

Graduate Studies Handbook



Department of *Modern Languages and Linguistics*

Updated August 2025

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, Slavic, and East Asian Languages and Cultures (Japanese and Chinese); PhD degrees are offered in Spanish and French. Within the Spanish PhD program, we offer tracks in 1) Hispanic Literature and Cultural Studies and 2) Hispanic Linguistics. Our diverse and well-trained faculty members strive to be both renowned specialists in their field and to contribute to an intellectually stimulating interdisciplinary, multilingual, 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 Department of Modern Languages and Linguistics at FSU (hereafter MLL), its graduate programs, and departmental policies and procedures. Please note that some regulations and policies are departmental ones, while 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](#) and the FSU [Graduate School](#). Another excellent resource is Student Affairs, which provides programs and services that enhance the quality of life for FSU students. Student Affairs focuses on the areas of personal growth and development, health and wellness, diversity, student leadership, campus entertainment, housing and childcare. For more information, see <https://studentaffairs.fsu.edu/resources/resources-for-students>.

Departmental Leadership

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Faculty

ARABIC

Dr. Zafer Lababidi - University of Wisconsin-Milwaukee, 2014
Arabic Language, Culture, and Linguistics
Director of the Arabic Basic Language Program

Ms. Jessika Malo Valentine - MS Florida State University, 2014
Arabic Languages, Culture and Film

CHINESE

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

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

Dr. Zhiying Qian – University of Illinois at Urbana-Champaign, 2015
Psycholinguistics, Second Language Acquisition of Chinese, Sentence Processing
Graduate Adviser for Chinese

Dr. Yanning Wang – Washington University in Saint Louis, 2009
Pre-modern Chinese literature and culture, Late Imperial women's writing, Chinese literature and religion
Chinese Program Coordinator

FRENCH

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

Dr. Michelle Bumatay – University of California, Los Angeles, 2013
African Francophone literature and culture; Film, Media, and Comics Studies; Migration; Genocide
Graduate Adviser for French

Dr. Vincent Joos – University of North Carolina at Chapel Hill, 2015
Cultural anthropology, Caribbean studies, Immigration studies
French Program Coordinator

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

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. Jeannine Murray-Román – University of California, Los Angeles, 2008
Comparative Caribbean literatures and cultures

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

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. Tatjana Soldat-Jaffe - University of Illinois, Urbana-Champaign, 2005
Sociolinguistics, Germanic Studies, Hebrew Studies
German Program Coordinator

Dr. Alina Dana Weber - Indiana University, 2010
Nineteenth and early twentieth-century German literature; Folklore and literature; Performance and Film Studies
Coordinator German Basic Language Program

Dr. Christian Weber - Indiana University, 2008
German literature and philosophy from the 18th century; Literary theory; Lyric poetry; German film; Nationalism
Graduate Adviser for German

ITALIAN

Dr. Elizabeth Coggeshall – Stanford University, 2012
Medieval Literature, Dante

Dr. Reinier Leushuis – Princeton University, 2000
Renaissance Literature and Culture
Department Chair

Dr. Mark Pietralunga - University of California-Berkeley, 1983
Twentieth-century Italian novel, Italian American studies, Translation Studies

Dr. Katy Prantil – University of Wisconsin-Madison, 2017
Historical Italo-Romance Linguistics and Dialectology
Coordinator Italian Basic Language Program

Dr. Silvia Valisa - University of California-Berkeley, 2007
Contemporary Italian Studies; Gender Studies; Theory of the Novel; History of Publishing
Italian Program Coordinator and Graduate Adviser for Italian

Dr. Irene Zanini Cordi - University of California-Berkeley, 2004
Contemporary Italian literature and culture; Narrative and critical theory; Women's writing; Italian cinema

JAPANESE

Ms. Junko Brudenell - MA University of Mississippi, 1993
Second Language Acquisition
Coordinator Japanese Basic Language Program

Ms. Minami Hyodo – MA Kansai University, 2021
Second Language Acquisition
Lead Instructor Japanese Language House

Dr. Franz Prichard – University of California Los Angeles, 2011
Japanese literary and visual media; environmental and urban humanities
Graduate Adviser for Japanese

GENERAL LINGUISTICS

Dr. Tom Juzek – University of Oxford (UK), 2016
Computational Linguistics; Corpus Linguistics; Natural language processing

SLAVIC

Dr. Nina Efimov – Florida State University, 1991
Russian literature (19th-c. and modern), dissident literature, Russian composition

Dr. Robert Romanchuk - University of California Los Angeles, 1999
Slavic philology and oral tradition, psychoanalysis and literature
Slavic Program Coordinator

Dr. Lisa Wakamiya – University of California Los Angeles, 2000
Critical theory, philosophy and literature, translation studies, film studies
Graduate Adviser for Slavic & Coordinator Russian Basic Language Program

SPANISH

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

Dr. Anel Brandl, Florida State University, 2012
Second Language Acquisition; Heritage Speaker Bilingualism, Spanish Heritage Language Teaching
Associate Director of the Spanish Basic Language Program

Dr. Juan Carlos Galeano - University of Kentucky, 1991
Twentieth-century Latin American Poetry: Poetry of violence, Political poetry, Amazonian studies

Dr. Matthew Goldmark – University of Pennsylvania, 2015
Colonial Latin American Studies, Gender and Sexuality Studies.

Dr. José Gomáriz - University of Illinois at Urbana-Champaign, 1997
José Martí; Modernism; Cuban studies

Dr. Carolina González – University of Southern California, 2003
Phonology, Phonetics, L2 Phonological acquisition; Syntax-phonology interface; Language invention

Departmental Associate Chair for Graduate Studies

Dr. Alejandra Gutiérrez – University of Virginia, 2011
Spanish language, literature and culture; Theatre; Spanish for the professions

Dr. Keith Howard – University of Virginia, 2008
Spanish Golden Age, Machiavelli and Post-Machiavellian Discourse, Foucault

Mr. Tyler King – Florida State University, 2016
Spanish language, Instructed language learning, Second language acquisition

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

Dr. Natalie MacManus Chu – University of Virginia, 2012
Spanish language, literature and culture

Dr. Diego Mejía-Prado – Florida State University, 2021
Ecocriticism, environmental humanities, Amazonian indigenous narratives, chronicles of the Indies

Dr. Antje Muntendam - University of Illinois at Urbana-Champaign, 2009
Bilingualism, Language contact, syntax, prosody, sociolinguistics, psycholinguistics
Linguistics Program Coordinator

Dr. Jeannine Murray-Román – University of California, Los Angeles, 2008
Comparative Caribbean literatures and cultures

Dr. Matthew Patience – University of Toronto, 2022
Phonetics, phonology, Second and subsequent language acquisition, Indigenous language revitalization
Director of the Spanish Basic Language Program

Dr. Delia Poey – Louisiana State University-Baton Rouge, 1996
Comparative Literature and US Latinx Literatures and Cultures

Dr. Lara Reglero – University of Connecticut, 2004
Syntax, syntax-phonology interface, first and second language acquisition

Dr. Olga Romero-Mestas – Florida State University, 2020
Caribbean Literatures

Dr. Gretchen Sunderman – Penn State University, 2002
Second Language Acquisition, Hispanic linguistics, Psycholinguistics
Department Associate Chair for Undergraduate Studies

Dr. Elena Vogel – Florida State University, 2017
Instructed language learning; Second Language Acquisition

Departmental Policies and Regulations

1) Admission

To submit an application for admission to one of our graduate programs, please go to the [MLL Graduate Portal](#), where you can access the FSU Online application system ([click here](#)).

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:

- **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.
- **Résumé** (or brief **Curriculum Vitae**) of educational and professional activities.
- **Writing sample** written in the target language of the program for which you are applying (EALC applicants are required to submit a writing sample in English). See under the appropriate graduate program below for further specifications.
- **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](#). Average Verbal Reasoning scores for applicants we have accepted in the last five years have been around 155 on the new score scale.
 - The GRE is waived for MA applications.
 - Applicants for the French and Spanish PhD programs may request a GRE waiver if one of the following criteria is fulfilled: 1. Successful completion of MA degree in relevant field with GPA 3.5 or higher. 2. Authorship or co-authorship of a peer-reviewed paper in relevant field.
- **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*).
- **Official Transcripts** from all colleges/universities which you have attended and/or from which you received a degree. An official hardcopy transcript should be sent by the issuing institution to: Office of Admissions (A2500 University Center, 282 Champions Way, Tallahassee FL 32306-2400). An unofficial copy should be uploaded as a supporting document on your online application.
- 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.

- 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 University also accepts several other tests for English proficiency (IELTS, Pierson, Duolingo, etc.) but only the TOEFL (Speaking Portion) is accepted to establish eligibility for a TA-ship (see below). The TOEFL may be waived as a test requirement for admission if the student has received a bachelor's or master's degree from a U.S. institution but in that latter case the TOEFL Speaking Score is still required 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 Department will begin reviewing applications for admission and TA-ship starting **January 15** of each academic year. Applications submitted by the deadline will be prioritized for financial aid purposes. 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 two-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. Part of this orientation is mandatory participation in the required training of "Essential Policies and Practices Training for TAs" (modules 1 and 2), administered by the Center for the Advancement of Teaching (CAT). 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

In consultation with the program's graduate adviser, 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. PhD candidates and MA candidates doing an 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 (see Appendix) 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

Newly admitted students will meet with the Graduate Advisor of their program during the Graduate Student Orientation in mid-August to select and register for courses. Continuing students will choose their courses after consulting the list of offerings found on the University Registrar's website ([click here](#)) 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. The courses you take should be within the Department of Modern Languages and Linguistics. Any classes taken outside of the department should be requested from the graduate advisor/major professor and approved by the Associate Chair of Graduate Studies.

COURSES AND ENROLLMENT

- Graduate credits are normally earned in 5000-level courses or above.
- An average grade (GPA) 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.
- Nine (9) hours per semester constitutes a full-time course load for graduate students. Teaching assistants must register for a minimum of nine (9) hours each semester to be granted full-time status.
- In addition to courses to fulfill your program requirements, students might meet enrollment hour requirements by enrolling in Directed Independent Studies (DIS) or Directed Reading Hours. The latter is most commonly used for exam and thesis/dissertation preparation. See below for further information.
- 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 department will need to provide the Associate Chair for Graduate Studies a letter of support/confirmation from their Graduate Advisor or major professor as to why they need the course. At least seven (7) hours in your program before outside courses will be considered.

DIRECTED INDIVIDUAL STUDY

Directed individual Study (DIS) courses are available for advanced graduate students in consultation with the graduate/faculty adviser. 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 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 and your Graduate Advisor have signed this form, submit all documentation 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

Once all program requirements have been fulfilled, you can potentially request up to 6 hours of Directed Readings. They are only to be used for exam preparation in your last semester before MA exams or PhD Prelim Exams *if all program requirements have been fulfilled*. You will have to obtain a *FW 6907 Directed Reading Hours* request form from Graduate Program Coordinator and have it signed by the faculty member supervising Directed Reading Hours (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

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 MA Comprehensive Exam (0 credit hours), the PhD 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 by the Graduate Program Coordinator.

LEAVE OF ABSENCE

Graduate students are allowed *one* semester (spring, summer, or fall) without being registered for courses or hours and without having to apply for re-admission. Under special circumstances, students may apply for an official *leave of absence* from the university for a specified longer period of *up to three consecutive* semesters

(includes summer term). The circumstances justifying a leave include but are not limited to: personal or family medical conditions, call to active military duty, parental leave, death in immediate family, or completion of an off-campus internship. Students must provide appropriate documentation and a rationale for the leave. To apply for a leave of absence, a student must complete the [Request for Leave of Absence Form](#) and submit it together with appropriate documentation to the Graduate Program Coordinator. The request needs to be approved at Departmental, College, and University level. An approved leave of absence preserves the student's academic status in his or her degree program, and the time off will not be counted against the time limits for awarding degrees. Consequently, registration is not required during the leave period and the student need not re-apply to the program to return to active status at the end of the approved leave period. *Please note:* students not registered for one semester (even if that semester is the summer term) and students on a longer, approved leave of absence are *not* allowed to have access to any university resources nor to engage in any academic interactions with faculty, including Major Professor.

7) Funding

TEACHING ASSISTANTSHIPS

Information about teaching assistantships in MLL can be found on our Financial Aid site (<https://mll.fsu.edu/graduate/financial-aid>). In return for a stipend, each assistant ordinarily teaches two classes a semester. If funds are permitting, experienced TAs are allowed to teach during the summer term for an additional stipend. To learn more about teaching assistantships in our department, see the Human Resources coordinator in DIF 362. Teaching assistantships are available for up to two years for students preparing the MA and for up to five years for students pursuing a PhD. Normally teaching assistantships are distributed when students apply for admission to their respective graduate programs.

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 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 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 the Graduate School's website ([click here](#)) 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, GRADUATE STUDENT RESEARCH AND CREATIVITY AWARD, DISSERTATION RESEARCH GRANT, INTERNATIONAL DISSERTATION SEMESTER RESEARCH FELLOWSHIP, GRADUATE STUDENT LEADERSHIP AWARD. 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 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, in order to be certified as TA, all incoming graduate students must take the mandatory LIN 5744 – *Introduction to Language, Language Learning, and 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 LIN 5744. TAs teach a range of beginning and intermediate language courses; some senior TAs 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 up to five (5) 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](#) and score a minimum of 45 in order to be eligible for employment.

Please note: in order to be eligible for employment, all TAs in the Department of Modern Languages and Linguistics have to attend the required training of "Essential Policies and Practices Training for TAs" (modules 1 and 2), administered by the Center for the Advancement of Teaching (CAT), before the start of each fall semester. Attendance is mandatory for employment eligibility.

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 be interested in accepting additional or outside employment while under contract as a teaching assistant, you will need to file a request, which will be evaluated for conflicts of interest in accordance with the UFF-GAU Collective Bargaining Agreement (see below).

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](#). 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 graduate student annual evaluation for PhD and some MA students!) 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 TAs 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), which is then signed both by your coordinator and by yourself and kept on file by the department's Human Resources coordinator.

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 number 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 (the Executive Committee, the Graduate and Undergraduate Program Committees, and the Lecture Series Committee), and as representative to their respective 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. 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.

This assessment will be made in writing by the student's major professor (dissertation director) on the Annual Evaluation Form (see Appendix). The major professor shall solicit input from the student and compile comments from other faculty members if applicable. To be complete, signatures of the PhD candidate, major professor, Program Coordinator, and the Graduate Associate Chair (alternatively: Department Chair) are required.

The Program Coordinator coordinates the annual evaluation for the PhD students in the program, gathers all completed forms, and sends them in one batch to the Graduate Program Coordinator for review by the Associate Chair of Graduate Studies (alternatively: Department Chair) and for upload in the Graduate Student Tracking System.

11) Academic and Professional Expectations for Graduate Students

Graduate students in the Department of Modern Languages and Linguistics are expected to fulfil all the requirements of their program of study in a timely manner (usually 2 years for MA students, and 5 years for PhD students). Consistent with FSU policies, graduate students are expected to maintain a minimum GPA of 3.0 (B) in their coursework, and to uphold the FSU Academic Honor Policy (<https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>). Graduate students are also expected to behave in a professional and respectful manner with faculty, staff, and other students.

Graduate students are expected to be in communication with their Graduate Adviser or major professor to select courses, to ascertain that they are on the right track to complete program requirements, and to discuss professional and research opportunities. Graduate students are highly encouraged to attend academic and professional talks offered in the Department, and, particularly in the case of PhD students, to present at scholarly venues and to publish their work.

Our Department programs encourage research collaborations among faculty and students. Advanced MA and PhD students are invited to approach individual faculty to learn about research opportunities and possible collaborations.

12) Policy for Dismissing a Graduate Student (for reasons other than GPA)

The University reserves the right to dismiss graduate students and terminate their enrollment in an academic program based on a number of different criteria, beyond that of GPA alone. Oversight is provided by the Graduate School, Office of Faculty Development and Advancement, and Office of the Registrar. Additional details on the steps involved in the process are available for faculty and administrators from the Office of Faculty Development and Advancement and for graduate students at the Graduate School.

Dismissed students will not be permitted to register for further graduate study, including registering as non-degree students, in the degree program or college from which they had enrollment terminated. Graduate students who have been dismissed from one degree program may seek admission to another degree program but will not be readmitted or allowed to add the dismissed degree program back as a second major or degree. This includes seeking admission into a different degree program that shared a joint pathway with the dismissed degree program.

Program terminations (dismissal for a reason other than GPA) are generally identified by the faculty with support from the Department Chair (or unit head) in the department/unit or single-unit college level and may occur for a

number of different reasons. As specified by university policy, Graduate policy, or within the unit's Graduate Student handbook, reasons may include but are not limited to:

- * Inability to conduct independent research in a fashion appropriate with the accepted norms of a discipline.
- * Inability to function within a team environment to the extent that it negatively affects the learning, practice and/or research of fellow graduate students.
- * Behavior that does not meet the professional standards of a discipline (typically clinical, social work or school settings, but also including Motion Picture Arts, internship work, etc.).
- * Failure to meet artistic or creative performance standards.
- * Failure to be approved for an Extension of Time (EOT).
- * Failure to complete important degree milestone requirements within a reasonable period of time.
- * Inability to pass the doctoral diagnostic exam, preliminary exam for admission to candidacy in, etc.
- * Failure to complete the doctoral degree or make timely progress towards the research or writing of their treatise or dissertation.
- * Failure to complete the master's degree or make timely progress towards the research or writing of their thesis, or the production of their thesis-equivalent creative project.

In addition, please note that suspension or expulsion from the university may result if a student is found responsible in a formal Academic Honor Policy (AHP) hearing for an egregious AHP violation, or as an outcome from a Student Conduct Code charge for which a student is found responsible.

13) General Academic appeals

Students who allege that academic regulations and procedures have been improperly applied in specific instances may have their grievances addressed through the general academic appeals process. In this process, the student brings a complaint first to the instructor, then to the department chair, and finally to the academic dean appropriate to the course involved, stopping at the level at which the complaint is resolved. If no resolution is reached, the student brings the complaint to the attention of the Vice President for Faculty Development and Advancement for either resolution or referral to the Student Academic Relations Committee of the Faculty Senate. A graduate student whose complaint is unresolved must see the Dean of the Graduate School prior to meeting with the Vice President for Faculty Development and Advancement. The Student Academic Relations Committee has the authority to direct, through the Vice President for Academic Affairs, that corrective action be taken when justified. For more information about FSU General academic appeals, see <https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/general-academic-appeals-student-grievances>.

14) Grade appeals

Students can appeal a final course grade under certain circumstances. Faculty judgment of students' academic performance is inherent in the grading process and hence should not be overturned except when the student can show that the grade awarded represents a gross violation of the instructor's own specified evaluation (grading) statement and therefore was awarded in an arbitrary, capricious, or discriminatory manner. The evaluation (grading) statement utilized during the grade appeals process is the one contained in the instructor's syllabus at the beginning of the semester. For more information, see <https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/grade-appeals-system>. Note that any grade issues regarding preliminary or comprehensive exams or to thesis or dissertation defenses are reviewed by the Student Academic Relations Committee via the Office of Faculty Development and Advancement (<https://facsenate.fsu.edu/standing-faculty-senate-committees/student-academic-relations-committee>).

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).

FINANCIAL AID

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.

GENERAL GRADUATE DEGREE REGULATIONS

(See also Section I: General Information, and especially see below under MA and PhD regulations) 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. MA students, in addition, should also select a MA Research Paper Director by the end of the second semester. The committee will consist of a major professor, a minor professor (only if the student is doing a minor field: see below), and 2 or 3 additional professors from the French program. 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 Spring semester on dates established in consultation with the Graduate Advisor and the Department. *Exams and defenses cannot be scheduled during the summer semester.*

MA DEGREES AND REQUIREMENTS

MA in Global 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.

Required courses include a distribution of coursework across the centuries with students taking at least one course with each professor, scheduling permitting. 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.

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 Global French

Both the French Literature and the French with a Concentration in Contemporary French and Francophone Studies track conclude with an MA Comprehensive Examination in Global French, which takes 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 exam text list (see below). The student will take three written exams which will cover three main approaches: time, space, and an *explication de texte* (close reading), as well as one oral exam expanding on the written exams. Each written exam will last a maximum of two hours during which the candidate will write one essay based on a choice out of two possible questions and which will address texts read in more than one course. The essay will be a minimum of four (4) pages and a maximum of five (5) pages (Times, 12 point, double spaced, 1-inch margins).

Formation of the committee: The exam questions will be provided by a committee of three French faculty members, including the MA Research Paper director who will choose the passage on which the *explication de texte* is based.

Exams can be written at home or in the computer lab, at the discretion of the student. In both cases, students may consult online dictionaries but no other Internet material. Students may not use notes.

For the exams on time and space, one must be written in French at the determination of the student. The *explication de texte* will be written in French (See below for a sample MA examination week).

MA Research Paper

The 20-30 page Research Paper can be an expanded version of a paper done in a course taken to fulfill the MA course requirement. Besides being an exercise in research techniques, the paper is seen as the best expression of the student's written work in French. The topic should be chosen at the end of the second semester or beginning of the third semester. A draft of the paper is due to their advisor at the beginning of the fourth semester. The draft is due to the committee by the sixth week before the end of the fourth semester. After the committee has submitted their comments, the paper must be substantively revised with all revisions completed by the last day of classes (no summer submissions). If so needed, the committee will request an oral defense. There may be a colloquium where each student will give a presentation of his or her project.

Sample MA Examination Week and Questions

Monday Exam 1 - Time

How does a genre, concept, or theme/topic change over time?

Your examiner will write two questions from which you will choose one. Each question will identify two different time periods or central dates around which to mark the transformation of a concept or a genre which will also be specified in the question.

Tuesday Exam 2 - Space

How does a genre, concept, or theme/topic travel between geographic spaces?

Your examiner will write two questions from which you will choose one. Each question will provide you with two or more spaces and ask you to compare how a genre, concept, or theme functions or is represented differently in those two socio-political-geographic contexts.

Wednesday - *Explication de texte* (Close textual reading)

The student's Research Paper Director will select a short passage from one of the texts that the student addresses in their M.A. Research Paper and, within two hours, the student will perform a rhetorical analysis of that passage, contextualizing it within the formal elements of the text's genre.

This exam must be written in French.

Friday - Oral Exam

In this **60-minute**-exam, the three exam-writers, one of whom will be the student's M.A. Research Paper Director will ask questions expanding on the three essays and can ask the student to connect these essays to any material from coursework and the exam text list.

The examiners will take 10 minutes at the beginning of the exam to confer on the questions.

The exam will begin in French and switch to English approximately halfway through.

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-1900 courses, and two post-1900 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 year of the MA or PhD must be taken within the department. See also the general MLL rule for taking graduate courses outside the Department above in Section I.

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 (please note: the College of Arts and Sciences does not allow tuition waivers to cover undergraduate courses); 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 four questions 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 student will receive a "fail" for that attempt at *FRW 8964 Preliminary Doctoral Examination* and the entire written examination must be retaken. This means that the student will need to re-register for *FRW 8964* in order to take the second, *and last*, attempt to pass the preliminary examination. This second attempt at the preliminary exam shall be scheduled by the Doctoral Supervisory Committee in consultation with the student, but no sooner than six full class weeks after the first attempt. For the second attempt, the same rules as for the first attempt will apply: if one question is considered unsatisfactory, an oral exam may be required to re-examine the student in that area only; if two or more questions are not passed, the student will receive a "fail" for the second attempt at *FRW 8964 Preliminary Doctoral Examination*. A second failure on the preliminary exam makes the student ineligible to continue in the degree program.

This policy on re-examination reflects the Graduate School's Preliminary Exam Policy, which is listed below in full, with relevant passages boldprinted:

"Satisfactory completion of a preliminary examination shall be required for admission to candidacy for the PhD degree. No student may register for dissertation hours prior to the point in the semester in which the preliminary examination was passed. An admission to candidacy form must be completed and filed in the Office of the University Registrar prior to registration for dissertation hours. After completion of the admission to candidacy process, the student may retroactively add dissertation hours for that semester in which the preliminary

examination was completed. Retroactive changes are only permitted if the preliminary examination is passed by the end of the seventh week of the semester. For term specific deadline dates, please refer to the "Academic Calendar" in the Registration Guide.

The preliminary examination is designed to test scholarly competence and knowledge and to afford the examiners the basis for constructive recommendations concerning the student's subsequent formal or informal study. The form and content of this examination will be determined by the department, college, school, or examining committee (typically, but not necessarily the same composition as the supervisory committee) administering the degree program. Prior to the examination, the student's examining committee will determine whether the student 1) has a 3.0 average, and 2) has progressed sufficiently in the study of the discipline and its research tools to begin independent research in the area of the proposed dissertation.

The chair of the major department, the academic dean, and the Dean of The Graduate School may attend any session of the supervisory or examining committee as nonvoting members. A member may be appointed to the examining committee at the discretion of the academic dean or Dean of The Graduate School or on recommendation of the major professor. Normally, the examining committee will be identical with the supervisory committee.

The examining committee will report the outcome of the examination to the academic dean: passed, failed, additional work to be completed, or to be re-examined; the report following the reexamination must indicate the student either passed or failed. The results of the examination will be reported to the Office of the University Registrar for inclusion in the student's permanent record.

If a student fails the preliminary examination before being admitted to candidacy, a re-examination may be offered by the student's supervisory committee. The Academic Dean's office should be notified of the outcome of any preliminary exam attempt.

Students can take the preliminary examination for admission to candidacy only two times. A second failure on the preliminary exam makes the student ineligible to continue in the degree program. The second attempt at the preliminary exam shall occur no sooner than six full class weeks after the results of the first attempt are shared with the student. For the purpose of this policy, a "full class week" is defined as a week with five days during which classes are held at FSU. Students must be registered separately for their first and second attempt, if necessary within the same semester, and must receive either a "pass" or a "fail" grade for each attempt. An exception request regarding the timing of the re-examination can be submitted for consideration to the Academic Dean's Office by either the student or the supervisory committee.

All requirements for the doctoral degree must be completed within five calendar years from the time the student passes the preliminary examination and is admitted to candidacy. If the student's major professor and/or Department Chair does not choose to either approve an Extension of Time (EOT) or require the student to take the preliminary exam and/or coursework again for readmission to candidacy, then the student may no longer be enrolled in that program or at Florida State University.

A student who has passed the preliminary examination and has been certified by the Office of the University Registrar (with an admission to candidacy form) is considered a candidate for the doctoral degree and is eligible to register for dissertation credits.

A student must be admitted to candidacy at least six months prior to the granting of the degree. The purpose of this requirement is to ensure a minimal lapse of time for effective work on the dissertation after acquisition of the basic competence and after delineation of the problem and method of attack. More realistically, the student should expect to spend a year or more of work on the dissertation."

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.

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. 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 (<https://www.research.fsu.edu/research-offices/human-subjects/>).

Language of Dissertation

The typical language of the dissertation is English. Under special circumstances the Chair, the Major Professor, and the Supervisory Committee may approve writing the body of the dissertation in a language other than English if doing so is essential for scholarly reasons. Lack of sufficient English competency is not an acceptable justification for using an alternative language. The Major Professor shall immediately notify the Dean of the College and the Dean of the Graduate School for all cases where such approval has been granted. Notification requires completion of the *ETD Alternative Language for the Dissertation /Treatise/ Thesis Form* (available on <https://gradschool.fsu.edu/forms>). All committee members must be completely proficient in the alternative language. It is the responsibility of the Major Professor and the Supervisory Committee to ascertain that the candidate's dissertation is written in acceptable English or an alternative language, in an appropriate scholarly style. All non-English-language dissertations must have the preliminary pages and main section headings in English. This would include the content of the title page, committee page, acknowledgments, abstract and biographical sketch. All main section headings, including chapter and appendix headings, must be in English, but chapter/appendix titles may be in the chosen language.

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 <https://gradschool.fsu.edu/academics-research/thesis-treatise-and-dissertation>.

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. *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. *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 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 *up to the semester deadlines of the next term* or the student must re-defend. Starting in Fall 2024, thesis, treatise, and dissertation students who defend successfully with a "Pass" (or receive a "Pass with Major Revisions", which is a subcategory of "Pass") but miss the defense semester's Manuscript Clearance submission deadlines, will need to register for an additional semester and meet the Manuscript Clearance deadlines of the semester following the original defense semester. Students who fail to graduate in their original defense semester and the semester after their original defense semester are required to re-defend their thesis, treatise, or dissertation and meet Manuscript Clearance deadlines during the second semester since their original defense semester (e.g., original defense F24, required re-defense Su25). The transcript will reflect a "Pass" once the student submits their successfully defended document. Students who re-defend and do not earn a "Pass," should be given a "Fail."

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 (Zoom, Skype, Teams, 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. The defense must be conducted in English. 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 with special approval from the German Program Coordinator and Associate Chair for Graduate Studies, concurrently with work on the advanced degree. Consultation with the German Program Coordinator and Associate Chair for Graduate Studies will determine the appropriate procedure (International Students: see Section I: General Information).

FINANCIAL AID

In addition to funding outlined above in the section "General Information" (#7 "Funding" and #8 "TA commitments"), graduate students in the German MA program are eligible for funding from the [Ada Belle Winthrop-King Memorial Fund](#), which offers a large range of graduate awards and funding.

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.

MA DEGREE REQUIREMENTS

Requirements for the **MA in German Studies** include course work, a substantial research paper, and a written comprehensive examination. The MA in German Studies is expected to be completed in two years.

Course Work: A minimum of 30 semester hours in graduate courses (including Minor, if any) must be earned. Of these, at least 24 must be taken for a letter grade and 21 from courses with German or FOL course numbers. All regularly enrolled German MA students, employed as Teaching Assistants in the German program, are required to sign up for at least six credit hours of German course work per semester. (Exceptions need the approval of the German program's Graduate Adviser.)

Research Paper: At the end of the last semester (by week 8) students are required to submit the final version of a substantial research paper (around 20 pages in length). This is an *extended* course paper directed by the major professor who offered the course. The paper can be written in English or German. It will be reviewed by at least two German faculty members, one being the major professor and at least one other German faculty member identified by the student. An oral defense may be scheduled. If any faculty member considers revisions necessary, they can be requested and shall be satisfied within a period of two weeks.

The Comprehensive Examination will be on *six* courses with German/FOL course numbers taken in the MA program at Florida State University. Questions will be specific in nature and are expected to elicit substantial critical responses of the essay type. The exams will be written in two periods of four hours each (normally on consecutive days). An oral examination, approximately one week after the written portion, is required when the student has failed one or more sections of the written examination.

It is the student's responsibility to register for *GEW 8966 Comprehensive Examination* during the regular registration period of the semester the student expects to receive the degree. In that semester, it is the student's responsibility to apply 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).

FINANCIAL AID

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.

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 5 semester hours per semester. Only 3 hours of this course, however, may be counted 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).

FINANCIAL AID

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.

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 5 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 cultures. The major concentration is Russian, and minor work is available in Bosnian-Croatian-Serbian (BCS) and Ukrainian. A student's individual course of study may emphasize language or culture (folklore, film, literature, etc.).

Two types of MA Degrees are available, the course-type and the thesis-type. In both programs a minimum of thirty (30) semester hours is required.

The Course-Type MA includes course work and (1) a written comprehensive examination and translation or (2) a significant research project. The latter option must be approved by a major professor. The MA in Slavic is expected to be completed in two years.

Course Work: A minimum of 30 semester hours in graduate courses (including minor, if any) must be earned. Of these, at least 21 must be taken for a letter grade and 21 from courses with Russian, Slavic, or FOL/FOW course numbers. All regularly enrolled Slavic MA students, employed as Teaching Assistants in the Slavic program, are required to sign up for at least six credit hours of Russian or Slavic course work per semester. (Exceptions need the approval of the Slavic program's Graduate Adviser.)

The Comprehensive Examination will be on five courses with Russian, Slavic, or FOL/FOW course numbers taken in the MA program at Florida State University. Questions will be specific in nature and will elicit substantial narrative responses. The exams will be written in two periods of four hours each (normally on consecutive days). An oral examination, approximately one week after the written portion, is required when the student has failed one or more sections of the written examination.

It is the student's responsibility to register for *SLL 8966 Comprehensive Examination* during the regular registration period of the semester the student expects to receive the degree. In that semester, it is the student's responsibility to apply 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.

Translation: In the last semester of study students taking a comprehensive examination are required to submit a substantial translation (around 20 double-spaced pages in length), in a rough draft by week 8 and a clean draft by week 11. The translation is of a text not previously translated, in any fictional or non-fictional genre, with an introduction that explicates the project's methodology. *FOT 5805 Translation Theory and Practice* and, for non-native speakers of Slavic source language, *RUS 5415 Graduate Russian Conversation and Comprehension* or

equivalent are prerequisites for the comprehensive exam and translation option. The translation will be reviewed by at least two Slavic faculty members, one being the major professor and at least one other faculty member identified by the student. An oral defense of the translation may be scheduled. If any faculty member considers revisions necessary, they can be requested and shall be satisfied within a period of two weeks.

Significant Research Project: In the last semester of study, with major professor approval, students not taking a comprehensive exam are required to submit a significant research project (around 30 double-spaced pages in length), in a rough draft by week 8 and a clean draft by week 11. This is an expanded course paper directed by the major professor who offered the course. *RUW5910 Supervised Research in Russian (3 credit hours, S/U)* or *SLL5915 Supervised Research in Slavic (3 credit hours, S/U)* is to be taken in the same semester. The research project will be reviewed by at least two Slavic faculty members, one being the major professor and at least one other faculty member identified by the student. An oral defense of the research project may be scheduled. If any faculty member considers revisions necessary, they can be requested and shall be satisfied within a period of two weeks.

The Thesis-Type MA includes a minimum of 30 semester hours (including minor, if any). Of these, at least 18 must be taken for a letter grade and 18 from courses with Russian, Slavic, or FOL/FOW course numbers, and at least 6 hours of thesis credit, a minimum of 2 of which must be in the final semester. 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 student's major or minor field.

The typical language of the MA thesis is English. Under special circumstances the Chair, the Major Professor, and the Supervisory Committee may approve writing the body of the MA thesis dissertation in a language other than English if doing so is essential for scholarly reasons. Lack of sufficient English competency is not an acceptable justification for using an alternative language. The Major Professor shall immediately notify the Dean of the College and the Dean of the Graduate School for all cases where such approval has been granted. Notification requires completion of the *ETD Alternative Language for the Dissertation /Treatise/ Thesis Form* (available on <https://gradschool.fsu.edu/forms>). All committee members must be completely proficient in the alternative language. It is the responsibility of the Major Professor and the Supervisory Committee to ascertain that the candidate's thesis is written in acceptable English or an alternative language, in an appropriate scholarly style. All non-English-language theses must have the preliminary pages and main section headings in English. This would include the content of the title page, committee page, acknowledgments, abstract and biographical sketch. All main section headings, including chapter and appendix headings, must be in English, but chapter/appendix titles may be in the chosen language.

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 defense must be conducted in English. 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. 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. *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 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.

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 Program in writing explaining why they feel prepared to undertake this study; the Spanish faculty will vote on each such case). Applications need to include (i) statement of purpose (in English) indicating background, areas of academic interest, teaching experience (if any), and why you are applying to the program; (ii) complete and acceptable (“good standing”) academic transcripts; (iii) GPA (of last two baccalaureate years) of at least 3.0 on a 4-point scale; (iv) GRE scores; (v) writing sample (in Spanish), ideally consistent with the specific academic interest in the program. In addition, international applicants whose native language is not English need to show TOEFL scores of 80 or higher on the internet-based test (IBTOEFL) or 550 or higher on the paper-based test. Admitted applications will be based on 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.

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 5 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 twenty-one (21) 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 (30) 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. Hispanic Linguistics
3. Hispanic Linguistics & Literature

Regardless of specialization, all students must complete *LIN 5744 Language Learning and 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 program, 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.

By the end of the student's second semester, the Program of Studies form (see Appendix) 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 & Golden Age
- 18th & 19th Centuries
- 20th & 21st Centuries

Latin American Literatures & Cultures

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

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 Linguistics.

Formal Linguistics

- Phonetics/Phonology
- Spanish Syntax

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 Hispanic Linguistics and Literature

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

Iberian Literatures & Cult.

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

Latin-American Lit. & Cult.

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

Formal Linguistics

- Phonetics/Phonology
- Spanish Syntax

Applied linguistics

- Psycholinguistics
- Second Lan. Acquisition
- Sociolinguistics

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).

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 coursework and the MA reading lists (see website). In Hispanic Linguistics, the MA examination is based on course work and reading lists prepared in consultation with the examining professor(s). The examination panel will be composed of all Spanish and Portuguese program faculty members from the corresponding areas with Graduate Faculty Status.

The Comprehensive Examination will cover three areas from the areas listed above for each specialization (see charts), unless the student is pursuing a thesis-type program. In this case, the exam most closely associated with the MA thesis will be replaced by the MA thesis.

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 linguistics and one exam in Applied linguistics. Students in the specialization in Hispanic Linguistics and Literature must take at least one exam in Linguistics and one exam in Literature.

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

If the student does not pass one or more areas of the MA examination, the student is responsible for meeting with the graduate advisor and the appropriate professor(s) in order to develop a written remediation plan which will include a schedule for taking a re-examination in those areas. A copy of the remediation plan will be sent to the Chair of the Department, the Graduate adviser, and the Associate Chair of Graduate Studies. In marginal cases, the student MA exam committee will decide if an oral defense is appropriate before, or in lieu of, developing a remediation plan.

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 will take two MA Comprehensive Examinations, 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. Students interested in pursuing an experimental/data collection project for their MA thesis should contact their proposed adviser(s) by mid-January during their second semester of study at the latest, except in exceptional circumstances, in order to establish the feasibility of their proposed project and to agree on an appropriate timeline to conduct it.

For the thesis, the student needs to constitute an MA Supervisory Committee made up of a Major Professor and two other faculty members from the Spanish and Portuguese program. The composition of the Supervisory Committee must be communicated to the Graduate Program Coordinator 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 thesis prospectus 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 typical language of the MA thesis is English. Under special circumstances the Chair, the Major Professor, and the Supervisory Committee may approve writing the body of the MA thesis dissertation in a language other than English if doing so is essential for scholarly reasons. Lack of sufficient English competency is not an acceptable justification for using an alternative language. The Major Professor shall immediately notify the Dean of the College and the Dean of the Graduate School for all cases where such approval has been granted. Notification requires completion of the *ETD Alternative Language for the Dissertation /Treatise/ Thesis Form* (available on <https://gradschool.fsu.edu/forms>). All committee members must be completely proficient in the alternative language. It is the responsibility of the Major Professor and the Supervisory Committee to ascertain that the candidate's thesis is written in acceptable English or an alternative language, in an appropriate scholarly style. All non-English-language theses must have the preliminary pages and main section headings in English. This would include the content of the title page, committee page, acknowledgments, abstract and biographical sketch. All main section headings, including chapter and appendix headings, must be in English, but chapter/appendix titles may be in the chosen language.

The student must register for *SPW 8976 Thesis Defense* in the semester the defense is to take place. Graduate student defenses will not occur in the summer, except in exceptional circumstances. Exceptional circumstances are determined by the advisor/committee. Copies of the thesis must be submitted to the Supervisory Committee at least two weeks before the Oral Defense of the thesis. The defense must be conducted in English. 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. 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. *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 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 *up to the semester deadlines of the next term* or the student must re-defend. Starting in Fall 2024, thesis, treatise, and dissertation students who defend successfully with a "Pass" (or receive a "Pass with Major Revisions", which is a subcategory of "Pass") but miss the defense semester's Manuscript Clearance submission deadlines, will need to register for an additional semester and meet the Manuscript Clearance deadlines of the semester following the original defense semester. Students who fail to graduate in their original defense semester and the semester after their original defense semester are required to re-defend their thesis, treatise, or dissertation and meet Manuscript Clearance deadlines during the second semester since their original defense semester (e.g., original defense F24, required re-defense Su25). The transcript will reflect a "Pass" once the student submits their successfully defended document. Students who re-defend and do not earn a "Pass," should be given a "Fail."

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. Hispanic 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 Hispanic 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 Program 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:

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

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

Language Requirement

The language requirement for the doctoral degree consists of reading knowledge in one language other than Spanish and English which is germane to research in the student's proposed specialty area. The student's Supervisory Committee determines which language is germane. The requirement can be satisfied by one of the following options:

- 1) passing the reading knowledge examination offered by the Department of MLL (FRE 5069, GER 5069, etc.);
- 2) completing a 2200-level course or higher in the relevant language with a grade of B or better at FSU or another institution (please note: the College of Arts and Sciences does not allow tuition waivers to cover undergraduate courses). Courses taken in high school do not satisfy this requirement;
- 3) Having advanced proficiency as evidenced by a relevant degree or by an advanced certificate from an accredited institution in that language; or
- 4) Providing evidence of native-like proficiency.

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*. 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 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 (for Iberian and Latin-American Literatures and Cultures)* or *LIN 5932 (Quantitative Research Methods in Language Studies (for linguistics))*.

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.

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 should be written in consultation with all faculty members with expertise in the area. 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 parts of the exam are considered marginal, the student's PhD exam committee will decide if an oral defense in those areas is appropriate. If the student does not pass the exam, including, when appropriate an oral defense portion, the student will receive a "fail" for that attempt at *SPW 8964 Preliminary Examination* and the entire examination must be retaken. This means that the student will need to re-register for SPW 8964 in order to take the second, *and last*, attempt to pass the preliminary examination. *This second attempt at the preliminary exam shall be scheduled by the Doctoral Supervisory Committee in consultation with the student, but no sooner than six full class weeks after the first attempt.* For the second attempt, the same rules as for the first attempt will apply: if parts of the exam are considered marginal, the student's PhD exam committee will decide if an oral defense in those areas is appropriate. If the student does not pass the exam, including, when appropriate, an oral defense portion, the student will receive a "fail" for that attempt at *SPW 8964 Preliminary Examination*. A second failure on the preliminary exam makes the student ineligible to continue in the degree program.

The PhD examination in the Hispanic 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 should be written in consultation with all faculty members with expertise in the area. 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 parts of the exam are considered marginal, the student's PhD exam committee will decide if an oral defense in those areas is appropriate. If the student does not pass the exam, including, when appropriate, an oral defense portion, the student will receive a "fail" for that attempt at *SPW 8964 Preliminary Examination* and the entire examination must be retaken. This means that the student will need to re-register for SPW 8964 in order to take the second, *and last*, attempt to pass the preliminary examination. *This second attempt at the preliminary exam shall be scheduled by the Doctoral Supervisory Committee in consultation with the student, but no sooner than six full class weeks after the first attempt.* For the second attempt, the same rules as for the first attempt will apply: if parts of the exam are considered marginal, the student's PhD exam committee will decide if an oral defense in those areas is appropriate. If the student does not pass the exam, including, when appropriate an oral defense portion, the student will receive a "fail" for that attempt at *SPW 8964 Preliminary Examination*. A second failure on the preliminary exam makes the student ineligible to continue in the degree program.

This policy on re-examination in both tracks reflects the Graduate School's Preliminary Exam Policy, which is listed below in full, with relevant passages **bold printed**:

“Satisfactory completion of a preliminary examination shall be required for admission to candidacy for the PhD degree. No student may register for dissertation hours prior to the point in the semester in which the preliminary examination was passed. An admission to candidacy form must be completed and filed in the Office of the University Registrar prior to registration for dissertation hours. After completion of the admission to candidacy process, the student may retroactively add dissertation hours for that semester in which the preliminary examination was completed. Retroactive changes are only permitted if the preliminary examination is passed by the end of the seventh week of the semester. For term specific deadline dates, please refer to the "Academic Calendar" in the Registration Guide.

The preliminary examination is designed to test scholarly competence and knowledge and to afford the examiners the basis for constructive recommendations concerning the student's subsequent formal or informal study. The form and content of this examination will be determined by the department, college, school, or examining committee (typically, but not necessarily the same composition as the supervisory committee) administering the degree program. Prior to the examination, the student's examining committee will determine whether the student 1) has a 3.0 average, and 2) has progressed sufficiently in the study of the discipline and its research tools to begin independent research in the area of the proposed dissertation.

The chair of the major department, the academic dean, and the Dean of The Graduate School may attend any session of the supervisory or examining committee as nonvoting members. A member may be appointed to the examining committee at the discretion of the academic dean or Dean of The Graduate School or on recommendation of the major professor. Normally, the examining committee will be identical with the supervisory committee.

The examining committee will report the outcome of the examination to the academic dean: passed, failed, additional work to be completed, or to be re-examined; the report following the reexamination must indicate the student either passed or failed. The results of the examination will be reported to the Office of the University Registrar for inclusion in the student's permanent record.

If a student fails the preliminary examination before being admitted to candidacy, a re-examination may be offered by the student's supervisory committee or other relevant decision-making body within each department or unit, per that department or unit's doctoral student handbook. The Academic Dean's office should be notified of the outcome of any preliminary exam attempt.

Students can take the preliminary examination for admission to candidacy only two times. A second failure on the preliminary exam makes the student ineligible to continue in the degree program. The second attempt at the preliminary exam shall occur no sooner than six full class weeks after the results of the first attempt are shared with the student. For the purpose of this policy, a “full class week” is defined as a week with five days during which classes are held at FSU. Students must be registered separately for their first and second attempt, if necessary within the same semester, and must receive either a “pass” or a “fail” grade for each attempt. An exception request regarding the timing of the re-examination can be submitted for consideration to the Academic Dean's Office by either the student or the supervisory committee.

All requirements for the doctoral degree must be completed within five calendar years from the time the student passes the preliminary examination and is admitted to candidacy. If the student's major professor and/or Department Chair does not choose to either approve an Extension of Time (EOT) or require the student to take the preliminary exam and/or coursework again for readmission to candidacy, then the student may no longer be enrolled in that program or at Florida State University.

A student who has passed the preliminary examination and has been certified by the Office of the University Registrar (with an admission to candidacy form) is considered a candidate for the doctoral degree and is eligible to register for dissertation credits.

A student must be admitted to candidacy at least six months prior to the granting of the degree. The purpose of this requirement is to ensure a minimal lapse of time for effective work on the dissertation after acquisition of the basic competence and after delineation of the problem and method of attack. More realistically, the student should expect to spend a year or more of work on the dissertation.”

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.

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. 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 (<https://www.research.fsu.edu/research-offices/human-subjects/>).

Language of the PhD Dissertation

The typical language of the dissertation is English. Under special circumstances the Chair, the Major Professor, and the Supervisory Committee may approve writing the body of the dissertation in a language other than English if doing so is essential for scholarly reasons. Lack of sufficient English competency is not an acceptable justification for using an alternative language. The Major Professor shall immediately notify the Dean of the College and the Dean of the Graduate School for all cases where such approval has been granted. Notification requires completion of the *ETD Alternative Language for the Dissertation /Treatise/ Thesis Form* (available on <https://gradschool.fsu.edu/forms>). All committee members must be completely proficient in the alternative language. It is the responsibility of the Major Professor and the Supervisory Committee to ascertain that the candidate's dissertation is written in acceptable English or an alternative language, in an appropriate scholarly style. All non-English-language dissertations must have the preliminary pages and main section headings in English. This would include the content of the title page, committee page, acknowledgments, abstract and biographical sketch. All main section headings, including chapter and appendix headings, must be in English, but chapter/appendix titles may be in the chosen language.

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 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. *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. *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 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 *up to the semester deadlines of the next term* or the student must re-defend. Starting in Fall 2024, thesis, treatise, and dissertation students who defend successfully with a "Pass" (or receive a "Pass with Major Revisions", which is a subcategory of "Pass") but miss the defense semester's Manuscript Clearance submission deadlines, will need to register for an additional semester and meet the Manuscript Clearance deadlines of the semester following the original defense semester. Students who fail to graduate in their original defense semester and the semester after their original defense semester are required to re-defend their thesis, treatise, or dissertation and meet Manuscript Clearance deadlines during the second semester since their original defense semester (e.g., original defense F24, required re-defense Su25). The transcript will reflect a "Pass" once the student submits their successfully defended document. Students who re-defend and do not earn a "Pass," should be given a "Fail."

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 (Zoom, Teams, 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. The defense must be conducted in English. 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.

CHINESE AND JAPANESE PROGRAMS

MA IN EAST ASIAN LANGUAGES AND CULTURES (EALC)

ADMISSIONS

REQUIREMENTS (see also Section I: General Information): advanced-low language level or higher in Chinese or Japanese; statement of purpose (in English); academic writing sample (in English or the target language of the track); three letters of recommendation; complete and acceptable ("good standing") academic transcripts; GPA of at least 3.0 on a 4-point scale; GRE scores; TOEFL score (for international students); 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 EALC, a student normally has an undergraduate major in Chinese or Japanese or the equivalent with a minimum grade-point average of 3.0. Student who have not had such preparation should make certain to specify the scope of their language preparation in their statement of purpose. (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 EALC 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://www.modlang.fsu.edu/students/financial-aid>.

GENERAL MA DEGREE REGULATIONS

(See also Section I: General Information) Students with teaching assistantships must register each semester they teach for CHI 5940 or JPN 5940 *Teaching Practicum*. This registration may be for 0 hours, at no cost, or may be for as many as 6 semester hours. Only 3 hours of this course, however, can count toward the MA degree.

MA DEGREE AND REQUIREMENTS

The MA degree in East Asian Languages and Cultures is expected to be completed in two years during which the student must successfully complete a minimum of 36 credit hours. At least 21 of these credit hours must be taken on a letter-grade basis. A minimum of 12 credit hours must be language courses. There are two primary tracks within the EALC MA program: Chinese and Japanese. For each track, the student must take 4 language courses in their designated primary language area (Chinese or Japanese, for a minimum of 12 credit hours [native speakers of Japanese or Chinese are exempt from this language requirement]), as well as East Asian Humanities (3 credit hours). All required courses must be taken on a letter-grade basis. During the last semester (usually the second Spring semester of the two-year full-time MA study), the student chooses Option A (Comprehensive Examination) or Option B (Significant Research Project) to complete the Program. The student must fill out the form "Student-Program Agreement" to indicate his/her choice (Option A or B) by the end of the first Spring semester and notify all the professors related to the selected option and track Graduate Advisor (GA).

In addition, students will also take 18 credit hours of elective courses (30 credit hours for native speakers of Japanese or Chinese). These courses should be graduate courses in the East Asian MA Program.

Each semester, the student is required to take 9 credit hours. During the last semester:

Option A: Comprehensive Examination.

CHW8966 Comprehension Examination, or JPW8966 Comprehensive Examination (0 credit hours, S/U)

FOW6907 Directed Readings (3 credit hours, S/U, for preparing for the exam)

The other two graduate courses (6 credit hours) must be taken for a letter grade.

The comprehensive examination will be organized by three different EALC research faculty—two from the student’s elected track, one from the other track—and will assess the student’s mastery of a minimum of three subject areas, including, but not limited to, East Asian thought, literature, cultural history, film & media studies, critical theory, translation, linguistics, second language acquisition, and pedagogy.

The student needs to contact the three professors as soon as possible and initiate the scheduling of the comprehensive exam at the beginning of the last Spring semester, and the exam dates should be around late March or early April.

Option B: Significant Research Project.

CHI5910 Supervised Research, or JPN5915 Supervised Research (3 credit hours, S/U)

The other two graduate courses (6 credit hours) must be taken for a letter grade.

A typical research paper will be around 25 double-spaced pages, and can be an extended and revised course paper directed by the EALC professor who offered the course. The topics must be appropriate for the student’s research focus within the field of East Asian Languages and Cultures.

The student is expected to identify and work closely with his/her Research Supervisor (RS), a faculty member from the Chinese or Japanese Program on the Significant Research Project. The Significant Research Project will be reviewed by at least two EALC faculty members, one being the RS and at least one other EALC faculty member (Second Reader, SR) identified by the student. If any faculty member considers revisions necessary, they can be requested and shall be satisfied within a period of two weeks.

APPENDIX I

Prospectus Guidelines for Writers of Theses and Dissertations

1. What is a Prospectus?

A plan. A prospectus is a carefully thought-out statement about the nature of the thesis/dissertation.

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.

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.

2. 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.

3. 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, textual, 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).

4. 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.

5. 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.

APPENDIX II
MLL PhD Prospectus Cover Sheet

FLORIDA STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
DEPARTMENT OF MODERN LANGUAGES AND LINGUISTICS

(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 in Term, Spring / Fall 20

Major Professor _____

University Representative _____

Member _____

Member _____

Member _____

Does the research reflected in this Prospectus / planned dissertation involve human subjects?

YES / NO

If YES: "I _____ (name of Major Professor) acknowledge that I am responsible to require my student to seek appropriate IRB approval of this research project within 30 days after the defense of this dissertation prospectus. I am also responsible to require that the student renew IRB approval in case major changes occur over the course of the research performance period (see Graduate Studies Handbook for information).

**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. This form is to be filled out by the student's **major professor**, who solicits input from the student and compiles comments from other faculty members (if applicable). The **Program Coordinator** coordinates the annual evaluation for the PhD students in the program, gathers all completed forms, and sends them in one batch to the Graduate Program Coordinator (Wendy) for review by the Associate Chair of Graduate Studies (alternatively: Department Chair) and for upload in the Graduate Student Tracking System. To be complete, signatures of the PhD candidate, major professor, Program Coordinator, and the Graduate Associate Chair (alternatively: Department Chair) are required.

STUDENT NAME: _____ Year ____ of __MA/__ PhD/__ ABD

EVALUATING PROFESSOR NAME: _____

Optional student's statement on academic progress (e.g. accomplishments, presentations, publications, dissertation progress): *Please add.*

Major professor's progress report: *Please add progress report or 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	
--	--

Signatures

Evaluating/Major Professor:

Date:

Graduate Student:

Date:

Program Coordinator:

Date:

Associate Chair of Graduate Studies:

Date:

APPENDIX V
Teaching Assistant Performance Evaluation

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

Teaching Assistant's Name: _____

Program: _____

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: _____