

Graduate Studies Handbook



Department of *Modern Languages and Linguistics*

Updated September 2014

I. GENERAL INFORMATION

Welcome to Graduate Studies in the Department of Modern Languages and Linguistics at FSU! We offer comprehensive and high-quality MA and PhD programs in several languages. MA programs are offered in Spanish, French, Italian, German, and Slavic; PhD degrees are offered in Spanish and French. Within the Spanish program, we also offer a PhD in Second Language Acquisition. Our diverse and well-trained faculty members strive to be both renowned specialists in their field and to contribute to an intellectually stimulating interdisciplinary and cross-cultural atmosphere in the department. Faculty members are actively involved in all aspects of graduate studies, including advising, mentoring, and providing support through recommendations, nominations, and job placement assistance. This handbook provides both incoming and continuing graduate students with information about the Modern Languages Department at FSU (hereafter MLL), its graduate programs, and departmental policies and procedures. Please note that some regulations and policies are departmental ones, others are mandated by the Graduate School, or by the University (via the College of Arts & Sciences). Therefore it is important that you also familiarize yourself with the FSU Graduate Bulletin (http://registrar.fsu.edu/bulletin/grad/info/grad_degree.htm) and the Graduate Student Handbook published by the FSU Graduate School (<http://www.gradstudies.fsu.edu/Information-For/New-Current-Students/Graduate-Student-Handbook>). The best resource for Graduate School and University policies and requirements is the “**GradSpace**” link that all graduate students have listed under their “Organizations” on Blackboard. All remaining questions should be directed to the MLL Graduate Program Coordinator, Ms. Wendy Pigott, or to the MLL Associate Chair for Graduate Studies, Dr. Reinier Leushuis.

Departmental Leadership

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Office Staff Members

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HR & Payroll Coordinator
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Departmental Faculty Members
(PhD degree and date)

ARABIC

Dr. Zeina Schlenoff, University of Massachusetts-Amherst, 1995
Arabic Language and Cultures
Director of the Arabic Language Program

Ms. Jessica Malo, MA Florida State University, 2012
Second Language Acquisition

CHINESE

Mr. John Xujun Feng – MA Portland State University, 2005
Second Language Acquisition
Director Chinese Language Program

Dr. Feng (Aaron) Lan – Notre Dame University, 1998
Comparative literature, Contemporary Chinese literature and culture, Chinese cinema

Dr. Yanning Wang – Washington University, 2008
Pre-modern Chinese literature and culture, Women's literature, Gender and religious studies

FRENCH

Dr. Aimée Boutin – Cornell University, 1998
Nineteenth-century literature, Romanticism, Gender studies

Dr. Reinier Leushuis – Princeton University, 2000
Medieval and Renaissance literature, French cinema, Gender studies
Department Associate Chair for Graduate Studies

Dr. Martin Munro – University of Aberdeen, 1999
Francophone literature and culture, Caribbean studies
Director of the Winthrop-King Institute for French and Francophone Studies

Dr. Virginia Osborn – Florida State University, 2011
Twentieth-century literature
Coordinator French Basic Language Program

Dr. Corbin Treacy – University of Minnesota, 2014
French and Francophone Studies, Maghreb Studies

Dr. Lori Walters – Princeton University, 1986
Medieval and Renaissance literature, Gender studies

GERMAN

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

Twentieth- and twenty-first-century German literature and culture; Exile studies, Transnational and ethnic writers, German women writers

Dr. Dana Weber - Indiana University, 2008

Nineteenth- and early twentieth-century German literature; Intersections between German literature and folklore

Dr. Christian Weber - Indiana University, 2008

'Age of Goethe', Aesthetics and poetics from eighteenth to twentieth century

ITALIAN

Dr. William Leparulo - Dottore in Materie Letterarie, Italy, 1960

Modern Italian literature, Italian cinema

Dr. Reinier Leushuis – Princeton University, 2000

Renaissance Literature and Culture

Department Associate Chair for Graduate Studies

Dr. Mark Pietralunga - University of California-Berkeley, 1983

Twentieth-century Italian novel, Italian American studies, Translation Studies

Department Chair

Dr. Silvia Valisa - University of California-Berkeley, 2007

Contemporary 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, Italian cinema

JAPANESE

Dr. Laura Lee – University of Chicago, 2010

Contemporary Japanese culture and cinema, Film theory

PORTUGUESE

Dr. Peggy Sharpe – University of New Mexico, 1981

Luso-Brazilian Literature; Spanish-American literature; Spanish literature

SLAVIC

Dr. Nina Efimov – Florida State University, 1991

Nineteenth- and twentieth-century Russian literature; Emigre literature; 1970's literature

Dr. Robert Romanchuk - University of California Los Angeles, 1999
Medieval and Early Modern Slavic literatures; Medieval hermeneutics and pedagogy; Ukrainian language and literature
Department Associate Chair for Undergraduate Studies

Dr. Lisa Wakamiya – University of California Los Angeles, 2000
Émigré and Post-Modern Russian literature; Russian cultural studies; Czech language and literature

Dr. Sunny Rucker-Chang – Ohio State University, 2010
Balkan culture; cinemas and literatures; Islam in Eastern Europe; Russian culture and media

SPANISH

Dr. Enrique Alvarez – University of Illinois at Urbana-Champaign, 2004
Contemporary Spanish literature; Cultural studies; Gay and Lesbian studies; Critical theory

Dr. Anel Brandl, Florida State University, 2012
Second Language Acquisition
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
Twentieth-century Latin American Poetry: Poetry of violence and political poetry, Amazonian studies

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

Dr. Carolina González – University of Southern California, 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. Antje Muntendam - University of Illinois at Urbana-Champaign, 2009
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

Dr. Michael Uzendoski – University of Virginia, 2000
Cultural anthropology, Symbolic anthropology, Ethnopoetics, Storytelling/Folklore, Ritual,
Amazonian studies

Departmental Policies and Regulations

1) Admission

To submit an application for admission to one of our graduate programs, please go to the following website, where all necessary documents can be uploaded and submitted online.

<http://modlang.ez.fsu.edu/Graduate-Programs/Modern-Languages-Linguistics-graduate-application-checklist>

When you apply to a graduate program in MLL, it is necessary that we receive the following items before your application will be considered complete and forwarded for review, evaluation, and recommendation by the faculty of the program to which you are applying:

- Florida State University Graduate Application (<https://admissions.fsu.edu/gradapp>)
- Modern Languages and Linguistics Graduate Application Form
- Statement of purpose (in English) indicating your background, areas of academic interest and/or teaching experience, and why you are applying for a particular language program.
- Writing sample written in the target language of the program for which you are applying (see below further requirements for appropriate graduate program)
- Three (3) letters of recommendation. You should request these letters from persons in a position to comment on the quality of your academic work, academic record, to evaluate your potential for doing successful graduate work, and if you are applying for a teaching assistantship, address your qualifications to hold such a position.
- GRE scores. Verbal and Quantitative scores are required of all applicants, *including international students*, 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>). Average Verbal Reasoning scores for applicants we have accepted in the last five years have been around 155 on the new score scale. However, please note that the GRE score is one element of your application and the program views the entire file holistically in making a determination of admission.
- GPA of 3.0 (on a 4-point system) or higher as an upper division student.
- TOEFL scores (only for international students whose native language is not English: see paragraph below*).
- Two (2) Hardcopies of transcripts from all colleges/universities which you have attended and/or from which you received a degree (one copy for Graduate Admissions and one copy for the department [addresses can be found on the website]).
- Please be aware of the official FSU University Admission Policy: "Admission to graduate study involves admission to the department or school in which the applicant expects to study. Final admission to the University is subject to approval by the department or school. While there are minimal University admission requirements, the departments can, and frequently do, set admission standards significantly higher than these minima. The student should determine departmental requirements first."

INTERNATIONAL STUDENTS*:

- All foreign nationals must be processed through the International Admissions Office, FSU, A2500 University Center (phone: 850.644.6200), and must apply at least six (6) months prior to the first day of classes of the semester they wish to attend.

- Students from abroad, when accepted, must apply for a US visa as student. After admission, you will be contacted by a staff member of FSU's *Center for Global Engagement* who will take you through the procedures for visa application (also consult their website: <http://www.cge.fsu.edu>).
- Foreign nationals from non-Anglophone countries and/or whose native language is not English *must* take the Test of English as a Foreign Language (TOEFL). There is a requirement of a minimum score of 550 on paper-based test or 80 on the internet-based test. The TOEFL is also a necessary requirement to be eligible for a TA-ship (see below).

PLEASE NOTE: individual graduate programs in MLL may have additional requirements: always check below in the section for the specific program!

The official departmental deadline for applications for a regular fall admission is **February 15**. Please note that MLL normally does **not** grant spring semester admissions.

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 for readmission and must again secure formal approval as outlined above.

2) Incoming Graduate Student Orientation and General Annual TA Meeting

Each year in mid-August the department of MLL organizes a week-long orientation for new graduate students and TA, in which you will be made familiar with your program, the department, and with your duties as a TA. You will be informed of the exact dates and place via email. Before each fall semester, moreover, the Associate Chair for Graduate Studies will call a general TA and Graduate Student meeting (usually the last Friday before the start of classes). In this meeting, aside from having an opportunity to get to know each other, you will be briefed about any new policies or regulations and reminded of existing ones, and you will be given useful information regarding funding opportunities and other academic affairs.

3) Advising

Each graduate program has an assigned Graduate Advisor, a faculty member who will advise students throughout their curriculum. You will meet your Graduate Advisor during the departmental graduate student orientation, and meet with him/her on a regular basis each semester (usually around the time of enrollment for the following semester) to determine your program of courses and study. Only later in your first or second year will you select a Major Professor and set up a Supervisory committee for the MA exam or MA thesis, or the PhD Prelim Exams and Dissertation (see below #5). The rules on the forming of the committee are specific per language program (see below Section II), but all students writing an MA thesis and all PhD students must have a Major Professor and a Supervisory Committee.

4) Transferring credit

If you are entering FSU's MA program from another MA program, *some programs* (not all: see below for specifics) 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 FSU's PhD program, you, your program's Graduate Advisor, and the Associate Chair for Graduate Studies will decide what part, if any, of your MA course work fulfills specific PhD *area* requirements (as distinct from the PhD *hours* requirements). You may also be able to transfer satisfaction of the foreign language requirement: you may be able to bring evidence that you have passed a language examination in an accredited graduate program elsewhere and thereby certify your competence in a foreign language. Apply for transfer credit as soon as you begin your graduate program at FSU.

5) Major professor and Supervisory Committee

Every PhD candidate and every MA candidate doing a MA thesis-type participates in selecting a major professor (all other MA candidates doing course-type program fall under the Graduate Advisor). Your major professor, whom you normally choose in your second year of graduate studies, 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 FSU, 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. You will have to approach the faculty member you choose and ask that person to be your major professor. PhD candidates and MA candidates doing a MA thesis-type also participate in choosing a Supervisory Committee. Rules on the composition of the Supervisory Committee vary per program, please see Section II. Once the supervisory committee has been established, a Program of Studies form (Appendix III) must be filled out by the student and the major professor. It 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.

6) Registration

PROCEDURES

Choose your courses after consulting the list of offerings found on the University Registrar's website (<http://registrar.fsu.edu>) 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 program's Graduate Advisor. Most often, he/she will request a meeting with you at least once a semester. During this meeting, you and your advisor will fill out a graduate advising form, aka "Progress Report" (*please note*: these differ per language program and are different from the Program of Studies forms: see below Appendix II) stating the courses and credit hours for which you will be enrolling each specific semester. This report will be kept on file by the program Graduate Advisor and mainly serves as a road map toward fulfilling your degree requirements for you and your graduate advisor.

COURSES AND ENROLLMENT

- Graduate credits are normally earned in 5000-level courses or above.
- A grade of "B" or better must be maintained.
- "Incompletes" for any required courses will need to be amended before the student can proceed to MA or PhD Prelim examinations.
- 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 (in-state students).
- In addition to courses to fulfill your program requirements (and, in exceptional cases, DIS's, see below) students usually also meet enrollment hour requirements by enrolling in a variety of individual sections, especially Directed Reading Hours, most commonly used for exam and thesis/dissertation preparation (see below the various types available).
- PhD candidates: after the student has earned an MA degree or has earned 30 semester hours of graduate credit and passed the Preliminary Examination, 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 (i.e. a minimum required full-time load of two dissertation hours per term) to establish residency for university purposes (not to be confused with Florida Residency, see next point).
- The MA degree must be completed within seven (7) years from the time a student first registers for graduate credit.
- All requirements for the PhD degree must be completed within five (5) calendar years from the time the student passes the preliminary examination, or the student's supervisory committee will require that a new preliminary examination be passed.

FLORIDA RESIDENCY

If you are a new teaching assistant or College Teaching Fellow but not a legal resident of Florida, see the Graduate Program Coordinator immediately: she will need to input an out-of-state waiver (does not apply for International Students). The number of available waivers is limited; you should establish Florida residency by the beginning of your second year as a teaching assistant. Since out-of-state tuition waivers are 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 USCIS 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. This information will be repeated during the Incoming Graduate Student Orientation.

OUTSIDE COURSES

Graduate students who wish to take courses outside the division will need to do the following: a) provide a written explanation to the Associate Chair for Graduate Studies as to why they need the course and a letter of support/confirmation from the major professor or Graduate Advisor; b) sign up for at least seven (7) hours in your program before outside courses will be considered.

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 from the Graduate Program Coordinator and fill it out, giving your course a title, a definition, and a syllabus or a detailed program of studies; once your professor/course instructor and your Graduate Advisor have signed this form, you will have to submit it together with a syllabus and/or a detailed program of study to the Associate Chair for Graduate Studies for approval. After the DIS has been approved, see the Graduate Program Coordinator to have a reference and section number assigned to it. **Please note:** 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.

DIRECTED READING HOURS

These hours (maximum of 6 over the course of study) are commonly used for exam preparation in your last semester before MA exams or PhD Prelim Exams, after all program requirements have been fulfilled. You will have to obtain a *FOW 6907 Directed Reading Hours Request Form* from Graduate Program Coordinator and have it signed by a faculty member (usually your major professor), and your program's Graduate Advisor; then you will have to submit it to the Associate Chair for Graduate Studies for approval and signature.

INDIVIDUALIZED SECTIONS (RESEARCH, LANGUAGE STUDY)

If you will be registering for supervised research hours (maximum of 5 credit hours over the course of studies), MA thesis hours (maximum of 6 credit hours), PhD dissertation hours (at least 24 credit hours after the Prelim Exam Defense), the preliminary exam (0 credit hours), or the thesis or dissertation defense (0 credit hours), you will have to have a section created individually for you. If you wish to improve your language skills in a language other than your program language, you are allowed to take an undergraduate language class at the 1000, 2000, or 3000 level and register at the 5000 level *for enrollment and waiver purposes only*. Such a section can only be taken as S/U and you are not allowed to apply a 5000-level section used for language study toward your program requirements nor toward your program's total hour requirement. You do not need a form for any of the above hours, but please see the Graduate Program Coordinator for a section and reference number for any of these courses.

7) Funding

TEACHING ASSISTANTSHIPS

For the stipend amount per academic year paid to teaching assistants in MLL please see the "Financial Aid" website (<http://modlang.ez.fsu.edu/Financial-Aid>) where you can consult stipend amounts per language program and degree sought. In return for this stipend, each assistant ordinarily teaches three classes a year (four "hybrid" classes in the Spanish program). If funds are permitting, experienced TA's are allowed to teach during the summer term for an additional stipend. To learn more about teaching assistantships in Modern Languages and Linguistics, see the Payroll Coordinator in DIF 362. Teaching assistantships are available for up to two years for students preparing the MA and for a minimum of three years for students pursuing a PhD. Normally teaching assistantships are distributed when students apply for admission to their

respective graduate programs. To apply for an assistantship *separately*, secure the necessary forms from the Graduate Program Coordinator (deadline: Febr 1st for appointments starting August).

FEE WAIVERS

Students who are paid by the university as a teaching assistant for an entire semester are eligible for matriculation (in-state) waivers; non-Florida resident 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 the Graduate Program Coordinator in DIF 362. You will be given 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 that 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).

FELLOWSHIPS

Each academic year the FSU's Graduate School offers a limited number of fellowships, grants, and awards, according to different sets of eligibility criteria (newly enrolled, ABD, minority, etc.). Detailed information about the availability and the criteria of these Graduate School Fellowships will be forwarded to you by the Associate Chair for Graduate Studies or the Chair of the department (usually in early November). Some of these fellowships require you to be nominated, others, when granted, require you to participate in workshops or programs for the duration of the fellowship. Most deadlines for Graduate School funding are in mid-January through early February. Always consult your "GradSpace" link on Bb or the Graduate School's website (<http://www.gradstudies.fsu.edu/Funding-Awards>) for more information and current deadlines.

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. Information on these awards is distributed to you each academic year by the Associate Chair for Graduate Studies.

8) TA Commitments

Most graduate students in MLL are appointed as a teaching assistant for one or more semesters during the time spent in completing the degree. Those students who hold a TA appointment have

a unique opportunity to gain valuable professional experience as a language instructor. TAs are trained and supervised by experienced faculty with expertise in second language pedagogy. During the New TA and Graduate Student Orientation, you will be familiarized with aspects of second language teaching. During this orientation, all TAs will also extensively meet with the faculty member supervising the basic language program (TA coordinator), who will outline your duties and responsibilities and who will supervise you each semester of your TA-ship (see below). Moreover, all incoming graduate students must take the mandatory *FOL 5934 Research and Practice in Second Language Instruction* course during their first 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. TA's teach a range of beginning and intermediate language courses; some senior TA's are allowed to teach more advanced courses.

GENERAL CONDITIONS OF YOUR TA-SHIP

The normal *maximum* TA appointment for MA students is two (2) academic years. Additional summer appointments are not counted toward the maximum. PhD students can count on a TA-ship being available to them for a minimum of three (3) academic years. Beyond the initial contract of one or two semesters, every additional appointment is dependent upon the TA's 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. **Please note:** if you are a non-native speaker of English, in order to be eligible for employment, Florida State University requires you to have a minimum of 23 points on the IB TOEFL Speaking Section. If your score is below 23, or if you did not provide TOEFL scores for admission because you had equivalent experience verifying your English proficiency, you must take the SPEAK test (*Speaking Proficiency English Assessment Kit*) administered by FSU's *Center for Intensive English Studies* (www.cies.fsu.edu) and score a minimum of 45 in order to be eligible for employment.

OUTSIDE EMPLOYMENT

Accepting a graduate teaching assistantship in MLL 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. It is virtually impossible to honor satisfactorily your commitment to your professors, students, and peers if you have obligations to another employer and the distraction of other work too often interferes with your progress as a graduate student. Moreover, 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 Associate Chair for Graduate Studies of the details of that employment (where, when, number of hours, etc.)

UFF-GAU COLLECTIVE BARGAINING AGREEMENT

Students who are supported on graduate assistantships are employed under the terms and conditions of the FSU UFF-GAU (United Faculty of Florida – Graduate Assistants United) collective bargaining agreement (on the following link, click on “Memorandum of Agreement”:

http://hr.fsu.edu/index.cfm?page=EmployeeRelations_CollectiveBarg_GAUBargain&nav2=Collective%20Bargaining). This document grants graduate assistants certain employment rights.

ANNUAL TA PERFORMANCE EVALUATION

Under the aforementioned Collective Bargaining Agreement, all TAs are required to undergo an annual employment evaluation (distinct from the annual academic evaluation!) which is to be kept in the student's file in the department. This evaluation is almost entirely covered with the regular protocols that TA-coordinators in the various programs have in place to supervise and observe TA's on a regular basis (in the Teaching Practicum). In other words you will not be subjected to additional performance requirements and/or assessment exercises. Rather, your coordinator rates your performance according to a few fundamental criteria on a simple form (see Appendix V), which is then signed both by your coordinator and by yourself, and kept on file in the department.

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 adhering to the fundamental duties and responsibilities of the TA, as outlined by your TA coordinator before the start of the semester. Please see below the specific language section for the amount of hours you are allowed to take the Teaching Practicum for credit and how many of these hours can count toward fulfilling your degree.

9) Departmental Committees

At the start of each academic year, the Associate Chair for Graduate Studies invites all graduate students to participate in elections to appoint fellow students to serve as members on a number of departmental committees (such as the Executive Committee, the Graduate and Undergraduate Program Committee, the Lecture Series Committee, the Linguistics and Language Teaching Committee, etc.) and as representative to the specific language program. While graduate student members do not have voting rights, participation in these committees is an opportunity to make their voices heard and to express the concerns of other graduate students. Likewise, for faculty it is an opportunity to become familiar with these concerns and take them into consideration in their decisions. Your participation is also a good way to acquire experience in administration and service. However, remember that your graduate education always has our main priority, and this service should not affect your schedule in any major way. Most committees meet infrequently and do not require substantial involvement from graduate student representatives. Only returning MA and PhD students (2nd year and up) can be nominated and elected (exception: as a first-year PhD you can be nominated and elected if you did your MA in MLL).

10) Graduate Student Annual Evaluations

The University requires that all PhD candidates are assessed annually for their progress in the program. This assessment will be made in writing by the major professor (dissertation director) on the Annual Evaluation Form (see Appendix IV) and shared with the Graduate School. Your program's Graduate Advisor will coordinate this evaluation and share and discuss it with the student. The Graduate School does not require that MA students be evaluated annually, but some programs in MLL have an evaluation procedure for MA students as well.

II. GRADUATE PROGRAMS INFORMATION

PLEASE NOTE

The information on the following pages is *in addition* to the general information outlined above, and provides additional requirements specific to each language and degree program.



FRENCH PROGRAM

ADMISSIONS

REQUIREMENTS (see also Section I: General Information): BA in French or equivalent for admission to the MA program; MA in French or equivalent for admission to the PhD program; complete and acceptable ("good standing") academic transcripts; GPA of at least 3.0 on a 4-point scale; GRE scores; departmental approval, consisting of the collective appraisal of the program faculty. The application is then submitted to the Associate Chair for Graduate Studies for appropriate action. Before beginning graduate work in French, a student normally has 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, with special approval from the Associate Chair for Graduate Studies, remedy any deficiencies concurrently with work on the advanced degree. Consultation with the Associate Chair for Graduate Studies will determine the appropriate procedure (International Students: see Section I: General Information).

FUNDING

In addition to funding outlined above in the section "General Information" (#7 "Funding" and #8 "TA commitments"), graduate students in the French MA and PhD programs are eligible for funding from the *Ada Belle Winthrop-King Memorial Fund*, which offers a large range of graduate awards and funding. For details see: <http://modlang.ez.fsu.edu/Financial-Aid>.

GENERAL GRADUATE DEGREE REGULATIONS

(See also Section I: General Information) 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). Until the committee is formed, the graduate student is counseled by the French program's Graduate Advisor. It is also the **student's responsibility** to discuss the nature and the format of the MA or PhD Prelim examinations **well in advance** with the Graduate Advisor. All degree examinations will take place in the last full week (the last week of courses) of the Fall or Spring semester. For the MA degree, the 20-30 page research paper (see below) is due the penultimate week of that same semester. Exams and research papers **cannot** be scheduled during the summer semester. In addition to advising by faculty members and the Graduate Advisor, a reading list is provided to aid students in preparing for exams (http://www.fsu.edu/~modlang/divisions/french/reading_list.html). It is also possible to view sample questions from previously administered exams. Please see the Graduate Program Coordinator to consult these questions (they cannot be copied).

MA DEGREES AND REQUIREMENTS

MA in French Literature

Requirements for the MA 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 MA 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 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.

MA in French with a Concentration in Contemporary French and Francophone Studies

Requirements for the MA 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. 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.

MA Comprehensive Examination in French Literature: 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 MA 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.

MA 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 MA 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.

MA Comprehensive Examination 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 MA exam procedures as well as the MA Research Paper*

PhD DEGREE

The PhD 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. The student is expected to become familiar with past and current achievements in the field and demonstrate the ability for original scholarly research.

Course 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 MA level count towards this. On progressing beyond the MA level, candidates for a PhD 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 Graduate Advisor and the Major Professor if the student has already chosen one.

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 Graduate Advisor. 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.

If acceptable to the Graduate Advisor, some courses on the 4000-level in both the Major and Minor field may be counted as graduate credit toward the PhD 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 Graduate Advisor. The doctoral student is expected to include two 6000-level courses.

We encourage students to develop a secondary area of specialization while satisfying the requirements stated above. The Graduate Advisor 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.

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

Language Requirement

Prior to the Doctoral Preliminary Examination, the student must demonstrate reading knowledge in one language other than French and English which is germane to the research in the student's proposed specialty area. The language is determined in consultation with the Graduate Advisor and the Major Professor. The requirement can be satisfied 1) by passing the Reading Knowledge Examination offered for several languages by the Department of Modern Languages and Linguistics (such as SPA 5069, GER 5069, etc.); or 2) by completing a 2200-level course in that language with a grade of B or better; or 3) through documentary evidence of the candidate's personal experience in and exposure to the language, for instance by having accomplished a period of work in the language, or by having resided during a substantial period in a country where the language is widely used. In the latter case, the Graduate Advisor and Major Professor determine whether the evidence is sufficient or if further assessment of competence is needed, and of what nature. Courses taken in high school do not satisfy the requirement. The language requirement must be satisfied before taking the Preliminary Examination.

Doctoral Supervisory Committee

Five faculty members constitute the preferred minimum, four faculty members the required minimum. The Supervisory Committee shall include the Major Professor, Minor Professor, and a University Representative (from outside MLL) 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 University Representative must be a tenured professor. The Graduate Advisor will approve the composition of the student's proposed Supervisory Committee and forward the list to the Graduate Program Coordinator or to the Associate Chair for Graduate Studies who will register the committee with the Graduate School. The definite composition of the Supervisory Committee has to be communicated to the Graduate School no later than the second week of classes in the semester that the student intends to graduate.

Doctoral Preliminary Examination

Prior to the Doctoral Preliminary Exam, the student must prepare a Program of Studies form (see Appendix III) approved by the Supervisory Committee and the Associate Chair for Graduate Studies who will file it in the Graduate Studies Office of the department; and the student must be

in at least the final semester of the minimum course work and university residence. It is the student's responsibility to register for *FRW 8964 Preliminary Doctoral Examination* in the semester in which the preliminary examination is to take place.

The Doctoral Preliminary Examination is prepared by the Supervisory Committee in coordination with the Major Professor. It will have 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 Doctoral Preliminary Examination will take place in the third or second to last week of the spring semester. It will consist of 4 essay-style questions each to be answered in an in-class written exam taking place in a four-hour time slot on four separate days during the course of one week. The four questions will be 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.

If any one question of the written examination is considered unsatisfactory by any member of the committee, an oral exam may be required to reexamine the student in that area. If the student does not pass *two or more* questions, the entire written examination must be retaken at least four months after the original examination. In the event all questions are not passed after the second examination, the student is no longer eligible to be in the program.

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 (the so-called "ABD" status) is granted after the student has passed the Doctoral Preliminary Exam and an "admission to candidacy" form has been filed with the Registrar's office (please see the Graduate Program Coordinator for this form). No student can register for dissertation hours prior to the point in the semester in which the preliminary examination was passed. After completion of the "admission to candidacy" process, a student may retroactively add dissertation hours for that semester, but only if the preliminary examination was passed by *the end of the seventh (7th) week of the semester*. A minimum lapse of at least six months between achieving "admission to candidacy" and the granting of the PhD degree is required.

Prospectus of Dissertation

After completing the Preliminary Examination but no later than by the end of the semester following the Preliminary Examination, the candidate must submit an acceptable Prospectus of Dissertation to the Supervisory Committee *and orally defend the prospectus*. The committee members must receive the prospectus two weeks in advance of the oral defense. (See Appendix I: Prospectus Guidelines for Writers of Theses and Dissertations). A copy of this Prospectus bearing the approval signatures of all the members of the committee must be submitted by the student for inclusion in the student's file. If the student does not successfully defend the prospectus the first time, he/ she will have one semester probationary period to re-defend the prospectus before termination from the program.

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 6980 Dissertation* during each term in which he or she works substantially with the Supervisory Committee or uses the research facilities of FSU (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 6980* 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.

PLEASE NOTE: in case the dissertation research concerns human subjects, the student must include a copy of the IRB (Institutional Review Board) Approval Letter and sample copies of any Informed Consent Forms in the appendices of his/her manuscript. Issues of human subjects should be thoroughly discussed with your dissertation advisor since a failure to acquire the required clearance may negatively influence the chances of your work being published in the future. For more information see "GradSpace" (or "Grad School - Faculty/Staff"). Students should bring issues pertaining to human subjects committee applications and extensions to the Florida State University Human Subjects Office, housed within the Office of Research (<http://www.research.fsu.edu/humansubjects/index.html>).

Oral Defense of Dissertation

Please note: the Department of MLL is committed to strictly enforce the University's regulations on the oral defense of the dissertation. The Major Professor and the candidate are both encouraged to carefully verify the planned course of action on the "GradSpace" (or for faculty members the equivalent "Graduate School – Faculty/Staff") link on Bb "My Organizations". The student must register for *FRW 8985 Dissertation Defense* in the semester the defense is to take place. In the semester the student expects to receive the degree, it is also the student's responsibility to make an application for graduation *within the first two weeks of the term* and to make all necessary arrangements with the Graduate Program Coordinator concerning his/her diploma, fees, degree clearance, etc. Copies of the dissertation with an abstract of 350 words must be submitted to the Supervisory Committee at least *four weeks* before the Oral Defense of the thesis. The initial version of the thesis must *also* be submitted to the Graduate School's Manuscript Clearance Adviser by the *Initial Format Submission Deadline* of the semester they intend to graduate (check "GradSpace"). *Please note:* after approval by the oral examining committee in the Oral Defense, the student should submit the final version of the thesis electronically (aka "ETD" format) to the Graduate School's Manuscript Clearance Adviser by the *Final Manuscript Submission and Forms Deadline* of the semester in which they intend to graduate (check "GradSpace"). *Therefore, in selecting the oral defense date, the student is advised to take both submission deadlines of the Graduate School's Manuscript Clearance Adviser into consideration! It is recommended that students defend no later than the **eighth week** of classes in the semester in which they intend to graduate.* For both initial and final submission, the manuscript must be prepared according to the style and form prescribed by the major field (i.e. APA, LSA, MLA) and must conform to the university requirements regarding format. Formatting and clearance guidelines for the final electronic submission copy may be accessed at the Graduate School's Bb "GradSpace" site (see "Guidelines and Requirements for Electronic Theses, Treatises, and Dissertations"), or by contacting the Manuscript Clearance Advisor. The final approved

version of the thesis must be submitted electronically to the manuscript clearance adviser in the Graduate School *within 60 days of the defense date* or the student must be re-examined.

Responsibility for suggesting the date, time, and place of the oral defense of the dissertation rests with the Major Professor. At least two weeks prior to the date of the examination, *the student or major professor* shall present an announcement of the dissertation title and the date and place of the oral defense to the Department of MLL and to the Graduate School. All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology (phone, Skype, etc.). If exceptional emergency circumstances, e.g. medical or other emergency situations prevent the participation of a committee member then it may be necessary to arrange for an additional appropriately qualified colleague to attend the defense. A minimum of four members with Graduate Faculty Status must participate. After the dissertation defense, the oral examining committee certifies in writing to the academic dean of the major department the results of the examination: passed, failed, or to be reexamined. *To receive a passing grade, the written dissertation must be in final form or require only minor revisions at the time of the defense.* A passing grade for the dissertation defense requires a majority approval of the committee. If the student passes, each member signs the "Manuscript Signature Form". It is the responsibility of the major professor to submit this completed form to the Graduate Program Coordinator of the Department of MLL. A written critique of the conduct of the examination in defense of the dissertation should be submitted by the University Representative to the Graduate School within one week after the date of defense. The degree cannot be awarded until both forms have been received by the Graduate School and the final version of the manuscript has been submitted to and approved by the Clearance Advisor.

GERMAN PROGRAM

ADMISSIONS

REQUIREMENTS (see also Section I: General Information): Baccalaureate or equivalent; complete and acceptable ("good standing") academic transcripts; GPA of at least 3.0 on a 4-point scale; GRE scores; departmental approval, consisting of the collective appraisal of the program faculty. The application is then submitted to the Associate Chair for Graduate Studies for appropriate action. Before beginning graduate work in German a student normally has an undergraduate major in German 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 (International Students: see Section I: General Information).

FUNDING

In addition to funding outlined above in the section "General Information" (#7 "Funding" and #8 "TA commitments"), graduate students in the German MA programs are eligible for funding from the *Ada Belle Winthrop-King Memorial Fund*, which offers a large range of graduate awards and funding. For details see: <http://modlang.ez.fsu.edu/Financial-Aid>.

GENERAL MA DEGREE REGULATIONS

(See also Section I: General Information) Students with teaching assistantships must register each semester they teach for GER 5940 *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, can count toward the MA degree, and only 5 hours can be accumulated in the program.

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 MA Degree.

MA DEGREES AND REQUIREMENTS

MA in German – Thesis-type Program: A minimum of thirty (30) semester hours of credit in graduate courses (including minor, if any) and a minimum of six (6) hours of thesis credit, a minimum of two (2) of these must be in the final semester. At least eighteen (18) of the total of 30 hours must be taken on a letter grade basis. The student must constitute an MA Supervisory Committee made up of the student's Major Professor, one Minor Professor (if any), and two other faculty members. All of those must hold Graduate Faculty Status. The composition of the Supervisory Committee must be communicated to the Graduate Program Coordinator or to the Associate Chair for Graduate Studies for registration with the Graduate School no later than the second week of classes in the semester that the student intends to graduate. The student must also enroll in *GEW 5971 Thesis* and submit a thesis to the Supervisory Committee that reveals independent investigation and knowledge of the methods of scholarship within the major field. The student must register for *GEW 8976 Thesis Defense* in the semester the defense is to take place. The thesis must be submitted to the Supervisory Committee at least ten (10) days before the oral defense of the thesis. The initial version of the thesis must also be submitted to the

Graduate School's Manuscript Clearance Adviser by the *Initial Format Submission Deadline* of the semester they intend to graduate (check "GradSpace"). After approval by the oral examining committee, the student should submit the final version of the thesis electronically (the so-called "ETD" format) to the Graduate School's Manuscript Clearance Adviser by the *Final Manuscript Submission and Forms Deadline* of the semester in which they intend to graduate (check "GradSpace"). *In selecting the oral defense date, the student is advised to take both submission deadlines of the Graduate School's Manuscript Clearance Adviser into consideration!* The manuscript must be prepared according to the style and form prescribed by the major field (i.e. Chicago, MLA) and must conform to the university requirements regarding format. Formatting and clearance guidelines for the final electronic submission copy may be accessed at the Graduate School's Bb "GradSpace" site (see "Guidelines and Requirements for Electronic Theses, Treatises, and Dissertations"), or by contacting the Manuscript Clearance Advisor. The final approved version of the thesis must be submitted electronically to the manuscript clearance adviser in the Graduate School *within 60 days of the defense date* or the student must be re-examined.

MA in German Studies – Thesis-type Program: The German Division also offers an MA in German Studies. The degree requires a thesis (see regulations above). The courses are determined in consultation with the Major Professor.

MA in German – Course-type 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.

MA Comprehensive Examination (*only* for Course-type program) will be on the courses taken in the MA 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.

Reading Portfolio: each candidate for an MA in German or German Studies must complete a 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.

It is the student's responsibility to register for *GEW 8966 Comprehensive Examination* during the regular registration period. In the semester the student expects to receive the degree, it is also the student's responsibility to make an application for graduation *within the first two weeks of the term* and to make all necessary arrangements with the Graduate Program Coordinator concerning his/her diploma, fees, degree clearance, etc.

ITALIAN PROGRAM

ADMISSIONS

REQUIREMENTS (see also Section I: General Information): Baccalaureate or equivalent; complete and acceptable ("good standing") academic transcripts; GPA (of last two baccalaureate years) of at least 3.0 on a 4-point scale; GRE scores; departmental approval, consisting of the collective appraisal of the program faculty. The application is then submitted to the Associate Chair for Graduate Studies for appropriate action. Before beginning graduate work in Italian a student normally has an undergraduate major in Italian or the equivalent with a minimum grade-point average of 3.0. (International Students: see Section I: General Information).

FUNDING

In addition to funding outlined above in the section "General Information" (#7 "Funding" and #8 "TA commitments"), graduate students in the Italian MA program are eligible for funding from the *Ada Belle Winthrop-King Memorial Fund*, which offers a large range of graduate awards and funding. For details see: <http://modlang.ez.fsu.edu/Financial-Aid>.

GENERAL MA DEGREE REGULATIONS

(See also Section I: General Information) 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 MA degree.

No MA 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 MA degree.

MA DEGREE AND REQUIREMENTS

The MA 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. To qualify for a MA 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. The core courses in Italian 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.

MA Comprehensive Examination is based on courses taken by the candidate and on the MA 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 graduate advisor. MA 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 *ITA 8966 Comprehensive Examination* during the regular registration period. In the semester the student expects to receive the degree, it is also the student's responsibility to make an application for graduation *within the first two weeks of the term* and to make all necessary arrangements with the Graduate Program Coordinator concerning his/her diploma, fees, degree clearance, etc.

SLAVIC PROGRAM

ADMISSIONS

REQUIREMENTS (see also Section I: General Information): Baccalaureate or equivalent; complete and acceptable ("good standing") academic transcripts; GPA (of last two baccalaureate years) of at least 3.0 on a 4-point scale; GRE scores; departmental approval, consisting of the collective appraisal of the program faculty. The application is then submitted to the Associate Chair for Graduate Studies for appropriate action. Before beginning graduate work in Slavic a student normally has an undergraduate major in Slavic or the equivalent (International Students: see Section I: General Information).

FUNDING

In addition to funding outlined above in the section "General Information" (#7 "Funding" and #8 "TA commitments"), graduate students in the Slavic MA program are eligible for funding from the *Ada Belle Winthrop-King Memorial Fund*, which offers a large range of graduate awards and funding. For details see: <http://modlang.ez.fsu.edu/Financial-Aid>.

GENERAL MA DEGREE REGULATIONS

(See also Section I: General Information) Students with a teaching assistantship must register each semester they teach for *RUS 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 MA degree.

MA DEGREES AND REQUIREMENTS

The Department offers an MA 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.

Two types of MA Degrees are available, the **thesis-type** and the **course-type**. In the course-type program a minimum of thirty-two (32) semester hours is required. The thesis-type program requires a minimum of thirty (30) semester hours of course credit *including* a minimum of 6 hours of thesis credit, a minimum of two (2) of these must be in the final semester. At least eighteen (18) of these hours must be taken on a letter grade basis.

MA Comprehensive Examination (for *both* thesis-type and course-type program): the comprehensive examination consists of both written and oral portions. The comprehensive examination is designed as a field examination, and the written portion will cover both the courses the student has taken and the general MA 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. It is the student's responsibility to register for *SLL 8966 Comprehensive Examination* during the regular registration period. In the semester the student expects to receive the degree, it is also the student's responsibility to make an application for graduation *within the first two weeks of the term* and to make all necessary arrangements with the Graduate Program Coordinator concerning his/her diploma, fees, degree clearance, etc.

MA Thesis

Students who choose the thesis-type program need to take their MA Comprehensive Examination as described above. The student must constitute an MA Supervisory Committee made up of the student's Major Professor, one Minor Professor (if any), and two other faculty members. All of those must hold Graduate Faculty Status. The composition of the Supervisory Committee must be communicated to the Graduate Program Coordinator or to the Associate Chair for Graduate Studies for registration with the Graduate School no later than the second week of classes in the semester that the student intends to graduate. The student must also enroll in *SLL 5971 Thesis* and submit a thesis to the Supervisory Committee that reveals independent investigation and knowledge of the methods of scholarship within the major field. The student must register for *SLL 8976 Thesis Defense* in the semester the defense is to take place. The thesis must be submitted to the Supervisory Committee at least ten (10) days before the oral defense of the thesis. The initial version of the thesis must *also* be submitted to the Graduate School's Manuscript Clearance Adviser by the *Initial Format Submission Deadline* of the semester they intend to graduate (check "GradSpace"). After approval by the oral examining committee, the student should submit the final version of the thesis electronically (the so-called "ETD" format) to the Graduate School's Manuscript Clearance Adviser by the *Final Manuscript Submission and Forms Deadline* of the semester in which they intend to graduate (check "GradSpace"). *In selecting the oral defense date, the student is advised to take both submission deadlines of the Graduate School's Manuscript Clearance Adviser into consideration!* The manuscript must be prepared according to the style and form prescribed by the major field (i.e. Chicago, MLA) and must conform to the university requirements regarding format. Formatting and clearance guidelines for the final electronic submission copy may be accessed at the Graduate School's Bb "GradSpace" site (see "Guidelines and Requirements for Electronic Theses, Treatises, and Dissertations"), or by contacting the Manuscript Clearance Adviser. The final approved version of the thesis must be submitted electronically to the manuscript clearance adviser in the Graduate School *within 60 days of the defense date* or the student must be re-examined.

SPANISH AND PORTUGUESE PROGRAM

ADMISSIONS

REQUIREMENTS (see also Section I: General Information): BA in Spanish for the MA Program; MA in Spanish for the PhD Program (other candidates with equivalent experience 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); complete and acceptable (“good standing”) academic transcripts; GPA (of last two baccalaureate years) of at least 3.0 on a 4-point scale; GRE scores; departmental approval, consisting of the collective appraisal of the program faculty. The application is then submitted to the Associate Chair for Graduate Studies for appropriate action. (International Students: see Section I: General Information).

FUNDING

In addition to funding outlined above in the section “General Information” (#7 “Funding” and #8 “TA commitments”), graduate students in the Spanish MA and PhD programs are eligible for funding from the *Ada Belle Winthrop-King Memorial Fund*, which offers a large range of graduate awards and funding. For details see: <http://modlang.ez.fsu.edu/Financial-Aid>.

GENERAL GRADUATE DEGREE REGULATIONS

(See also Section I: General Information) Entering MA students will be advised by the Graduate Advisor. PhD students and MA students who choose a Thesis-type program will be advised by the Graduate Advisor until they select their Major Professor and Supervisory Committee. Students with a teaching assistantship must register each semester they teach for *SPN 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, can count toward the MA degree. Students must maintain a grade of S in SPN 5940.

MA DEGREES AND REQUIREMENTS

The program of Spanish & Portuguese offers a Master of Arts (MA) in Spanish. At the MA level, students are expected to demonstrate an understanding and make use of the core knowledge needed to function in their professional field. MA level students are expected to demonstrate an understanding of the research process, and/or creative or problem-solving activity or application of the knowledge appropriate to literary and cultural studies or linguistics.

For the MA degree in Spanish, students may choose either a thesis-type program or a course-type program. For the **thesis-type** 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 (A, B, C). The minimum/maximum number of thesis hours for completion of an MA degree shall be six (6) hours and a minimum of two (2) of these must be in the final semester. For the **course-type** 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 (A, B, C). For both thesis and course-type MA in Spanish, students may choose from three tracks for specialization:

1. Iberian and Latin American Literatures and Cultures
2. Linguistics
3. Linguistics & Literature

Regardless of specialization, all students must complete *FOL 5934 Research and Practice in Second Language Instruction* (3 hours) during the Fall semester of their first year. The sections below describe the required courses for each specialization. Required 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.

No graduate credit can be transferred from another school to count toward the MA degree at FSU. In general, undergraduate courses taken at FSU will not apply toward graduate credit. However, on approval by the minor professor (see below MA Comprehensive Examination), some courses at the 4000-level (no more than 6 semester hours) may be counted toward the minor field of the MA degree.

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

Specialization in Iberian and Latin American Literatures and Cultures

Students pursuing the track in Iberian and Latin American Literatures and Cultures must complete a minimum course requirement of five courses in various areas (see bulleted chart below). At least two of these courses must be in Iberian Literatures & Cultures (from different time periods) and two in Latin American Literatures & Cultures (from different time periods).

Iberian Literatures & Cultures

- Medieval Literature
- Golden Age
- 18th & 19th Centuries
- 20th & 21st Centuries

Latin American Literatures & Cultures

- Colonial
- 19th Century
- 20th & 21st Centuries

Courses corresponding to each area are posted each semester on the MLL website.

In addition, all students must complete *SPW 6806: Research Methods and Bibliography in Literary and Cultural Studies* (3 hours).

Specialization in Hispanic Linguistics

Students pursuing the track in Hispanic Linguistics must complete a minimum course requirement of five courses in various areas (see bulleted chart below). At least two of these courses must be in Formal Linguistics and two in Applied.

Formal Linguistics

- Spanish Phonetics / Phonology
- Morphology
- Spanish Syntax
- History of the Spanish Language

Applied Linguistics

- Psycholinguistics
- Second Language Acquisition
- Sociolinguistics

In addition, all students must complete *LIN 5932 Quantitative Research Methods in Language Studies* (3 hours).

Specialization in Language and Literature

Students pursuing the track in Language and Literature must complete a minimum course requirement of five courses in various areas (see bulleted charts above). At least one course must be in Iberian Literatures and Cultures, one in Latin American, one in Formal Linguistics, and one in Applied.

In addition, all students must complete either *SPW 6806 Research Methods and Bibliography in Literary and Cultural Studies* (3 hours) or *LIN 5932 Quantitative Research Methods in Language Studies* (3 hours).

Minor Field of Study

If the student elects to have a minor within the department, nine semester hours must be earned in courses in this minor field. Current minors include Amazonian Studies, Luso-Brazilian Studies, Second Language Studies, among others. A minor *outside* the department will be *in addition* to the required course work in Spanish/Modern Languages; specific details will be coordinated with the particular department.

MA Comprehensive Examination (for *both* thesis-type and course-type program)

The MA Comprehensive Examination will be offered once in the fall, during the week before Thanksgiving, and once in the spring, the week after spring break. MA students must declare, by the Friday of the first week of class in the semester they are expected to take their 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. MA 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 MA reading lists (see website); in Linguistics 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 program faculty members from the corresponding areas with Graduate Faculty Status, as well as the minor professor (if any) who must also hold Graduate Faculty Status.

The Comprehensive Examination will cover three areas from the areas listed above for each specialization (see charts). Each area will be covered in one exam. Students in the specialization in Iberian and Latin American Literatures and Cultures must take at least one exam in Iberian and one exam in Latin American literature and cultures. Similarly, students in the specialization in Hispanic Linguistics must take at least one exam in Formal and one exam in Applied. Students in the specialization in Linguistics and Literature must take at least one exam in Linguistics and one exam in Literature. For students choosing to do a minor, it is the student’s responsibility to find a professor from the minor area who will prepare and grade the exam for that area. If the student elects to have a minor within the department, that area exam replaces one area exam so that the student will take the regular total of three exams. However, if the student elects to have a minor outside of the department, that area exam will be in addition to the three exams (the student takes a total of four exams).

The exam for each area is scheduled for two hours on three separate days. Questions will be specific in nature, and may include identifications, essay questions, and/or problem solving.

There will not be any oral examination for the MA Comprehensive Examination. If the student does not pass one area on the MA examination, upon request the student will be reexamined on that area during a later regular examination period (see above). 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 *SPW 8966 Comprehensive Examination* during the regular registration period. In the semester the student expects to receive the degree, it is also the student's responsibility to make an application for graduation *within the first two weeks of the term* and to make all necessary arrangements with the Graduate Program Coordinator concerning his/her diploma, fees, degree clearance, etc.

MA Thesis

Students who choose the thesis-type program need to take their MA Comprehensive Examination as described above. In addition, the student must submit a thesis that reveals independent investigation and knowledge of the methods of scholarship within the major field.

For the thesis, the student needs to constitute an MA Supervisory Committee made up of a Major Professor, two other faculty members from the Spanish and Portuguese program, and the Minor Professor (if any). The composition of the Supervisory Committee must be communicated to the Graduate Program Coordinator or to the Associate Chair for Graduate Studies for registration with the Graduate School no later than the second week of classes in the semester that the student intends to graduate. All members of the Supervisory Committee must hold Graduate Faculty Status. A prospectus of the thesis must be approved by the Supervisory Committee before registering for *SPW 5971 Thesis*. It is the responsibility of the major professor to supervise the preparation of the prospectus and the thesis. A copy of this prospectus, bearing the signatures of all committee members, must be submitted by the student for inclusion in the student's folder. The student must register for *SPW 8976 Thesis Defense* in the semester the defense is to take place. Copies of the thesis must be submitted to the Supervisory Committee at least two weeks before the Oral Defense of the thesis. The initial version of the thesis must *also* be submitted to the Graduate School's Manuscript Clearance Adviser by the *Initial Format Submission Deadline* of the semester they intend to graduate (check "GradSpace"). After approval by the oral examining committee, the student should submit the final version of the thesis electronically (the so-called "ETD" format) to the Graduate School's Manuscript Clearance Adviser by the *Final Manuscript Submission and Forms Deadline* of the semester in which they intend to graduate (check "GradSpace"). *In selecting the oral defense date, the student is advised to take both submission deadlines of the Graduate School's Manuscript Clearance Adviser into consideration!* The manuscript must be prepared according to the style and form prescribed by the major field (i.e. APA, LSA, MLA) and must conform to the university requirements regarding format. Formatting and clearance guidelines for the final electronic submission copy may be accessed at the Graduate School's Bb "GradSpace" site (see "Guidelines and Requirements for Electronic Theses, Treatises, and Dissertations"), or by contacting the Manuscript Clearance Advisor. The final approved version of the thesis must be submitted electronically to the manuscript clearance adviser in the Graduate School *within 60 days of the defense date* or the student must be re-examined.

PhD DEGREE

A minimum of thirty (30) semester hours of graduate credit in Spanish and/or approved related fields beyond the MA 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 MA 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 BA to satisfy this requirement.

All PhD 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.

PhD 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.

Language Requirement

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 MLL (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

The doctoral Supervisory Committee, which guides students through the various steps toward the PhD degree, should be appointed as soon as possible after students have begun PhD 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 a minimum of four members with Graduate Faculty Status. It will consist of the Major Professor and at least two members of the Spanish graduate faculty, plus a University Representative (drawn from outside MLL) *who must be a tenured professor*, and the Minor Professor (if any). The University 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. The Graduate Advisor will approve the composition of the student's proposed Supervisory Committee and forward the list to the Graduate Program Coordinator or to the Associate Chair for Graduate Studies who will register the committee with the Graduate School. The definite composition of the Supervisory Committee has to be communicated to the Graduate School no later than the second week of classes in the semester that the student intends to graduate.

The student will prepare with the Major Professor a proposed Program of Studies form (see Appendix III). 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 form, have completed the language requirement, and have taken *SPW 6806 Research Methods and Bibliography in Literary and Cultural Studies*. The written Doctoral Preliminary Examination, based on the individually prepared PhD 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 *SPW 8964 Preliminary Examination* during the regular registration period.

The PhD 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 format is to be determined by the Major Professor and will either be an in-class written exam or a take-home written exam. The in-class exam is a 12-hour examination consisting of four hours on three separate days during the course of one week. Questions will be specific in nature and may include identifications, essays, problem-solving questions, etc. The use of a dictionary is not permitted during the in-class exam. Each take-home exam will be completed over the course of a week (7 days). All three take-home exams must be taken within a one month period.

If any part of the written examination is considered *marginal* by any member of the committee, an oral exam may be required. Moreover, if the student *does not pass* one area on the written examination, the student will be reexamined in that area upon request. If the student does not pass two or more areas, the entire written 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.

The PhD 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 Major Professor and will either be an in-class written exam or a take-home written exam. The in-class exam is a 12-hour examination consisting of four hours on three separate days during the course of a week. Questions will be specific in nature and may include identifications, essays, problem-solving questions, etc. The use of a dictionary is not permitted during the in-class exam. Each take-home exam will be completed over the course of a week (7 days). All three take-home exams must be taken within a one month period.

If any part of the written examination is considered *marginal* by any member of the committee, an oral exam may be required. Moreover, if the student *does not pass* one area on the written

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.

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.

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 (the so-called "ABD" status) is granted after the student has passed the written and oral portions of the Preliminary Examination and an "admission to candidacy" form has been filed in with the Registrar's office (please see the Graduate Program Coordinator for this issue). No student can register for dissertation hours prior to the point in the semester in which the preliminary examination was passed. After completion of the "admission to candidacy" process, a student may retroactively add dissertation hours for that semester, but only if the preliminary examination was passed by *the end of the seventh (7th) week of the semester*. A minimum lapse of at least six months between achieving "admission to candidacy" and the granting of the PhD degree is required.

Prospectus of Dissertation

After completing the Preliminary Examination but no later than by the end of the semester following the Preliminary Examination, the candidate must submit an acceptable Prospectus of Dissertation to the Supervisory Committee *and orally defend* the prospectus. The committee members must receive the prospectus two weeks in advance of the oral defense. (See Appendix I: Prospectus Guidelines for Writers of Theses and Dissertations). A copy of this Prospectus bearing the approval signatures of all the members of the committee must be submitted by the student for inclusion in the student's file. If the student does not successfully defend the prospectus the first time, he/ she will have one semester probationary period to re-defend the prospectus before termination from the program.

Dissertation

The Dissertation must be on a Hispanic topic and must constitute a significant research contribution to knowledge. The student must register for two hours of *SPN 6980 Dissertation* every term in which he/she uses the resources of FSU. 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.

PLEASE NOTE: in case the dissertation research concerns human subjects, the student must include a copy of the IRB (Institutional Review Board) Approval Letter and sample copies of any Informed Consent Forms in the appendices of his/her manuscript. Issues of human subjects should be thoroughly discussed with your dissertation advisor since a failure to acquire the required clearance may negatively influence the chances of your work being published in the future. For more information see "GradSpace" (or "Grad School - Faculty/Staff"). Students should

bring issues pertaining to human subjects committee applications and extensions to the Florida State University Human Subjects Office, housed within the Office of Research (<http://www.research.fsu.edu/humansubjects/index.html>).

Oral Defense of Dissertation

Please note: the Department of MLL is committed to strictly enforce the University's regulations on the oral defense of the dissertation. The Major Professor and the candidate are both encouraged to carefully verify the planned course of action on the "GradSpace" (or for faculty members the equivalent "Graduate School – Faculty/Staff") link on Bb "My Organizations". The student must register for *SPW 8985 Dissertation Defense* in the semester the defense is to take place. In the semester the student expects to receive the degree, it is also the student's responsibility to make an application for graduation *within the first two weeks of the term* and to make all necessary arrangements with the Graduate Program Coordinator concerning his/her diploma, fees, degree clearance, etc. Copies of the dissertation with an abstract of 350 words must be submitted to the Supervisory Committee at least *four weeks* before the Oral Defense of the thesis. The initial version of the thesis must *also* be submitted to the Graduate School's Manuscript Clearance Adviser by the *Initial Format Submission Deadline* of the semester they intend to graduate (check "GradSpace"). *Please note:* after approval by the oral examining committee in the Oral Defense, the student should submit the final version of the thesis electronically (aka "ETD" format) to the Graduate School's Manuscript Clearance Adviser by the *Final Manuscript Submission and Forms Deadline* of the semester in which they intend to graduate (check "GradSpace"). *Therefore, in selecting the oral defense date, the student is advised to take both submission deadlines of the Graduate School's Manuscript Clearance Adviser into consideration! It is recommended that students defend no later than the eighth week of classes in the semester in which they intend to graduate!* For both initial and final submission, the manuscript must be prepared according to the style and form prescribed by the major field (i.e. APA, LSA, MLA) and must conform to the university requirements regarding format. Formatting and clearance guidelines for the final electronic submission copy may be accessed at the Graduate School's Bb "GradSpace" site (see "Guidelines and Requirements for Electronic Theses, Treatises, and Dissertations"), or by contacting the Manuscript Clearance Advisor. The final approved version of the thesis must be submitted electronically to the manuscript clearance adviser in the Graduate School *within 60 days of the defense date* or the student must be re-examined.

Responsibility for suggesting the date, time, and place of the oral defense of the dissertation rests with the Major Professor. At least two weeks prior to the date of the examination, *the student or major professor* shall present an announcement of the dissertation title and the date and place of the oral defense to the Department of MLL and to the Graduate School. All committee members and the student must attend the entire defense in real time, either by being physically present or participating via distance technology (phone, Skype, etc.). If exceptional emergency circumstances, e.g. medical or other emergency situations prevent the participation of a committee member then it may be necessary to arrange for an additional appropriately qualified colleague to attend the defense. A minimum of four members with Graduate Faculty Status must participate. After the dissertation defense, the oral examining committee certifies in writing to the academic dean of the major department the results of the examination: passed, failed, or to be reexamined. *To receive a passing grade, the written dissertation must be in final form or require only minor revisions at the time of the defense.* A passing grade for the dissertation defense requires a majority approval of the committee. If the student passes, each member signs the "Manuscript Signature Form". It is the responsibility of the major professor to submit this

completed form to the Graduate Program Coordinator of the Department of MLL. A written critique of the conduct of the examination in defense of the dissertation should be submitted by the University Representative to the Graduate School within one week after the date of defense. The degree cannot be awarded until both forms have been received by the Graduate School and the final version of the manuscript has been submitted to and approved by the Clearance Advisor.

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 MA level, nine (9) hours at the PhD 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 I

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 MA thesis or PhD 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 FSU
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--

APPENDIX II
Progress Reports

PLEASE NOTE: the Progress Report is principally an academic road map toward fulfilling your degree requirements that is designed to facilitate the advising sessions of Graduate Advisor and student around the time of registration. It is at the discretion of the program's Graduate Advisor to use this form and it is not to be confused with the *mandatory* Program of Studies form (see Appendix III), which the student and the Graduate Advisor need to file with the Graduate Program Coordinator at regular intervals of the student's itinerary (see above in regulations).

Courses offered in French/Francophone Studies:

FOW 5025 Critical Theory and Its Application to Non-English Literatures

FRE 5505 French Culture and Civilization

FRE 5755 Old French

FRE 5756 Readings in Old French

FRW 5415 Old French Literature I

FRW 5419r Studies in Medieval French Literature

FRW 5591r Studies in 16th-Century Literature

FRW 5592r Studies in 17th-Century Literature

FRW 5593r Studies in 18th-Century Literature

FRW 5595r Studies in 19th-Century Literature

FRW 5598r Studies in 20th-Century Pre-War French Lit

FRW 5599r Studies in 20th-Century Post-War French Lit

FRW 5765r Studies in Francophone Literatures and Cultures. Topics vary and include:

FRW 5775r Francophone Caribbean/African Cultures

FRE 5900r Studies in French Language and Literature. Topics vary and include:

FRE 5900 “Franco-American Cultural Wars (FOW 4540)

FRE 5900 “Women and War”

Courses offered in French/Francophone Studies:

FOW 5025 Critical Theory and Its Application to Non-English Literatures

FRE 5505 French Culture and Civilization

FRE 5755 Old French

FRE 5756 Readings in Old French

FRW 5415 Old French Literature I

FRW 5419r Studies in Medieval French Literature

FRW 5591r Studies in 16th-Century Literature

FRW 5592r Studies in 17th-Century Literature

FRW 5593r Studies in 18th-Century Literature

FRW 5595r Studies in 19th-Century Literature

FRW 5598r Studies in 20th-Century Pre-War French Lit

FRW 5599r Studies in 20th-Century Post-War French Lit

FRW 5765r Studies in Francophone Literatures and Cultures. Topics vary and include:

FRW 5775r Francophone Caribbean/African Cultures

FRE 5900r Studies in French Language and Literature. Topics vary and include:

FRE 5900 “Franco-American Cultural Wars (FOW 4540)

FRE 5900 “Women and War”

**PhD in French
Progress Report**

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

Courses offered in French/Francophone Studies:

FOW 5025 Critical Theory and Its Application to Non-English Literatures

FRE 5505 French Culture and Civilization

FRE 5755 Old French

FRE 5756 Readings in Old French

FRW 5415 Old French Literature I

FRW 5419r Studies in Medieval French Literature

FRW 5591r Studies in 16th-Century Literature

FRW 5592r Studies in 17th-Century Literature

FRW 5593r Studies in 18th-Century Literature

FRW 5595r Studies in 19th-Century Literature

FRW 5598r Studies in 20th-Century Pre-War French Lit

FRW 5599r Studies in 20th-Century Post-War French Lit

FRW 5765r Studies in Francophone Literatures and Cultures. Topics vary and include:

FRW 5775r Francophone Caribbean/African Cultures

FRE 5900r Studies in French Language and Literature. Topics vary and include:

FRE 5900 “Franco-American Cultural Wars (FOW 4540)

FRE 5900 “Women and War”

MA in GERMAN STUDIES

Progress Report

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): 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 _____

MA in ITALIAN STUDIES

Progress Report

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 Italian Courses (see below)
- 6 hours maximum of 4000 level
- 3 hrs max of *ITA 5940* (3 hrs max - Tuition Waivers)
- 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 *ITW 5910*

Coursework (Italian): Choose from the following:

- ITA 5455r. Advanced Italian Composition and Style (3).
- ITA 5505r. Italian Culture and Civilization (3).
- ITA 5900r. Studies in Italian Language and Literature (3).
- ITA 6925r. Tutorial in Professional Issues (0–2). (S/U grade only.)
- ITW 5415. Italian Renaissance Literature (3).
- ITW 5445r. 18th- and 19th-Century Italian Literature (3).
- ITW 5485r. 20th-Century Italian Literature (3).
- ITW 5486r. Readings in Contemporary Italian Prose (3).
- ITW 5705r. The Trecento Writers (3).
- ITW 5905r. Directed Individual Study (3). (S/U grade only.)
- ITW 5910r. Supervised Research in Italian (1–5). (S/U grade only.)

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

3) Additional exam bibliography in consultation with members of the committee.

MA COMMITTEE: _____

DATE: COMPREHENSIVE EXAM _____ THESIS DEFENSE _____

Thesis Title _____

MA in SLAVIC (RUSSIAN)

Progress Report

NAME _____ STUDENT ID _____
TA: (2 yrs only) 5940 waiver hours: _____

COURSE REQUIREMENTS

- 1) 32 hours coursework, and written and oral comprehensive examinations
 DEGREE RESTRICTIONS: 21 hours minimum of letter grade work
 15 hours minimum of Russian/Slavic courses (see below)
 3 hours of Foundations of L2 Instruction (*FOL5934*)
 6 hours maximum of 4000 level
 3 hrs maximum of *RUS 5940*
 3 hours maximum of *RUS 5910*, *SEC 5910*, or *SLL 5910*
 6 hours maximum transfer credits
 7 years deadline, beginning to end

- 2) 32 hours (26 coursework, 6 thesis), oral comprehensive examination, thesis
 DEGREE RESTRICTIONS: All of the above, BUT
 21 hours minimum of letter grade work, including
 Introduction to Critical Theory (*FOW5025*) OR
 Introduction to Theories of SLA (*LIN5932*)
 6 hours minimum of *SLL 5971*

Coursework (Russian and Slavic): Choose from the following:

- RUS 5415r. Graduate Russian Conversation and Comprehension (3).
- RUS 5845. History of the Russian Language and Reading of Old Russian Texts (3).
- RUS 6925r. Tutorial in Professional Issues (0–2).
- RUW 5375. Russian Short Story (3).
- RUW 5559r. Seminar in 19th-Century Russian Literature (3).
- RUW 5579. Modern Russian Literature (3).
- RUW 5906r. Directed Individual Study (3).
- RUW 5910r. Supervised Research in Russian (1–5).
- RUW 5930r. Special Topics (3).
- SLL 5906r. Directed Individual Study (3).
- SLL 5915r. Supervised Research (1–5).
- SLL 5971r. Thesis (3–6, if applicable).

3) Reading List.

MA COMMITTEE: _____

DATE: COMPREHENSIVE EXAM _____ THESIS DEFENSE _____

Thesis Title _____

MA in SPANISH

Progress Report

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

SEMESTER	NUMBER	TITLE	HOURS & PROFESSOR
_____	_____	_____	(FOL 5934 Research Foundations and Practice in CLT)
_____	_____	_____	(SPN 5845 History of the Spanish Language)
_____	_____	_____	(Literature and Culture #1 Early)
_____	_____	_____	(Literature and Culture #2 Modern)
_____	_____	_____	(Literature and Culture #3 Contemporary)
_____	_____	_____	(Language and Linguistics #1)
_____	_____	_____	(Language and Linguistics #2)
_____	_____	_____	(Literature or Linguistics #1)
_____	_____	_____	(Literature or Linguistics #2)
_____	_____	_____	(SPW 6806 Research Methods and Bibliography)
_____	_____	_____	(1 hr)
_____	_____	_____	(1 hr)

THESIS TITLE: _____

DATE: Comprehensive Examination/Thesis Defense _____ (Effective Fall 2006)

PhD in Spanish
Iberian and Latin American Literatures and Cultures
Progress Report

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: _____

(Effective Fall 2006)

PhD in Spanish
Language and Linguistics
Progress Report

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: _____

Spanish Program : Graduate Courses

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 PhD 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

APPENDIX III
Program of Studies Forms

**DEPARTMENT OF MODERN LANGUAGES AND LINGUISTICS
MA PROGRAM OF STUDIES**

Name: _____ Date: _____
 Undergraduate Major: _____ Minor: _____
 Date Received: _____
 Graduate Major: _____ Minor: _____
 Thesis _____ Non-thesis _____
 When do you expect to receive the Master's Degree? _____

GRADUATE COURSES TAKEN ELSEWHERE TO BE APPLIED TOWARD THE MASTER'S DEGREE

COURSE PREFIX	COURSE NUMBER	DESCRIPTIVE TITLE OF COURSE	GRADE REC'D	SEM HRS	INSTITUTION	DATE

F.S.U. COURSES TO BE APPLIED TO THE MASTER'S DEGREE

COURSE PREFIX	COURSE NUMBER	DESCRIPTIVE TITLE OF COURSE	GRADE REC'D	SEM HRS	DATE

TOTAL MAJOR HOURS _____

TOTAL MINOR HOURS _____

ADDITIONAL COURSES TAKEN BUT NOT COUNTED FOR DEGREE

MAJOR PROFESSOR: _____ MINOR PROFESSOR: _____
 DEPARTMENT CHAIR: _____ DATE: _____
 Please Return To Graduate Program Office, 362 Diffenbaugh

**Department of Modern Languages and Linguistics
PhD PROGRAM OF STUDIES**

Please type this form, secure the signature of each member of your committee, return it to the Associate Chair of Graduate Studies or to the Graduate Program Coordinator.

Name: _____ Date: _____
 Undergraduate Degree: _____ Institution: _____
 Date Rec'd: _____ Undergrad. Major: _____ Minor: _____
 Graduate Degree: _____ Major: _____ Minor: _____
 Institution: _____ Date Received: _____

<i>Graduate Courses Taken Elsewhere to be Applied Toward the Doctoral Degree</i>						
Course Prefix	Course Number	Descriptive Title of Course	Grade Rec'd	Semester Hours	Institution	Date

Total Hours in Major Field _____

Course Prefix	Course Number	Descriptive Title of Course	Grade Rec'd	Semester Hours	Institution	Date

Total Hours in Minor Field _____

Graduate Courses Already Completed at Florida State University						
Course Prefix	Course Number	Descriptive Title of Course	Grade Rec'd	Semester Hours	Date	

Total Hours in Major Field _____

Course Prefix	Course Number	Descriptive Title of Course	Grade Rec'd	Semester Hours	Institution	Date

Total Hours in Minor Field _____

<i>Graduate Courses to be Completed (including current enrollment)</i>						
Course Prefix	Course Number	Descriptive Title of Course	Grade Rec'd	Semester Hours	Institution	Date

Total Hours in Major Field _____

<i>Graduate Courses to be Completed (including current enrollment)</i>						
Course Prefix	Course Number	Descriptive Title of Course	Grade Rec'd	Semester Hours	Institution	Date

Total Hours in Minor Field _____

TOTAL SEMESTER HOURS OF GRADUATE WORK _____

Approval:

Major Professor: _____
 Minor Professor: _____
 Committee Members: _____

Associate Chair for Graduate Studies: _____
 Department Chair: _____

**APPENDIX IV
Annual Evaluation Form**

**Department of Modern Languages and Linguistics
Graduate Student Annual Evaluation Form**

PLEASE NOTE: the Annual Evaluation is mandatory for PhD students. Graduate Advisors are encouraged to compile all faculty member comments into one document (this form) and send it to the Graduate Program Coordinator (Wendy) for upload in the Graduate Student Tracking System. The Annual Evaluation is not mandatory but is encouraged for MA students at the end of the first year. For MA students the evaluation's format is at the discretion of the Graduate Advisor.

STUDENT NAME:

EVALUATING FACULTY MEMBER NAME:

Please type your comments into the boxes, which will expand to accommodate as much text as you wish to include.

NAME	
Fluency in Target Language (oral & written)	
Awareness of and Expertise in the Literary, Cultural, Theoretical, and/or Linguistic Issues of the Target Language	
Discipline and Work Attitude	
Creativity and Originality	
Ability to Plan and Conduct Research	
Classroom Participation	
Analytical, Critical, and Writing skills	
General Attitude towards Graduate School, an Academic Career, the Profession, Personal motivation, and Qualities	

APPENDIX V
Teaching Assistant Performance Evaluation

Performance Evaluation
Graduate Student Teaching Assistant
Department of Modern Languages & Linguistics

Teaching Assistant's Name: _____

Division: _____

Academic Year: _____ Courses Taught:

Supervising Faculty Member(s): _____

	Satisfactory	Needs Improvement	Unsatisfactory
Competence in teaching assigned classes			
Competence in language skills			
Complies with policies and procedures in course syllabus			
Keeps up to date records of student grades and absences			
Submits records, grades, and other materials as required and on time			
Informs supervisor of all absences			
Displays reliability and promptness			
Receptive to direction and constructive criticism			
Exhibits professionalism in dealing with students, colleagues, and faculty			

Additional Comments (for areas that are unsatisfactory or need improvement explanation is *required!*):

Teaching Assistant: SIGNATURE _____ DATE: _____

Supervisor: SIGNATURE _____ DATE: _____