D. students, who have completed a minimum of two semesters of coursework, to pursue individual research under the direction of a faculty member on a topic that goes beyond what is covered in regular coursework. For this reason, credits earned for SPW/LIN 5908 can only be used to satisfy elective requirements and NOT requirements for major or supporting areas.

A. Iberian and Latin American Literature and Cultures

1. Early

SPW 5216	Spanish Golden Age Prose (3)
SPW 5315	Spanish Golden Age Theatre (3)
SPW 5337	Spanish Poetry to 1700 (3)
SPW 5356	Early and Modern Spanish American Poetry (3)
SPW 5365	Spanish American Prose (Nonfiction) (3)
SPW 5405	Medieval and Early Renaissance Spanish Literature (3)
SPW 5496	Spanish-American Women Writers (3)
SPW 5606	Cervantes (3)
SPW 6934	Topics in Hispanic Language and Literature (3)
SPW 6939	Seminar on a Spanish American Author (3)
FOL 5934	Problems and Studies in Modern Languages and Literatures (3)
POR 5930	Studies in Portuguese (Brazilian) Language and Literature (3)

2. Modern

SPW 5269	Spanish 19 th -Century Novel (3)
SPW 5338	Spanish Poetry from 1700 to Present (3)
SPW 5356	Early and Modern Spanish American Poetry (3)
SPW 5365	Spanish American Prose (Nonfiction) (3)
SPW 5385	Early and Modern Spanish American Prose Fiction (3)
SPW 5496	Spanish-American Women Writers (3)
SPW 6934	Topics in Hispanic Language and Literature (3)
SPW 6939	Seminar on a Spanish American Author (3)
FOL 5934	Problems and Studies in Modern Languages and Literatures (3)
POW 5905	Directed Individual Study (3)
	Brazilian Literature I
	Brazilian Women Writers of the 19 th and 20 th Centuries
	Afro-Brazilian Cultural and Literary Studies
	Race, Gender and Nation in Brazil

3. Contemporary

SPW 5275	Spanish 20 th -Century Novel (3)
SPW 5325	20 th -Century Spanish Drama (3)
SPW 5338	Spanish Poetry from 1700 to the Present (3)
SPW 5357	Contemporary Spanish American Poetry (3)
SPW 5365	Spanish American Prose (Nonfiction) (3)

SPW 5386	Contemporary Spanish American Prose Fiction (3)
SPW 5486	Contemporary Spanish Women Writers (3)
SPW 5496	Spanish-American Women Writers (3)
SPW 5497	20 th -Century Spanish American Drama (3)
SPW 5757	20 th -Century Mexican Prose (3)
SPW 6934	Topics in Hispanic Language and Literature (3)
SPW 6939	Seminar on a Spanish American Author (3)
FOL 5934	Teaching Foreign Language in College (3)
POW 5910	Supervised Research in Portuguese (3)
	Brazilian Literature I
	Brazilian Women Writers of the 19 th and 20 th Centuries
	Afro-Brazilian Cultural and Literary Studies
	Race, Gender and Nation in Brazil
	Brazilian Cinema
	Brazilian Modernism
	Literature of the Americas

B. Language and Linguistics

1. Formal Linguistics

LIN 5035	Historical/Comparative Linguistics (3)
LIN 5045	Descriptive Linguistics (3)
LIN 5510	Transformational Grammar (3)
LIN 5772	Computational Linguistics (3)
LIN 5932	Topics in Linguistics (3)
SPN 5795	Phonology of Spanish (3)
SPN 5805	Spanish Morphology and Syntax (3)
SPN 5845	History of the Spanish Language (3)
SPN 5900	Studies in Hispanic Language and Literature (3)
FOL 6735	Romance Linguistics (3)

2. Applied Linguistics

Psychology of Language
Pragmatics
Sociolinguistics

3. Second Language Acquisition

FOL 5934	Research Foundations and Practice in Communicative Language Teaching
FOL 5932	Quantitative Research Methods in Second Language Acquisition
	Introduction to Second Language Acquisition
	Cognitive Processes in Second Language Acquisition
	Research in Classroom Second Language Acquisition
	Universal Grammar and Second Language Acquisition

DEPARTMENT OF MODERN LANGUAGES AND LINGUISTICS

Spanish Division

Annual Evaluation of Graduate Student Progress

Name _____ Linguistics / Literature

M.A. – Exams scheduled for / taken on _____ Result _____
Thesis title (if applicable) _____
Adviser/Major Professor _____

Ph.D. – Exams scheduled for / taken on _____ Result _____
Prospectus submitted on _____
Major Professor _____
Committee members _____
Dissertation title _____ Defense date _____

Adviser/Major Professor _____ Date _____

Student _____ Date _____

Motivation and general attitude toward program and studies

Analytical, critical, and writing skills

Creativity and originality of ideas

Sensitivity to textual material / ability to synthesize

Discipline and work ethic

Fluency

Strengths

Areas for improvement

Comments and recommendations

MA Program of Studies– SPANISH

Name _____ Student ID _____

TA: 2 years.

COURSE REQUIREMENTS

- 1) Course Type: 32 hours, 1 course minimum in 5 of the different six areas.

DEGREE RESTRICTIONS:

9 hrs from Literature & Culture (3 different areas)
6 hrs from Lang. & Linguistics (2 different areas)
Optional: 9 hours in minor
6 hrs max. S/U
6 hrs max. of SPW5910

7 years deadline, beginning to end
TA's only: FOL 5934 Research & Practice CLT
SPW 6806 Research Methods and Bibliography
SPN 5845 History of the Spanish Language
SPW 8966 Comprehensive Exam

- 2) Thesis Type: 30 hours, 24 coursework, 6 thesis, 1 course minimum in 5 of the different six areas, SPW 6806 Research Methods and Bibliography, and SPW 8966 Comprehensive Exam

DEGREE RESTRICTIONS:

All of the above, PLUS 6 hours minimum of SPW 5971 Thesis

SUBJECT-MATTER COURSES

Table with 4 columns: SEMESTER, NUMBER, TITLE, HOURS & PROFESSOR. Contains 12 rows of course options with titles like '(FOL 5934 Research Foundations and Practice in CLT)', '(SPN 5845 History of the Spanish Language)', '(Literature and Culture #1 Early)', etc.

THESIS TITLE: _____

DATE: Comprehensive Examination/Thesis Defense _____

PhD. Program of Studies

Iberian and Latin American Literatures and Cultures

Name _____ Student ID _____

TA: 4 years.

COURSE REQUIREMENTS

Normally 30 hours of coursework beyond the MA or beyond 30 previous hours of graduate work:

DEGREE RESTRICTIONS:

24 hrs within 12 months for doctoral residency

Reading Knowledge of two languages

1 _____ 2 _____

12 hours in the major area

6 hours in the secondary area

3 hours in the remaining area

6 hours for electives

TA's only: FOL 5934 (3 hrs)

FOW 5025 Critical Theory

6806 Research Methods and Bibliography

9 hrs max. S/U

24 hours minimum of SPW 6980

5 yrs max from prelims to dissertation defense

SUBJECT-MATTER COURSES

SEMESTER	NUMBER	TITLE	HOURS & PROFESSOR
1			(FOL 5934 Research Foundations and Practice in CLT)
2			(Literature and Culture #1)
3			(Literature and Culture #2)
4			(Literature and Culture #3)
5			(Literature and Culture #4)
6			(Literature and Culture #5)
7			(Literature and Culture #6)
8			(Literature and Culture #7)
9			(Elective #1)
10			(Elective #2)

DISSERTATION TITLE: _____

DATE: Preliminary Examination: _____ Dissertation Defense: _____

PhD. Program of Studies

Language and Linguistics

Name _____ Student ID _____

TA: 4 years.

COURSE REQUIREMENTS

Normally 30 hours of coursework beyond the MA or beyond 30 previous hours of graduate work:

DEGREE RESTRICTIONS:

24 hrs within 12 months for doctoral residency	3-6 hrs Research Methods and Statistics
Reading Knowledge of two languages	6-9 hrs electives
1_____ 2_____	TA's only: FOL 5934 (3 hrs)
6 hrs in Formal Linguistics	9 hrs max. S/U
3 hrs Applied Linguistics	24 hours minimum of SPW 6980
6 hrs Second Language Acquisition	5 yrs max from prelims to dissertation defense

SUBJECT-MATTER COURSES

SEMESTER	NUMBER	TITLE	HOURS & PROFESSOR
1			(FOL 5934 Research Foundations and Practice in CLT)
2			(Formal Linguistics #1)
3			(Formal Linguistics #2)
4			(Applied Linguistics #1)
5			(Second Language Acquisition #1)
6			(Second Language Acquisition #2)
7			(Research Methods and Statistics #1)
8			(Elective #1)
9			(Elective #2)
10			(Elective #3)

DISSERTATION TITLE: _____

DATE: Preliminary Examination: _____ Dissertation Defense: _____

APPENDIX XV: Prospectus Guidelines for Writers of Theses and Dissertations

Prospectus Guidelines for Writers of Theses and Dissertations

1. What a Prospectus Is.

- (a) A plan. A prospectus is a carefully thought-out statement about the nature of the thesis/dissertation.
- (b) A notification of intent. Since they must sign the prospectus, all members of the student's committee will know exactly what he/she is doing and there will be fewer misunderstandings.
- (c) A solicitation of constructive criticism. The prospectus gives the student's committee members a chance to suggest improvements and point out pitfalls in advance of the actual research and writing.

1. What a Prospectus Is Not.

A prospectus is not a contract. No doubt the student will deviate in small ways from the original plan, and this is to be expected. Major changes should be discussed with the committee, of course.

2. Description of Prospectus.

A prospectus for an M.A. thesis or Ph.D. dissertation is a statement of intention, formulated and made in light of already published scholarship on the research area chosen by the candidate. The candidate is claiming that he/she has researched the area, discovered a topic worthy of further analysis, and tentatively decided on a thesis which has not been previously proposed and supported by other scholars. Or, if the candidate is interested in performing original research designed to generate new data, he/she is not proposing a thesis but is identifying the need for data generation and compilation (e.g., biographical, historical, textural, or linguistic data-gathering). The prospectus for either type of project should identify the need for the proposed project, state the goal that the candidate seeks to reach, and outline the method to be employed toward that end.

One might follow this outline with appropriate modifications: (a) a description of the present state of scholarship on the topic of interest; (b) a statement of what is lacking in available scholarship and what the candidate intends to do so as to correct the situation; and (c) a description of the research method to be employed and the form the thesis or dissertation will take (chapter by chapter).

3. How It Should Look.

Most prospecti are between ten and twenty pages in length. The student should follow the conventions that apply to the preparation of any manuscript.

A bibliography should be appended to the prospectus. This alphabetically arranged list in MLA HANDBOOK bibliographical entry form is actually a record of the works consulted by the candidate. It identifies the body of scholarship examined by the candidate when discovering the need for research on a thesis or dissertation subject. It is a full indication of what the candidate has read and considered.

A cover sheet appears before the prospectus and bibliography. A sample format is attached. The cover sheet must include the signatures of each member of the candidate's supervisory committee. These signatures indicate the committee's approval of the candidate's prospectus.

What Should be Done With It.

Ordinarily the student and the major professor will work on the first draft until it is satisfactory. A final draft, complete with title sheet, will then be approved by the major professor and the other committee members unless further changes are needed. Both the student and committee members should retain a copy. The major professor will submit the original to the department's graduate studies office for approval and filing. For doctoral students, the prospectus must be submitted as soon after the candidate has successfully passed the preliminary examination as practicable. For both masters and doctoral students, the prospectus must be submitted no later than during the term which precedes the term in which the candidate applies for graduation.

THE FLORIDA STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES

(TITLE)

by

(NAME)

A prospectus for a dissertation/thesis
submitted to the
Department of Modern Languages and Linguistics
in partial fulfillment of the
requirements for the degree of
Doctor of Philosophy/Master of Arts

Approved:

Term, 20--